

July 2018

## Children's Services Award 2010

This award is commonly used in long day care centres and out of school hours services for employees other than teachers. It is also used for cleaners, gardeners and some administrators.

It is not used for teachers or educators who work exclusively in a kindergarten program where the service is named as a respondent to the Victorian Early Childhood Teachers and Assistants Agreement (VECTAA 2009) or its successor the Victorian Early Childhood Teachers and Educators Agreement 2016 (VECTEA 2016)

**Wage rates from the start of the first full pay period commencing on or after 1 July 2018.**

Classification / Level	Weekly	Hourly	Casual
1.1	\$735.60	\$19.36	\$24.20
2.1	\$763.70	\$20.10	\$25.13
2.2	\$790.10	\$20.79	\$25.99
3.1 [Certificate III]	\$837.40	\$22.04	\$27.55
3.2	\$866.20	\$22.79	\$28.49
3.3	\$893.50	\$23.51	\$29.39
3.4 [Diploma]	\$942.90	\$24.81	\$31.01
4.1 (Room leader)	\$986.40	\$25.96	\$32.45
4.2	\$1,001.50	\$26.36	\$32.95
4.3	\$1,016.40	\$26.75	\$33.44
Assistant Director			
5.1	\$1,031.50	\$27.14	\$33.93
5.2	\$1,046.40	\$27.54	\$34.43
5.3	\$1,061.30	\$27.93	\$34.91
5.4	\$1,065.00	\$28.03	\$35.04
Director			
6.1 (up to 39)	\$1,189.40	\$31.30	\$39.13
6.2	\$1,204.20	\$31.69	\$39.61
6.3	\$1,219.00	\$32.08	\$40.10
6.4 (40-59 places)	\$1,264.60	\$33.28	\$41.60
6.5	\$1,276.10	\$33.58	\$41.98
6.6	\$1,291.50	\$33.99	\$42.49
6.7 (60 or more places)	\$1,306.80	\$34.39	\$42.99
6.8	\$1,321.70	\$34.78	\$43.48
6.9	\$1,336.60	\$35.17	\$43.96

## Definitions

### Full time employees *(clause 10.3)*

A full time employee is an employee who is engaged to work an average of 38 hours per week.

### Part-time employees *(clause 10.4)*

A part time employee is an employee who works less than the full-time hours of 38 per week and has reasonable predictable hours of work.

A part-time employee must be rostered for a minimum of two hours on each day worked *(clause 10.4(e))*.

### Casual employees *(clause 10.5)*

A casual employee is an employee who is engaged as such for temporary and relief purposes.

A casual employee must be rostered for a minimum of two hours for each engagement. *(clause 10.5(c))*.

## Hours of work

### Non-contact time *(clause 21.5)*

Employees responsible for the preparation, implementation and/or evaluation of a children's program will be entitled to a minimum of two hours per week, free of duties with children, to complete such tasks.

### Term time employees *(clause 21.9)*

Where a service only operates during school terms only, employees can be employed as term time employees under this award. Term time employees are not paid during the six weeks of term breaks. This period of unpaid leave does not reduce the quantum of personal leave or annual leave accrued. Annual leave is ordinarily paid during the Christmas term break.

### Additional hours (overtime) *(clause 23)*

Full-time employees who work additional hours or are required to work after 6:30pm are paid time and a half for the first two hours and double time thereafter. Each day that overtime is worked is calculated separately.

Part time employees may work additional hours and be paid at their ordinary hours provided that they cannot be required to work more than eight hours on any day. If the employee works more

than eight hours or works after 6:30 pm then overtime rates apply as above.

## Allowances

All references to standard rate mean the 'minimum rate for a Children's Services Employee Level 3.1 (Certificate III qualified) in clause 14 – Minimum wages.'

### Broken shift *(clause 15.1)*

Where an employee works two separate shifts in a day they will be paid an allowance of 1.91% of the standard rate per day (7.6 hours) for each day on which a broken shift is worked.

### Travel allowance *(clause 15.7)*

An employee who is authorised by the employer to use his/her own motor vehicle in the course of his/her duties shall be paid an allowance \$0.78 per kilometre.

### Clothing allowance *(clause 15.2)*

If an employer requires an employee to wear a uniform, the employer must provide the uniform or reimburse the employee for the cost of the uniform. If the employee is required to launder the uniform then the employee will be paid an allowance of \$5.98 per week (\$1.20 per day) if the uniform does not require ironing or \$9.49 per week (\$1.90 per day) if the uniform requires ironing.

### Meal allowance *(clause 15.5)*

Employees who are required to work more than two hours overtime without being notified on the previous day are provided with a meal or paid an allowance of \$12.00 .

