

National Early Childhood Worker Register Management Policy & Procedure

PURPOSE AND BACKGROUND

- (1) To outline the requirements for Directors to maintain an accurate and up-to-date register of all students, volunteers, and contractors who engage with children within the service, in alignment with the National Early Childhood Worker Register (Worker Register) requirements.
- (2) Village Early Learning is committed to ensuring that all individuals working with children are appropriately recorded, screened, and monitored in accordance with the National Quality Framework (NQF).
- (3) Approved Provider to ensure to record all workers employed, engaged or appointed at each service in the Worker Register.

POLICY STATEMENT

Educators on Employment Hero who are employed on a Full time, Part-time or Casual basis

- (4) Employees on Employment Hero will be managed on the Worker Register by the Support Office
- (5) All relevant workers must be recorded in the Worker Register for each service they attend.
- (6) Records must be accurate and kept up to date within required timeframes.
- (7) No person may work directly with children unless all required documentation has been verified and recorded.

Nominated Supervisor Worker Register Management

- (8) To ensure the Worker Register remains accurate and compliant, Directors are responsible for recording and updating all individuals who are present and working with children who are not managed by Support Office.
- (9) Procedure is documented in **Appendix B**

Who Must Be Recorded by the Nominated Supervisor

- (10) Directors must ensure the following are recorded in the Worker Register where applicable:
- a) Volunteers (regular/semi-regular)
 - b) Students on placement studying an approved qualification
 - c) Contractors performing a role within the service (who are working directly with the children)
 - d) Agency team

Roles and Classification

- (11) Directors must ensure each person is assigned the most appropriate role based on their primary duties.
- a) **Volunteer** – unpaid, regular/semi-regular involvement with the children
 - b) **Student** – placement linked to an approved qualification
 - c) **Non-Educator Staff** – gardener, maintenance, contractors eg Happy Feet, Gecko Sports
 - d) **Educator / Assistant** – if performing direct educational roles – Agency team
- (12) These roles and classifications can be found in more detail in **Appendix A**

Out of Scope

- (13) Visitors who attend the service are out of scope of the Worker Register
- (14) Examples of visitors:
- a) Emergency trades (plumber, electrician for urgent repairs)
 - b) Regulatory or government officials
 - c) Police, fire or community speakers
 - d) Families touring the service
 - e) Family members collecting and dropping off their children
 - f) High School students not studying towards a qualification
- (15) These individuals must instead sign a Visitor Register and be supervised at all times.

Probationary Status

- (16) The service acknowledges the requirement under the Education and Care Services National Regulations (regulation 126(1A)) and current ACECQA guidance to record a worker's probationary status in the Worker Register where applicable.
- (17) This requirement is not applicable in for the Nominated Supervisor, as only students, volunteers, agency team and external contractors are entered into the Worker Register by the service.
- (18) These categories of workers are not engaged under probationary employment arrangements.

LEGISLATION (OVERVIEW)

Education and Care Services National Law and Regulations

Regulations	
161	Offences relating to unfit persons
162	Offences relating to staffing arrangements
167	Fit and proper person requirement
269E	Ensure information is included in the Worker Register
126	Centre-based services: Staff record (probation period for staff)
145	Staff record (must include qualifications, WWCC, training, and start dates)
146	Staff member files (retention of records, qualifications, training, WWCC)
147	Staff members, educational qualifications and experience
154B	Timeframe for providing information to the Worker Register (within 14 days)
161	Offences relating to unfit persons
168-170	Policies and procedures; record-keeping and retention requirements
177-178	Prescribed information and notification obligations
181	Confidentiality of records kept by the Approved Provider
181-184	Confidentiality and storage of records

National Quality Standard

Standard	Concept	Description
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

SOURCES

Education and Care Services National Regulations | Working with Children / Vulnerable People legislation (state-specific) | National Early Childhood Worker Register Factsheet (ACECQA) | Operational Policy Guide (ACECQA) | United Nations Convention on the Rights of the Child

POLICY INFORMATION

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

POLICY REVIEWED	April 2026	NEXT REVIEW DATE	April 2027
MODIFICATIONS	Created new policy		

