**COMMITTEE of MANAGEMENT**

**HANDOVER INFORMATION Pack**

[YEAR]

DEFINITIONS

|  |  |
| --- | --- |
| **ACECQA** | The Australian Children’s Education and Care Quality Authority - [www.acecqa.gov.au](https://www.acecqa.gov.au/) |
| **Activity Group Leader** | A suitably qualified employee appointed by the employer to be responsible for the planning and implementation of an early childhood program other than a funded preschool/kindergarten program. |
| **Department of Education (DE)** | The Department of Education is the government department in Victoria that is responsible for the state's education system, including early childhood education, primary education, and secondary education. [www.education.vic.gov.au](https://www.education.vic.gov.au/Pages/default.aspx) |
| **Diploma Qualified Early Childhood Educator** | An employee engaged as such who is required to hold a diploma qualification approved by the Regulator for the purposes of the National Law and published in accordance with Regulation 137(1)(b) of the Education and Care Services National Regulations 2011. Employees who are employed in a program that is operated in a long day care service are excluded. |
| **Early Childhood Educator** | An employee who is engaged as such to work under the general direction and supervision of an Early Childhood Teacher, a Diploma qualified Early Childhood Educator or an Activity Group Leader in any program, and who is required to hold or be working towards a Certificate III in Children’s Services as required by the Regulator or has been granted specific exemption. |
| **Early Childhood Teacher (ECT)** | An employee engaged as such, or an employee engaged in a position that requires the employee to hold an early childhood teaching qualification approved by the Regulator for the purposes of the National Law and published in accordance with Regulation 137(1)(a) of the *Education and Care Services National Regulations 2011;* and who has current registration with the Victorian Institute of Teaching (VIT). |
| **Early Learning Association Australia (ELAA)** | A not-for-profit peak body with members that are providers of early childhood education and care services, including those run by a committee. ELAA provides advice, resources, training and support to members on a wide range of issues from industrial relations and employer services to all aspects of governance. www.elaa.org.au  |
| **Victorian Early Childhood Teachers and Educators Agreement 2020 (VECTEA) (DELETE if not applicable)**  | VECTEA is the Early Childhood Industrial Agreement under which [Service Name] employs all staff. |

Background Information

**Current Community Context**

Service Name is majority utilised by [INSERT CURRENT CONTEXT].

**Historical Perspective**

Establishment of Service Name

* Input details of establishment of service [INSERT DETAILS]
* Philosophy Statement [INSERT DETAILS]

Constitution

All elected members of the committee will be provided with a copy of the Service Name constitution along with guidelines on management of early childhood education and care services.

**Waiting Lists**

In accordance with the DE kindergarten funding requirements the service must follow the priority guidelines:

* [Priority of access for early childhood education](https://www.vic.gov.au/priority-access-criteria)

**Vacancies**

We currently have vacancies in [INSERT DETAILS]

Victorian Kindergarten Terms

Term dates are set out by the DE - [School term dates and holidays in Victoria](https://elaainc.sharepoint.com/sites/ProjectDeliverySite/Member%20Resources%20Project/ECMM/Redevelopment%20of%20the%20ECMM%20Project/2.%20CoM%20Governance%20Resource/Working%20Files/2.%20Strategic%20Planning/School%20term%20dates%20and%20holidays%20in%20Victoria)

* [INSERT CURRENT TERM DATES]

Governance

**Department of Education**

Regional office details:

* [INSERT DETAILS]

National Quality Standard (NQS)

The National Quality Standard (NQS) sets a national benchmark for the quality of education and care services and includes seven quality areas that are important to outcomes for children:

* QA1 Educational program and practice
* QA2 Children’s health and safety
* QA3 Physical environment
* QA4 Staffing arrangements
* QA5 Relationships with children
* QA6 Collaborative partnerships with families and communities
* QA7 Governance and leadership

Assessment and Rating

Assessment and rating is the process through which the service is assessed and rated by the DE against the NQS, and given a rating for each of the seven quality areas and an overall rating based on these results.