### First Aid allowance *(clause 15.4)*

Where an employer **requires** an employee at Level 3 or below to administer first aid to children in their care and the employee is the current holder of a recognised first aid qualification such as a certificate from the St John Ambulance Australia (VIC), the Australian Red Cross or similar body, the employer shall pay the employee an allowance of 1.13% of the standard rate per day. However, an employee below Level 3 engaged in out of school hours care and appointed as first aid person shall be paid an allowance of 0.15% of the standard hourly rate

**Superannuation** (*clause 20*)

Employers are required to contribute 9.5% superannuation for all employees who are paid more than \$450 in any calendar month. All new employees must be provided with a standard superannuation choice form within 28 days of commencement of employment. Employees who have made a superannuation choice cannot alter that choice within 12 months of making the choice.

**Leave****Annual** (*clause 24*)

Employees are entitled to four weeks annual leave with 17.5% leave loading.

**Personal/carers** (*clause 25*)

Employees are entitled to 10 days personal/carer's leave per year (pro-rata for part-time employees). Unused personal leave is fully cumulative. Personal/carer's leave is accrued progressively during the year.

**Classification****Level 1**

This is an employee who has no formal qualifications but is able to perform work within the scope of this level. The employee will work under direct supervision in a team environment and will receive guidance and direction at all times. The employee will receive structured and regular on-the-job training to perform the duties expected at this level. Normally an employee at this level will not be left alone with a group of children.

**Indicative duties**

- Learning and implementing the policies, procedures and routines of the service.
- Learning how to establish relationships and interact with children.
- Learning the basic skills required to work in this environment with children.
- Giving each child individual attention and comfort as required.
- Basic duties including food preparation, cleaning and gardening.

**Progression**

A Level 1 employee will progress to the next level after a period of one year or earlier if the employer considers the employee capable of performing the work at the next level or if the employee actually performs work at the next level.

**Level 2**

This is an employee who has completed 12 months in Level 1, or a relevant AQF Certificate II, or in the opinion of the employer has sufficient knowledge and experience to perform the work within the scope of this level. An employee at this level has limited knowledge and experience in children's services and is expected to take limited responsibility for their own work.

**Indicative duties**

- Assist in the implementation of the children's program under supervision.
- Assist in the implementation of daily care routines.
- Develop awareness of and assist in maintenance of the health and safety of the children in care.
- Give each child individual attention and comfort as required.
- Understand and work according to the centre or service's policies and procedures.
- Demonstrate knowledge of hygienic handling of food and equipment.

**Level 3**

This is an employee who has completed AQF Certificate III in Children's Services or an equivalent qualification or, alternatively, this employee will possess, in the opinion of the employer, sufficient knowledge or experience to perform the duties at this level. An employee appointed at this level will also undertake the same duties and perform the same tasks as a CSE Level 2.

**Indicative duties**

- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups.
- Record observations of individual children or groups for program planning purposes for qualified staff.

- Under direction, work with individual children with particular needs.
- Assist in the direction of untrained staff.
- Undertake and implement the requirements of quality assurance.
- Work in accordance with food safety regulations.

### Progression

Subject to this award, an employee at this level is entitled to progression to Level 3.3. An employee at this level who has completed an AQF Diploma in Children's Services or equivalent, and who demonstrates the application of skills and knowledge acquired beyond the competencies required for AQF Certificate III in the ongoing performance of their work, must be paid no less than the rate prescribed for Level 3.4.

### Level 4

This is an employee who has completed a Diploma in Children's Services or equivalent (e.g. Certificate IV in Out of School Hours Care) as recognised by licensing authorities and is appointed as the person in charge of a group of children in the age range from birth to 12 years.

An employee at this level will also take on the same duties and perform the same tasks as a Children's Services Employees (CSE) Level 3.

#### Indicative duties

- Responsible, in consultation with the Assistant Director/Director for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups.
- Responsible to the Assistant Director/Director for the supervision of students on placement.
- Responsible for ensuring a safe environment is maintained for both staff and children.
- Responsible for ensuring that records are maintained accurately for each child in their care.
- Develop, implement and evaluate daily care routines.
- Ensure that the centre or service's policies and procedures are adhered to.
- Liaise with families.

### Level 5

This is an employee who has completed an AQF Level V Diploma in Children's Services or equivalent and is appointed as:

- an Assistant Director of a service;
- a Children's Services Co-ordinator;
- a Family Day Care Co-ordinator;
- a Family Day Care Trainee Supervisor; or
- a School Age Care Co-ordinator.

An **Assistant Director** will also take on the same duties and perform the same tasks as a CSE Level 4.

#### Indicative duties

- Co-ordinate and direct the activities of employees engaged in the implementation and evaluation of developmentally appropriate programs.
- Contribute, through the Director, to the development of the centre or service's policies.
- Co-ordinate centre or service operations including Occupational Health and Safety, program planning, staff training.
- Responsible for the day-to-day management of the centre or service in the temporary absence of the Director and for management and compliance with licensing and all statutory and quality assurance issues.
- Generally supervise all employees within the service.