Role in the Worker Register: Description and Related Roles

Role in the Worker Register	Description and Related Roles
Volunteer	A volunteer is a person who has a role in the delivery the education and care service, on a regular or semi-regular basis, without payment. This may be frequent, or infrequent, but distinct from being a one-off occasion, a visitor, or a parent or family member or carer of a child at the service. When determining what is a regular or semi-regular volunteer arrangement, approved providers should use their professional judgement and take a risk management approach, using the paramount condition as a first principle. Another consideration for approved providers is whether Working with Children Check or Working with Vulnerable People requirements in your jurisdiction apply to that volunteer arrangement.
Student	People completing supervised placements in centre-based or family day care services and enrolled and completing an approved education and care qualification. High school students undertaking work experience but not working towards a qualification are excluded.
Non-Educator Staff	Roles that support the service but do not work as educators or teachers, including: • Gardener • Maintenance • External workers (contractors) delivering a recreational/educational activity
Assistant	Roles providing additional support such as: • Assistant Educator – Agency Team Member <i>Additional Educators should only be included if employed by the service indirectly through labour-hire arrangements</i>

National Early Childhood Worker Register Procedure

This procedure outlines the steps Directors must follow to ensure all students, volunteers, agency team members, contractors and other relevant persons engaged at the service are appropriately recorded and maintained in the National Early Childhood Worker Register.

It supports compliance with legislative requirements and ensures accurate, timely recording of all individuals who work with or have direct involvement with children at the service.

Nominated Supervisor must update the National Early Childhood Worker Register for people not on employment here **within 14 days of:**

- A person starting - Use the persons first attendance as the start date
- A person finishing - Remove people when they cease working at the service
- Find out there have been changes to a person's role, personal details, qualifications, training or safety checks

If a person works at more than one service, they must be recorded separately for each service.

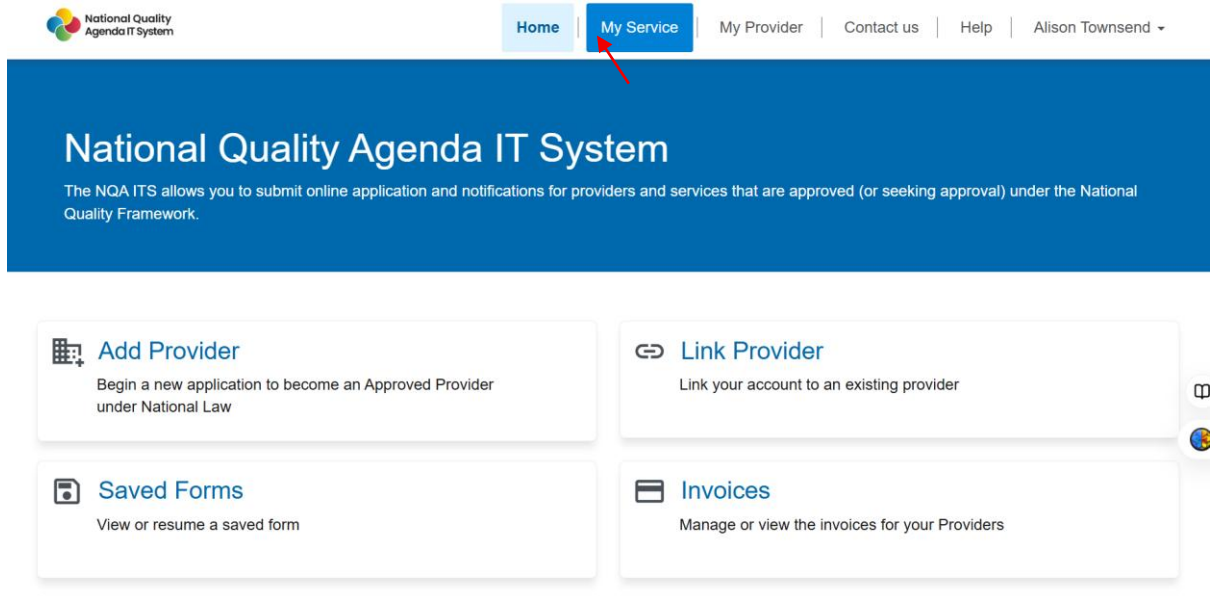
Before you start, please have the following information ready:

Personal Details

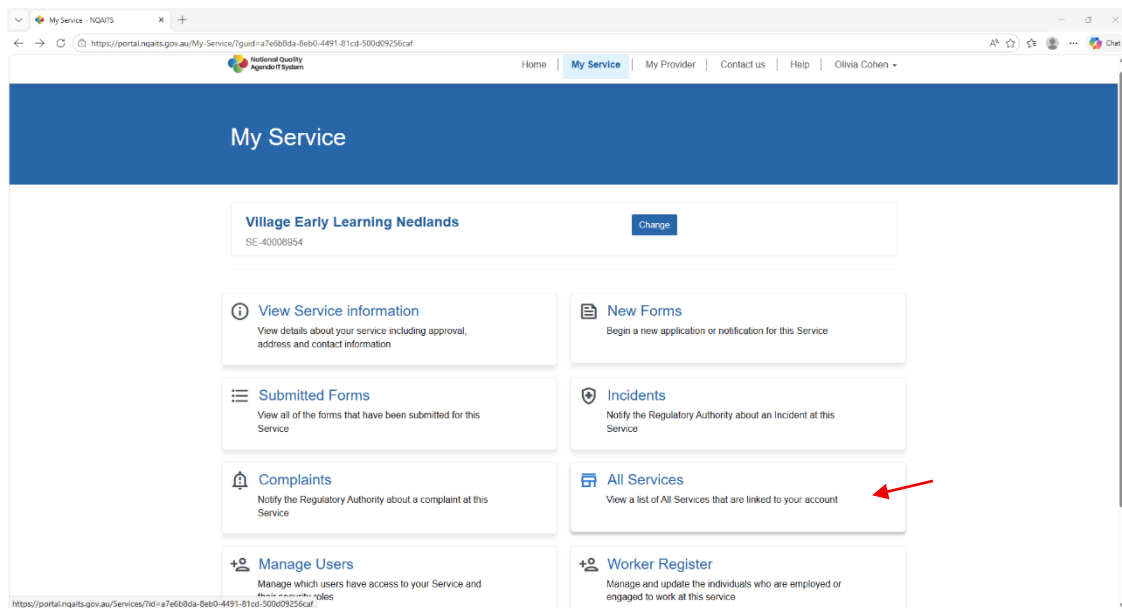
- Full Name
- Date of Birth
- Personal email address
- Mobile number
- Home address
- Working with children check
- Risk Assessment (if required)
- Insurance Details (if required)

National Early Childhood Worker Register: How to add a person to the register

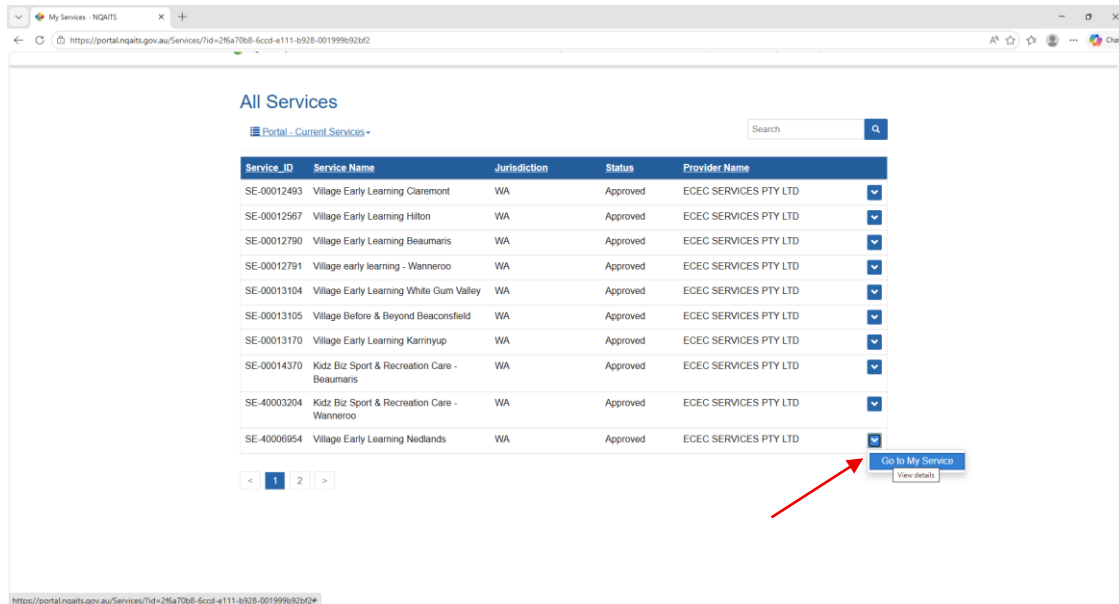
- (1) Log into the NQAITS Portal -
<https://portal.nqaits.gov.au/Account/Login/Register>
- (2) Log into your account:
 - Click “For Providers”
 - Fill in your account details and log in.
- (3) Click on “My Service”