The process of assessing and rating a service is a combined approach of quality assurance and regulatory compliance.

Assessment and rating is dependent on the previous rating received.

|  |  |
| --- | --- |
| **Overall Rating** | **Schedule for Reassessment Since Last Rating Notice** |
| Excellent | About 5 years |
| Exceeding | Between 3 years and 4 years |
| Meeting | Between 2 years and 3 years |
| Working Towards | Between 1 year and 2 years |
| Significant Improvement Required | Within 1 year |

The last review was in [INSERT DATE OF REVIEW], where the service received the [INSERT RATING] rating.

Ratings must be displayed at the service at all times.

Monitoring and Assessing Compliance and Quality

The DE has core functions to:

* monitor compliance of the service with the National Law, Education and Care Services National Regulations 2011 and the Child Safe Standards.
* assess quality of the service against the National Quality Standards and the National Regulations and determine ratings of those services.

The purpose of monitoring and assessing the service is to protect the safety, health and wellbeing of children, and drive quality and continuous improvement in those services, for the benefit of children and the community.

The DE may conduct monitoring and assessment activities (spot visits) at any time with no warning.

The DE may also conduct a visit to follow up on a complaint received.

Quality Improvement Plan (QIP)

The approved provider must ensure a Quality Improvement Plan (QIP) is in place for the service.

The aim of a QIP is to help providers self-assess their performance in delivering quality education and care, and to plan future improvements.

Part of the assessment and rating process involves the QIP being always maintained.

A current copy of the QIP is located [INSERT LOCATION]

**Legislation**

Service Name must always meet all legislative requirements, including but not limited to:

* [Charter of Human Rights and Responsibilities Act 2006 (Vic)](https://www.legislation.vic.gov.au/in-force/acts/charter-human-rights-and-responsibilities-act-2006/015)
* [Child Safe Standards (Vic)](https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/)
* [Child Wellbeing and Safety Act 2005 (Vic)](https://www.legislation.vic.gov.au/in-force/acts/child-wellbeing-and-safety-act-2005/043)
* [Children, Youth and Families Act 2005 (Vic)](https://www.legislation.vic.gov.au/in-force/acts/children-youth-and-families-act-2005/137)
* [Disability Discrimination Act 1992 (Cth)](https://www.legislation.gov.au/C2004A04426/2018-04-12/text)
* [Early Childhood Australia’s Code of Ethics (2016)](https://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/)
* [Education and Care Services National Regulations and National Law](https://www.acecqa.gov.au/nqf/national-law-regulations)
* [Equal Opportunity Act 2010 (Vic)](https://www.legislation.vic.gov.au/in-force/acts/equal-opportunity-act-2010/030)
* [Fair Work Act 2009 (Cth)](https://www.legislation.gov.au/C2009A00028/2017-09-20/text)
* [Fair Work Regulations 2009 (Cth)](https://www.legislation.gov.au/F2009L02356/latest/text)
* [Occupational Health and Safety Act 2004](https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/044)
* [Occupational Health and Safety Regulations 2017](https://www.legislation.vic.gov.au/in-force/statutory-rules/occupational-health-and-safety-regulations-2017/005)
* [Racial and Religious Tolerance Act 2001 (Vic)](https://www.legislation.vic.gov.au/in-force/acts/racial-and-religious-tolerance-act-2001/011)
* [Racial Discrimination Act 1975](https://www.legislation.gov.au/C2004A00274/latest/text)
* [Sex Discrimination Act 1984 (Cth)](https://www.legislation.gov.au/C2004A02868/latest/text)

National Quality Agenda IT System (NQAITS)

Registered users can view and update their provider and service details, lodge applications and notifications, and pay invoices.

Change in Management

Whenever there is a change in management, including committee/board, nominated supervisor position, and persons with management and control, Service Name is required to notify the DE within 7 days, via ACECQA’s - [NQAITS](https://public.nqaits.acecqa.gov.au/Pages/Landing.aspx)

Notifications to the DE

Approved providers are required to notify the DE about incidents, complaints and changes to information.