**A Children's Service Co-ordinator** undertakes additional responsibilities including:

- co-ordinating the activities of more than one group;
- supervising staff, trainees and students on placement; and
- assisting in administrative functions.

**A Family Day Care Co-ordinator** undertakes the following indicative duties:

- arranges, administers and monitors a number of Family Day Care placements;
- responsible for the direction, supervision and training of a number of family based childcare workers;
- implements licensing regulations and accreditation requirements for family day care;

- assists in recruiting and approving the registration of family based childcare workers in accordance with the scheme's policies and licensing regulations;
- documents, interprets and uses information about children;
- assists family based childcare workers to develop care routines for children;
- communicates effectively with family based childcare workers, children, parents and families;
- applies well-developed theoretical knowledge to the care situations with respect to cultural diversity, gender issues and scheme philosophy;
- responsible for the quality of their own work and the work of others; and
- ensures that records are maintained and up to date.

An **unqualified Co-ordinator** who co-ordinates and manages a stand-alone out-of-school hours care and/or vacation care centre may undertake the following:

- develop and/or oversee programs and ensure they offer a balance of flexibility, variety, safety and fun;
- supervise the programs/activities and each staff member is fulfilling their relevant duties and responsibilities;
- carry out administrative tasks including fee collection and receipting, banking, staff pay, etc;
- administer first aid when appropriate and ensure that injured children receive appropriate medical attention;
- work positively with parents and/or committees; and
- understand and work in accordance with the centre or service's policies.

#### Level 6 - Director

A Director is an employee who holds a relevant Degree or a 3 or 4 year Early Childhood Education qualification, or an AQF Advanced Diploma, or a Diploma in Children's Services, or a Diploma in Out-of-Hours Care; or is otherwise a person possessing such experience, or holding such qualifications deemed by the employer or the relevant legislation to be appropriate or required

for the position, and who is appointed as the director of a service.

#### Indicative duties

- Responsible for the overall management and administration of the service.
- Supervise the implementation of developmentally appropriate programs for children.
- Recruit staff in accordance with relevant regulations.
- Maintain day-to-day accounts and handle all administrative matters.
- Ensure that the centre or service adheres to all relevant regulations and statutory requirements.
- Ensure that the service meets or exceeds quality assurance requirements.
- Liaise with families and outside agencies.
- Formulate and evaluate annual budgets.
- Liaise with management committees as appropriate.
- Provide professional leadership and development to staff.
- Develop and maintain policies and procedures for the service.

#### Director Level 1

A Director Level 1 is an employee appointed as the Director of a service licensed for up to 39 children or a Family Day Care service of no more than 30 family based childcare workers and is paid at the Level 6.1 to 6.3 salary range.

#### Director Level 2

A Director Level 2 is an employee appointed as the Director of a service licensed for between 40 and 59 children or a Family Day Care service with between 31 and 60 family based childcare workers and is paid at the Level 6.4 to 6.6 salary range.

#### Director Level 3

A Director Level 3 is an employee appointed as the Director of a service licensed for 60 or more children or a Family Day Care service with more than 60 family based childcare workers and is paid at the Level 6.7 to 6.9 salary range.

#### Qualified Co-ordinator

This is also the level for a qualified Co-ordinator who co-ordinates and manages a stand-alone

out-of-school hours care and/or vacation care centre and has successfully completed a post-secondary course of at least two years in Early Childhood Studies or an equivalent qualification.

A Co-ordinator appointed to co-ordinate the activities of a service licensed to accommodate up to 59 children will be paid at the salary range Level 6.1 to 6.3.

A Co-ordinator appointed to co-ordinate the activities of a service licensed to accommodate 60 or more children will be paid at the salary range Level 6.4 to 6.6.

### **Support Worker**

#### **Level 1**

This is an untrained, unqualified employee. Employees at this level will work under supervision with guidance and direction.

#### **Indicative duties**

- Assisting a qualified cook and/or basic food preparation and/or duties of a kitchen hand
- Laundry work
- Cleaning
- Gardening
- Driving
- Maintenance (non-trade)
- Administrative duties

#### **Progression**

An employee will progress to Children's Services Support Employee (CSSE) Level 2 after 12 months, or earlier if the employee is performing the duties of a children's Services support employee Level 2.

#### **Level 2**

An employee at this level will possess skills, training and experience above that of a CSSE Level 1 and below that of a CSSE level 3. An employee at this level works under routine supervision and exercises discretion consistent with their skills and experience.

#### **Indicative duties**

- Assisting a qualified cook and/or basic food preparation and/or duties of a kitchen hand
- Laundry work
- Cleaning
- Gardening
- Driving
- Maintenance (non-trade)
- Administrative duties

#### **Level 3**

An employee at this level possesses an AQF Certificate III or equivalent skills and performs work at that level as required by the employer.