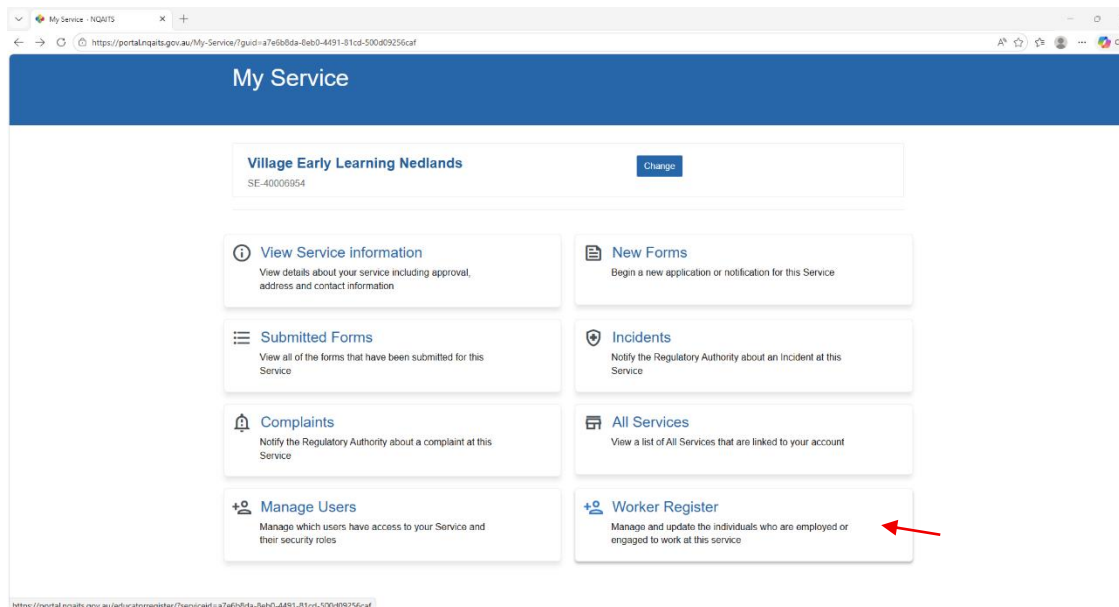
- (4) Click on “All Services”



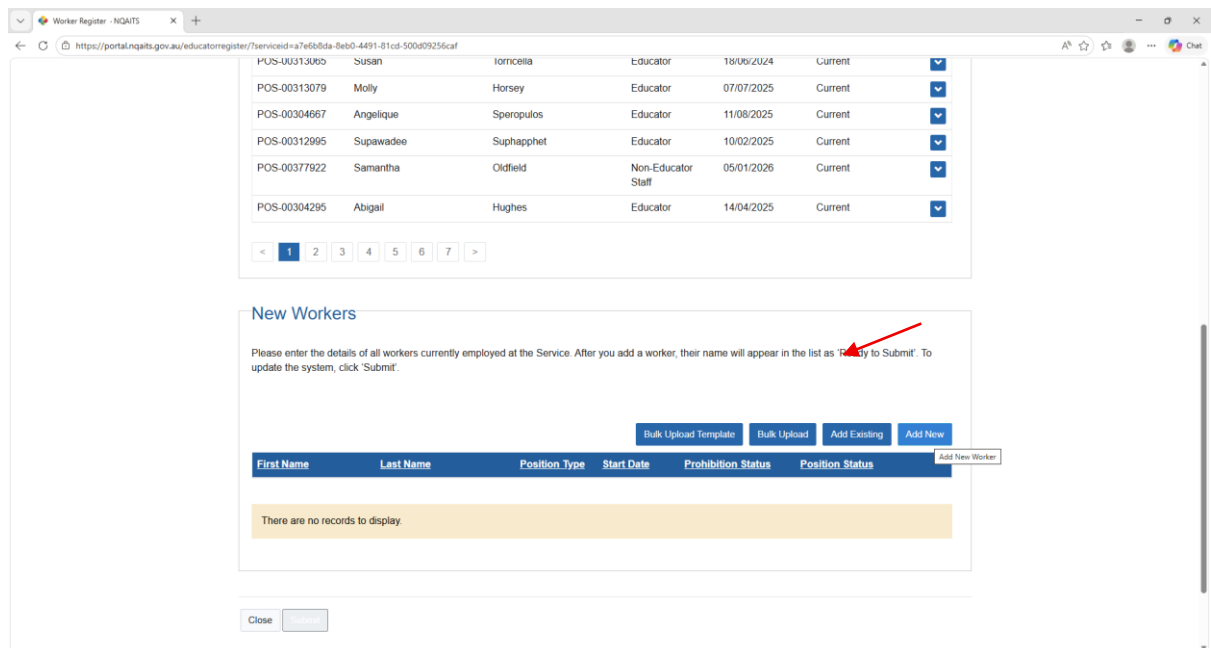
- (5) Find the service you are looking to add the employee to (e.g., Village Early Learning Nedlands)
- (6) Click on the blue arrow next to the service and then click “Go to My Service”