* [Notification types and timeframes | ACECQA](https://www.acecqa.gov.au/resources/applications/notification-types-and-timeframes)

Privacy and Confidentiality

One of the most important responsibilities that committee members must understand is the need for confidentiality. Issues that are discussed at meetings must not be discussed in the general community until there is an agreed and ratified response, which is then shared with the parent community. We ask that all committee members adhere to this.

We all must also be aware of [privacy legislation](https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/030) - there can be no discussion about staff members or their personal situations or those of other families, including information which is made known to you whilst acting in your capacity as a council member.

Code of Conduct

All committee members and staff will be required to sign a Code of Conduct.

Child Safe Standards

Victoria’s Child Safe Standards are a set of mandatory requirements to protect children and young people from harm and abuse.

The Child Safe Standards aim to:

* promote the safety of children
* prevent child abuse
* ensure organisations and businesses have effective processes in place to respond to and report all allegations of child abuse.

The Child Safe Standards work by:

* driving changes in organisational culture – embedding child safety in everyday thinking and practice
* providing a minimum standard of child safety across all organisations
* highlighting that we all have a role in keeping children safe from abuse.

Reportable Conduct Scheme

The Reportable Conduct Scheme is designed to ensure that the Commission for Children and Young People are made aware of every allegation of certain types of misconduct involving children in relevant organisations that exercise care, supervision and authority over children.

There are five types of ‘reportable conduct’:

* sexual offences committed against, with or in the presence of a child
* sexual misconduct committed against, with or in the presence of a child
* physical violence against, with or in the presence of a child
* any behaviour that causes significant emotional or psychological harm to a child
* significant neglect of a child.

The Reportable Conduct Scheme does not replace the need to report allegations of child abuse, including criminal conduct and family violence to Victoria Police.

The Head of an organisation is the person who is primarily responsible for an organisation’s compliance with the Reportable Conduct Scheme.

The head of the organisation is [INSERT NAME]

[INSERT LINK TO SERVICES CHILD SAFE STATEMENT]

Mandatory Reporting

All early childhood educators, including approved providers and volunteers are mandatory reporters.

* For more information - [Child protection obligations in early childhood services](https://www.vic.gov.au/child-protection-obligations-early-childhood-services)

Reporting Requirements

Incident reporting is done by logging onto ACECQA - [NQAITS](https://public.nqaits.acecqa.gov.au/Pages/Landing.aspx) and completing the appropriate form.

The approved provider is responsible for notifying the DE via ACECQA: [NQAITS](https://public.nqaits.acecqa.gov.au/Pages/Landing.aspx) in the case of a serious incident, complaint, circumstance that poses a risk to the safety or wellbeing of children, or any incident or allegation of physical or sexual abuse.

Serious incidents are defined as:

* the death of a child
* serious injury or trauma of a child
* an emergency attended by emergency services
* when a child appears to be missing or cannot be accounted for, is locked in or out of the premises, or is taken from the premises in a manner that contravenes the National Regulations.

Record Keeping

Refer to ACECQA’s Guide to the National Quality Framework:

* QA 7 Governance and Leadership, page 517 for record keeping obligations

**Insurance**

Service Name is insured as follows:

* [VMIA](https://www.vmia.vic.gov.au/) provide the free insurance, covers public liability (if applicable)
* [INSERT PROVIDER]
* [INSERT PROVIDER] - work cover

**Emergency Management Plan (EMP)**

All Early Childhood Education and Care services in Victoria must have emergency and evacuation policies and procedures.

The regulations specify that the approved provider must:

* make sure the service conducts a risk assessment - the assessment should identify all potential emergencies that are relevant to the service
* have emergency and evacuation procedures that give instructions for what must be done in the event of an emergency - the emergency may include a medical or health incident or trauma
* have an emergency and evacuation floor plan (evacuation diagram) - a copy of the emergency and evacuation floor plan and instructions must be displayed in a prominent position near each exit
* make sure the service rehearses the emergency and evacuation procedures every 3 months - these rehearsals must be recored.

