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| **EDUCATOR REGISTRATION and RE REGISTRATION CHECKLIST**: Version: 14 January, 2020 |

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| **Educator’s full name:** | **D.O.B:** |
| **Educator’s contact numbers:****(H)****(M)** | **Email address:** |
| **Educator Business Name:** | **Educator ABN:** |
| **Educator Next Of Kin:** | **Next of Kin phone number:** |
| **Postal address:** |
| **Physical address:*** **Residence**
* **Venue**
 |
| **Registration renewal / start date:** | **Educator PRODA Number:**  |
| **Consultant’s Name:** **Consultant’s Signature: Date Completed:** |
| **Registration Fee*** **There is no Registration fee for HAFDc Educators – Hubworks is however a compulsory component for HAFDC Educators yearly – in line with upcoming Government Requirements**
 |
| **Administration Name / Signature:****Date:** |
| **FDC Service Comments:** (eg enter side gate, care area in garage etc) |
| **Item required:** | **Copy attached****(tick)** | **Update next due:** | **How often is it required for documentation to be updated** |
| **DOCUMENTS REQUIRED TO ISSUE REGISTRATION CERTIFICATE** |
| 1. **Educator Application form completed**
 |  |  | **One Off** |
| 1. **PRODA Documentation**
 |  |  | **One Off** |
| 1. **Referee Checks completed**
 |  |  | **One Off** |
| 1. **Compliance History Statement completed and signed**
 |  |  | **Once Off** |
| 1. **Interview questions completed**
 |  |  | **One Off** |
| 1. **Register of Educators Form completed**
 |  |  | **Annual**  |
| 1. **Admin induction training completed**
 |  |  | **One Off** |
| 1. **HAFDC Educator Agreement signed**
 |  |  | **Annual** |
| 1. **Code of Conduct signed**
 |  |  | **Annual** |
| 1. **Family Memebers in Care form Completed**
 |  |  | **Once Off** |
| 1. **Relevant ECE qualifications**
 |  |  | **One Off** |
| 1. **Proof of enrolment in approved ECE course (minimum Certificate 111) and Current Transcripts**
 |  |  | **Once Off**  |
| 1. **Assessment of residence/ venue completed and signed**
 |  |  | **Annual** |
| 1. **Fit and Proper Medical**
 |  |  | **Annual** |
| 1. **Approved first aid qualifications**
 |  |  | **3 Years** |
| 1. **Anaphylaxis /Asthma management training**
 |  |  | **3 Years** |
| 1. **CPR training**
 |  |  | **Annual** |
| 1. **Child Protection Training**
 |  |  | **2 Years** |
| 1. **Fire equipment check evidence provided**
 |  | **Fire Extinguisher Date tested/purchased:****Fire Blanket Date tested/purchased:** | **Annual** |
| 1. **Copy of Driver’s License provided**
 |  |  | **Expiry** |
| 1. **Working with children check Educator**

**(QLD – Blue card)**  |  | **NSW – online check / verification****QLD – authorisation/ verification****VIC – WWC card / criminal record check****TAS –verification online** | **Card Expiry & Verification Annual** |
| 1. **Working with children check Partner (QLD Blue Card )**
 |  |  | **Card Expiry & Verification Annual** |
| 1. **Drivers License – Partner**
 |  |  | **Expiry** |
| 1. **Working with children check Other (QLD Blue Card)**
 |  |  | **Card Expiry & Verification Annual** |
| 1. **National Police Check Educator (All states)**
 |  |  | **3 Years** |
| 1. **National Police Check Partner (VIC only)**
 |  |  | **3 Year** |
| 1. **National Police Check Other (VIC only)**
 |  |  | **3 Years** |
| 1. **Food Handling Certificate**
 |  |  | **3 Years** |
| 1. **Providing Food Certificate**

**(if applicable)** |  |  | **3 Years** |
| 1. **Educator’s Public Liability insurance evidence provided**
 |  |  | **Expiry** |
| 1. **Car insurance papers provided**

**(if applicable)** |  |  | **Expiry** |
| 1. **Car registration papers**

**(if applicable)** |  |  | **Expiry** |
| 1. **QLD and VIC road worthy -provide either;**
	1. Annual QLD Road Safety Certificate (Approved inspection stations (AIS) offer vehicle inspections, and are the only businesses in Queensland that can issue safety certificates. An AIS will give you either a handwritten certificate or an electronically issued certificate) ***or***
	2. Annual vehicle service log issued by a licensed mechanic and containing the name and authorised licence number of such mechanic

**NOTE: a. VIC can have a roadworthy or a car**  **safety service** **b. QLD must have a roadworthy** |  |  | **Annual** |
| 1. **Car seat compliance provided**

(if applicable) |  |  | **Annual** |
| 1. **Swimming Pool / spa compliance / Certification**
 |  |  | **3 years** |
| 1. **Other training qualifications**

**(if applicable)** |  |  | **One Off** |
| 1. **Educator induction training completed**
 |  |  | **One Off** |
| 1. **Fee Schedule completed**
 |  |  | **When Needed** |
| 1. **Letter from landlord (if renting) or**

**Copy of rates notice if owner** |  |  | **One Off** |
| 1. **Electrical safety switch evidence provided**
 |  | **Photo / Documentation provided:** | **One Off** |
| 1. **Glass compliance provided for glass in registered area 1metre or below, including shower screen**
 |  | **Photo / Document provided or****Stamped & Sighted** | **One Off** |
| 1. **Emergency Fire Evacuation plan and procedure**
 |  |  | **One Off** |
| 1. **Emergency Evacuation Kit Check List**
 |  |  | **Annual** |
| 1. **Bank Details Provided**
 |  |  | **One Off** |
| 1. **First Aid Kit – checklist complete**
 |  |  | **Annual** |
| 1. **Cot Australian standards documentation**

**(if applicable)** |  |  | **One Off** |
| 1. **Cot checklist completed**

**(if applicable)** |  |  | **Annual** |
| 1. **Menu**

**(if applicable)** |  |  | **Annual** |
| 1. **Copy of gun license**

**(if applicable)** |  |  | **Expiry** |
| 1. **Overnight Care documentation**

**(if applicable)** |  |  | **As Required** |
| 1. **Electrical Tagging**

**(if applicable)** |  |  | **As Required** |
| 1. **Pet Management Plan**

**(if applicable)** |  |  | **Annual** |
| 1. **Trampoline Checklist**

**(if applicable)** |  |  | **Annual** |
| 1. **Swing Checklist**

**(if applicable)** |  |  | **Annual** |
| 1. **Swimming Pool / Spa Checklist**
 |  |  | **Annual** |
| 1. **Excursions (if applicable)**
 |  | **Cover Sheet** **Risk Assessments****Permission** | **As Required** |
| 1. **Emergency contacts for children /families**

**(if applicable)** |  | **Hard copy sighted** | **As Required** |
| 1. **Registration Certificate Issued:**
 |  |  | **Annual** |