- (7) You will be taken to the page below. Then click on “Worker Register”



(8) Scroll down and locate the New Workers section (at the bottom of the webpage) and click on “Add New”



The screenshot shows the 'Worker Register - NQATS' portal. At the top, there is a table listing existing workers with columns for ID, First Name, Last Name, Position Type, Start Date, and Status. Below this table is a pagination control showing pages 1 through 7. The 'New Workers' section is located below the table. It contains a text prompt: 'Please enter the details of all workers currently employed at the Service. After you add a worker, their name will appear in the list as Ready to Submit. To update the system, click \'Submit\''.' Below the text are four buttons: 'Bulk Upload Template', 'Bulk Upload', 'Add Existing', and 'Add New'. The 'Add New' button is highlighted with a red arrow. Below the buttons is a table header with columns: 'First Name', 'Last Name', 'Position Type', 'Start Date', 'Prohibition Status', and 'Position Status'. Below the header is a message: 'There are no records to display.' At the bottom of the 'New Workers' section is a 'Close' button.

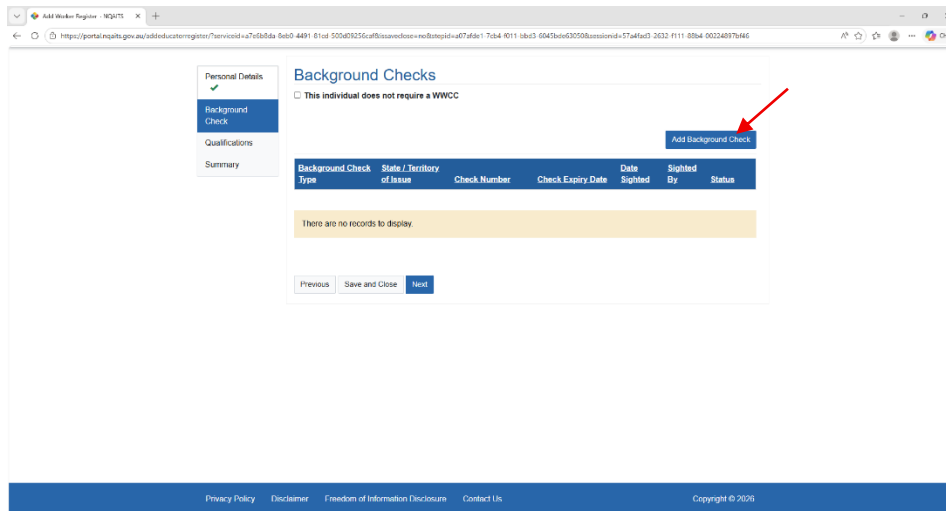
(9) Then you will be prompted to fill in all the details of the employee.

(10) You will need to fill in 3 sections:

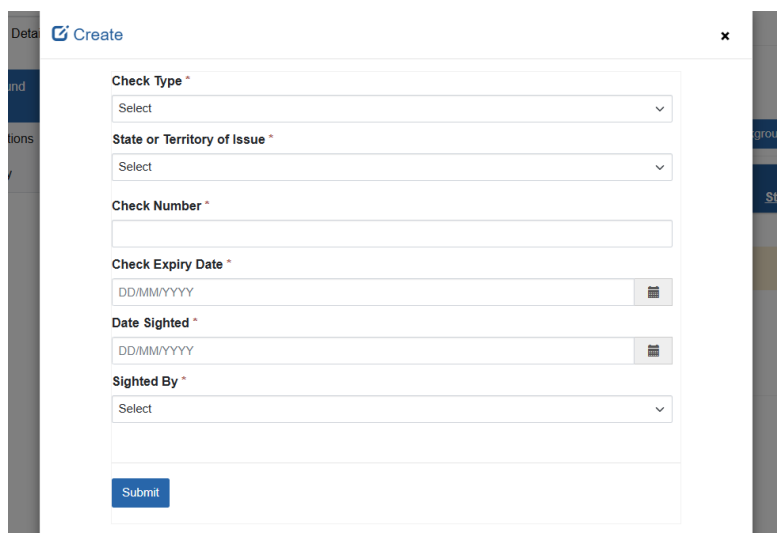
(a) Personal Details:

- Full Name
- Date of Birth
- Personal email address
- Mobile number
- Position details
 - o Position type: Will be Volunteer, Student, Assistant or Non-Educator
 - o Start date: First Day at the Service
 - o Nature of Employment: Most are “Direct”, ‘Indirect’ is only used where a worker is supplied through a labour hire (agency team). Most contractors and incursion providers will be recorded as ‘direct’.
- Working with Children Check
- Home address
- Postal Address

(b) Background Checks:

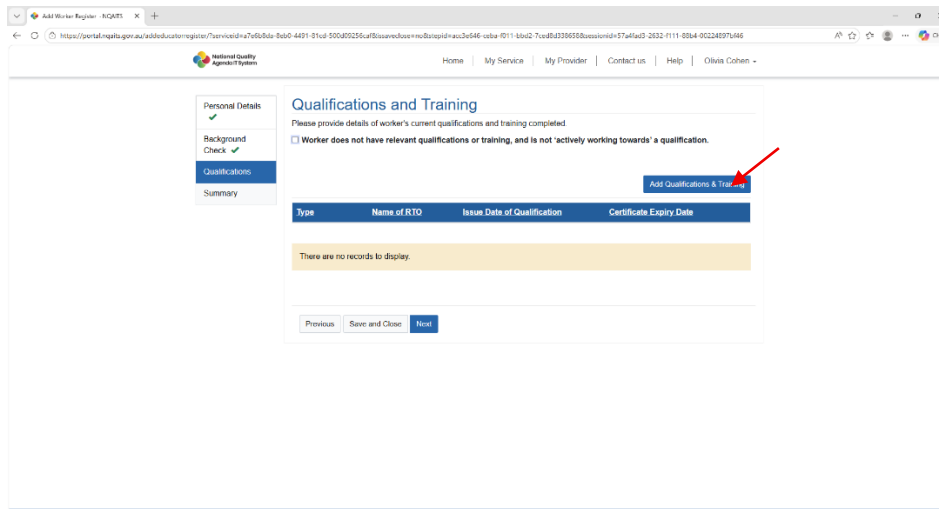


- Click on “Add Background Check”



- The above pop up will open. Choose “Working with Children Check” for Check Type and “WA” for State or Territory of Issue.
- Then fill in the details and click submit.
- Date Sighted will be the date you are adding this employee into the register and choose “Nominated Supervisor” for the Sighted By field.

(c) Qualifications and Training



Qualifications and Training

Please provide details of worker's current qualifications and training completed.

☐ Worker does not have relevant qualifications or training, and is not actively working towards a qualification.

[Add Qualifications & Training](#)

Type	Name of RTO	Issue Date of Qualification	Certificate Expiry Date
There are no records to display.			

[Previous](#) [Save and Close](#) [Next](#)

- Click on “Add Qualifications & Training”

Create

Type *

Select

Registered Training Organisation

RTO Number

Course Code

Sighted By *

Select

[Submit](#)

- The above pop up will open. Add relevant qualifications and training information. These are not uploaded but must be kept on file.