In addition, those listed in the [Bushfire At-Risk Register](https://www.vic.gov.au/bushfire-risk-register-barr) must also submit a yearly Emergency Management Plan.

A copy of the service’s current Emergency Management Plan is located [INSERT DETAILS]

For more information about emergency management in early childhood services or a copy of the Emergency Management Plan template – [click here](https://www.vic.gov.au/emergency-management-early-childhood-services)

FUNDING

Kindergarten Information Management System (KIMS)

Using information collected through previous reporting cycles, KIMS pre­populates funding allocations for the service and only requires the service to update information as circumstances change.

Funded service providers use KIMS to:

* apply for kindergarten funding for children in the years before starting school
* apply for Early Start Kindergarten funding
* update service or service provider details
* complete mandatory data collection processes
* add and update workforce information
* add and update program details
* submit declarations of eligibility for a second year of funded kindergarten
* start, re-start and end funding to a service.
* submit school readiness plan and acquittal

Funding Arrangements

Service Name receives funding for:

* Standard kindergarten three year old and Pre Prep per capita grant
* Free Kinder [delete if not applicable]
* Kindergarten Fee Subsidy (KFS) [delete if not applicable]
* Early Start Kindergarten (ESK) and ESK extension grant [delete if not applicable]
* Ratio Supplement [delete if not applicable]
* Early Childhood Teacher Supplement [delete if not applicable]
* Pre-purchased Places (PPPs) [delete if not applicable]
* Access to Early Learning (AEL) grants [delete if not applicable]
* School Readiness Funding (SRF)
* Rural Travel Allowance [delete if not applicable]
* Transition Learning and Development Statement [delete if not applicable]
* Parental Leave [delete if not applicable]

Service Name may also be eligible for extra funding depending on individual family circumstances.

* Refer to the Department of Education’s website for more information - [Kindergarten Funding](https://www.vic.gov.au/Kindergarten-funding?Redirect=1)

Best Start, Best Life Reforms

Best Start, Best Life reform has three major initiatives:

* Free Kinder for three- and four-year-olds in participating services across the state
* the roll out of universal funded Three-Year-Old Kindergarten
* transitioning Four-Year-old Kindergarten to ‘Pre-Prep’, a universal, 30-hour a week program of play-based learning by 2032

Service Name will need to provide 30 hours of kindergarten by [INSERT ROLLOUT YEAR]

From 2026, Aboriginal children and children experiencing vulnerability across the state will be eligible for between 16 and 30 hours of kindergarten per week (including those children living outside the early roll-out areas). Children experiencing vulnerability include children from a refugee or asylum seeker background and children who have had contact with Child Protection services.

Further information can be found here- [The Best Start, Best Life reforms](https://www.vic.gov.au/best-start-best-life-reforms?gad_source=1&gclid=CjwKCAjwzN-vBhAkEiwAYiO7oKwWYmnuoZeD3oIUK_cAENO-QEmmXgU6Yvqgwim2JFcrD4YpZMxezhoC_ZoQAvD_BwE)

**Free Kinder**

All early childhood education and care providers that deliver a funded kindergarten program in Victoria are eligible to receive Free Kinder funding, subject to meeting specified terms and conditions.

To receive Free Kinder funding, service providers are required to opt in to provide Free Kinder and accept the terms and conditions of funding. Service providers may elect not to opt in to Free Kinder, in which case other funding streams (e.g. per capita) will continue as normal and parent fees may be charged.

Service Name has opted [in/out] of Free Kinder.

DE Space Requirements

Inside requirements - clear space of at least 3.25 square metres per child.

Outside requirements - Usable area of at least 7 square metres per child.

Current measurements are as follows:

|  |  |
| --- | --- |
| **Location/ area** | **Maximum number of children allowed** |
|  |  |
|  |  |

These regulations will limit what structures can be installed in playgrounds, such as storage sheds. Internally, fixed cupboards in care rooms are not advised as they permanently restrict the play space, unless they are wall mounted and do not impede floor space. Furniture on castors is acceptable, which is why bookshelves and storage units are fitted with castors.

Committee Structure and Function

Management

Service Name is managed by a committee consisting of parents with children at the kindergarten.

The committee is responsible for the overall operation of Service Name, which includes ensuring that its operations meet regulations and the established philosophy outlined in the introduction.

The committee delegates the responsibility for the day-to-day management of the kindergarten to the Nominated Supervisor/Director, who is appointed by the committee. The Nominated Supervisor is the link between the educators and the committee.

The committee meets once a month [EDIT IF REQUIRED] at [INSERT MEETING ADDRESS].

The Nominated Supervisor also attends the meetings [EDIT IF REQUIRED].

The Director also attends the meetings [EDIT IF REQUIRED].

[INSERT ORGANISATION CHART]

Responsibilities of Committee

The committee is responsible for: [EDIT AS REQUIRED]

* Governance: Developing and implementing policies and procedures to govern the operation of the service in accordance with relevant regulations and guidelines.
* Financial Management: Making sure the financial affairs of the service are in order, including budgeting, financial reporting, payroll fundraising, and managing grants or subsidies properly.
* Recruitment, Onboarding and Management of Staff: Participating in the recruitment, selection, and evaluation of staff members, including teachers and administrative staff.
* Facilities Management: Ensuring that the service's facilities are maintained and equipped to meet legislated and safety requirements, and the needs of the children and staff, including overseeing maintenance and improvements.
* Community Engagement: Building and maintaining positive relationships with families, the local community, and relevant stakeholders to support the service's mission and goals.
* Compliance and Legal Matters: Ensuring that the service operates in compliance with relevant laws, regulations, funding and licensing requirements, including health and safety standards.
* Strategic Planning: Developing and implementing strategic plans to guide the future direction and growth of the service.

Roles and Responsibilities

[UPDATE AS REQUIRED]

|  |  |
| --- | --- |
| **Committee Role** | **Responsibilities** |
| President | Oversee operations Chair meetingsLiaise with and support educators and committee memberAttend and chair committee meetingsLiaise with external stakeholders such as funders |
| Vice President | Assist and support the President and step into the role in their absenceAttend committee meetings **Note:** Suitable for an outgoing committee member assisting a new Chair or a new committee member preparing to assume the role of President |
| Treasurer | Co-ordinate annual audit process Oversee the debtor processBudget and forecasting preparationMonitor bank accounts and cash flow in conjunction with bookkeeperEnsure finance policies and procedures are followedConduct fee policy reviewAttend committee meetings |
| Secretary | Prepare and distribute agendas Minute takingPrepare and distribute minutes CorrespondenceEnsure reporting processes completeAttend committee meetings |
| Fundraising Officer | Organise fundraising eventsBuild relationships with donors and sponsorsDevelop fundraising strategiesManage fundraising campaigns |
| OHS Officer | Ensure workplace safety and regulatory complianceLiaise between CoM and employeesPromote safety cultureReduce workplace hazardsConduct regular inspectionsIdentify potential risks and overseeing the risk management planDevelop mitigation strategies |
| Marketing/ Communications | Oversee of all marketing activities such as advertising and PREnsure all communication and branding is consistent Manage and maintain the website to ensure it is functional and up to dateManage and maintain social media presence on Facebook if applicableDevelop quarterly newsletterAttend committee meetings |
| Maintenance | Ensure the facility is maintained at a level that is functional to operate in a safe and secure environmentManage the undertaking of all major/minor maintenance throughout the year Plan the replacement of specific equipmentPlan and manage all working beesLiaise with local Council if applicableAttend committee meetings |
| Social and Events | Establish and lead a social committee to identify and plan all out of session events that occur within the service. Some of the key events may include:* Parents Welcome Drinks
* Annual Trivia Night
* Spring into Gardening festival
* Family Day
* Fundraising