For Child Protection Training:

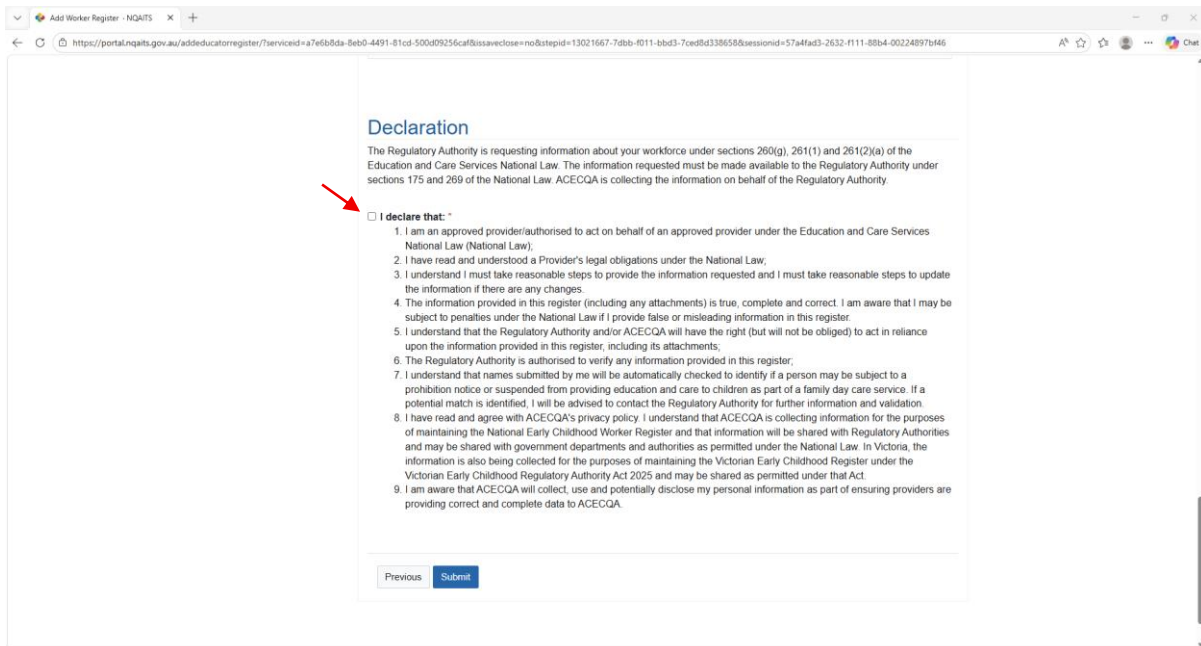
- Select “Child Protection Training” for Type.
- Enter “Government of Western Australia Department of Communities” for Registered Training Organisation
- Enter “Western Australia” for RTO Number.
- Fill in Date Attained with the date on the MRT Certificate.
- Click Submit

For contractors enter any required safety documentation

- risk assessments
- insurances where applicable

(d) Summary Page

- You will then be taken to a “Summary” page. Please check that all the details are correct. Once you have confirmed the details are correct, tick the “I declare that:” box and then click submit.



Declaration

The Regulatory Authority is requesting information about your workforce under sections 260(g), 261(1) and 261(2)(a) of the Education and Care Services National Law. The information requested must be made available to the Regulatory Authority under sections 175 and 269 of the National Law. ACECQA is collecting the information on behalf of the Regulatory Authority.

☐ I declare that: *

1. I am an approved provider/authorised to act on behalf of an approved provider under the Education and Care Services National Law (National Law);
2. I have read and understood a Provider's legal obligations under the National Law;
3. I understand I must take reasonable steps to provide the information requested and I must take reasonable steps to update the information if there are any changes;
4. The information provided in this register (including any attachments) is true, complete and correct. I am aware that I may be subject to penalties under the National Law if I provide false or misleading information in this register;
5. I understand that the Regulatory Authority and/or ACECQA will have the right (but will not be obliged) to act in reliance upon the information provided in this register, including its attachments;
6. The Regulatory Authority is authorised to verify any information provided in this register;
7. I understand that names submitted by me will be automatically checked to identify if a person may be subject to a prohibition notice or suspended from providing education and care to children as part of a family day care service. If a potential match is identified, I will be advised to contact the Regulatory Authority for further information and validation;
8. I have read and agree with ACECQA's privacy policy. I understand that ACECQA is collecting information for the purposes of maintaining the National Early Childhood Worker Register and that information will be shared with Regulatory Authorities and may be shared with government departments and authorities as permitted under the National Law. In Victoria, the information is also being collected for the purposes of maintaining the Victorian Early Childhood Register under the Victorian Early Childhood Regulatory Authority Act 2025 and may be shared as permitted under that Act;
9. I am aware that ACECQA will collect, use and potentially disclose my personal information as part of ensuring providers are providing correct and complete data to ACECQA.

[Previous](#) [Submit](#)

The worker has now been successfully added to the service