Attend committee meetings |
| Class Representatives | Collaborate with the social and events committee to ensure information is consistent within their groupRepresent their class at committee meetingsOrganise class social functions once per term (e.g. coffee mornings, parent’s dinners, park visits etc.) |
| Grants and Building  | Identify and apply for grant funding in relation to specific projects and acquisitions, as identifiedAttend committee meetings |
| Human Resources  | In conjunction with Office Admin and/or Nominated SupervisorMaintain all staff filesPerform yearly reviewsManage any staffing concerns or grievancesManage staffing vacanciesAttend committee meetings |
| Legal | Ensure compliance is maintained in conjunction with the Nominated Supervisor and/or PresidentProvide initial ‘triage’ for any legal issues arisingEnsure registration requirements are met (e.g., DE requirements, ASIC, etc)Attend committee meetings |

Annual General Meeting (AGM)

All members must be given at least 21 days’ notice prior to the Annual General Meeting (AGM). Reports from the Chairperson and Treasurer will be delivered at the AGM. [EDIT IN LINE WITH CONSTITUTION IF REQUIRED].

The AGM occurs to:

* confirm the minutes of the previous AGM
* receive and adopt the Annual Report of the committee and audited statement of accounts for the preceding financial year.
* elect of office bearers and ordinary members of the committee.
* elect the auditor(s) for the next year.
* complete any business required of which at least seven days prior notice has been given.

Finances

Current Financial Position

[INSERT RELEVANT INFORMATION APPLICABLE TO THE SERVICE]

Voluntary contributions Fees

[INSERT RELEVANT INFORMATION APPLICABLE TO THE SERVICE]

Staff Awards and Pay Scales

Staff awards and pay scales are located [INSERT LOCATION]

* Victorian Early Childhood Teachers and Educators Agreement 2020 (VECTEA) [IF APPLICABLE]
* Children’s Services Award 2010 (early childhood educators and support staff) [IF APPLICABLE]
* Educational Services (Teachers) Award 2020 (early childhood teachers) [IF APPLICABLE]
* Clerks – Private Sector Award 2020 (administration staff) [IF APPLIACBLE]
* Victorian Government Schools – Early Childhood – Award 2016 (ECEC services attached to Government schools, not covered by the VECTEA) [IF APPLICABLE]

Additional on Costs/Staff Entitlements

[INSERT RELEVANT INFORMATION APPLICABLE TO THE SERVICE]

Business Activity Statements (BAS)

[INSERT RELEVANT INFORMATION APPLICABLE TO THE SERVICE]

Fundraising

[INSERT RELEVANT INFORMATION APPLICABLE TO THE SERVICE]

Attracting Grant Monies

[INSERT RELEVANT INFORMATION APPLICABLE TO THE SERVICE]

Current staffing structure

Current Staffing Arrangements

[INSERT STAFFING DETAILS -NAME AND POSITION AND QUALIFICATIONS]

DE Qualification and Ratio Requirements

Child to educator ratios:

* Children under 3 years of age: 1:4
* Children over 3 years of age: 1:11

Upon employment all educators must have a Working with Children Check or current registration with VIT.

Staff Performance

[INSERT PROCESS]

Employee Management and Development

[INSERT PROCESS]

**Retention Strategies**

Service Name strives to provide a supportive environment by respecting educators as professionals and trying to accommodate their needs. We strive to make the working environment as positive and rewarding as possible.

[INSERT HOW THIS IS ACHIEVED]

**Relief Staff**

[INSERT LIST]

Recurring Maintenance Activities

All trades visiting the service during operating hours are to report to the office and completing the visitor’s book and providing ID and Working with Children Check card before commencing work. If work is to be done outside of hours, then a committee member/educator is to open the service.

Tan Bark and Sand

Tan bark and sand is to be replaced as needed. DE regulations suggest a minimum soft fall depth (tan bark depth) of 300mm.

Electrical Tagging

Electrical testing and tagging is to be completed each year on all appliances.

Date tag and test was undertaken: [INSERT DAT]

Contact: [INSERT NAME]

Phone: [INSERT PHONE NUMBER]

Air Conditioning/Heating Maintenance

Contact: [INSERT NAME]

Phone: [INSERT PHONE NUMBER]

External Tradesmen

Contact: [INSERT NAME]

Phone: [INSERT PHONE NUMBER]

Priority Works

[INSERT DETAILS]

Service Planning for the Future

External Pressures/Risk

[INSERT DETAILS]

Future Service Options

[INSERT DETAILS]

Recruitment Requirements

[INSERT DETAILS]

Tasks To Be Undertaken

[INSERT DETAILS]

STAKEHOLDER details [IF APPLICABLE]

|  |  |  |
| --- | --- | --- |
| Stakeholder | New contact | Completed date |
| Australian Charities and Not-for-profits Commission (ACNC) |  |  |
| ADP |  |  |
| Bank |  |  |
| IT support |  |  |
| Consumer Affairs Victoria -myCAV |  |  |
| Kindergarten Information Management System (KIMS) |  |  |
| My Agency |  |  |
| Portable Long Service Authority |  |  |
| Insurance (service own) |  |  |
| Workcover |  |  |
| eduPass |  |  |
| Australian Taxation Office |  |  |
| Utilities  |  |  |
| Early Learning Association Australia (ELAA) |  |  |
| Department of Education via NQAITS (Persons with management or control) |  |  |
| VMIA |  |  |
| Local government council  |  |  |
| Security company |  |  |

Memberships/Passwords

|  |  |
| --- | --- |
| ABN/ACN: |  |
| Department of Education Service ID:  |  |
| Department of Education Provider Number: |  |

|  |  |  |
| --- | --- | --- |
| Items | **Username** | **Password** |
| Account details- utilities |  |  |
| Accounting programs |  |  |
| Consumer Affairs Victoria-myCAV  |  |  |
| DE grants  |  |  |
| eduPass |  |  |
| ELAA  |  |  |
| IT system |  |  |
| Microsoft Teams |  |  |
| My Agency |  |  |
| National Quality Agenda IT System (NQAITS) |  |  |
| Seek  |  |  |
| SurveyMonkey  |  |  |
| Try booking  |  |  |
| VIT  |  |  |
| Volunteer sign up  |  |  |
| WWC Check |  |  |
| Zoom  |  |  |
| Security codes |  |  |

Useful Links

* [Australian Charities and Not-for-profits Commission (ACNC)](https://elaainc.sharepoint.com/sites/ProjectDeliverySite/Member%20Resources%20Project/ECMM/Redevelopment%20of%20the%20ECMM%20Project/2.%20CoM%20Governance%20Resource/Working%20Files/2.%20Strategic%20Planning/Australian%20Charities%20and%20Not-for-profits%20Commission%20%28ACNC%29)
* [Australian Children’s Education and Care Quality Authority (ACECQA)](https://www.acecqa.gov.au)
* [Commission for Children and Young People](https://ccyp.vic.gov.au/)
* [Consumer Affairs Victoria](https://www.consumer.vic.gov.au)
* Department of Education:
* [Early Childhood](https://www.education.gov.au/early-childhood)
* [Best Start, Best Life](https://www.vic.gov.au/victorian-skills-plan-2022/early-childhood-best-start-best-life)
* [Kindergarten Funding Guide](https://www.vic.gov.au/kindergarten-funding-guide)
* [Early Learning Association Australia (ELAA)](https://elaa.org.au/)
* [Kindergarten Information Management System (KIMs)](https://www.vic.gov.au/kims)

APPENDIX

[insert service’s Constitution]

[CoM contact list]

[Staff roster]

[Timetable]