

ANMK POLICY GENERAL DEFINITIONS

Alfred Nuttall Kindergarten (ANMK): Alfred Nuttall Memorial Kindergarten located at 34 Separation Street, Fairfield, Victoria.

ANMK Policy: A policy which has been approved by the Alfred Nuttall Memorial Kindergarten Committee of Management as applying to Alfred Nuttall Memorial Kindergarten and has been published on the policy page of the Alfred Nuttall Memorial Kindergarten website.

Approved Provider: An individual or organisation that has completed an application and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services. Where the applicant is an organisation, each person with management and control (see definition below) of that organisation must complete a separate application form.

Australian Children's Education and Care Quality Authority (ACECQA): The national authority established to oversee the National Quality Framework and guide its implementation in a consistent way throughout Australia.

Committee Member: A member of the Committee of Management.

Committee of Management: The committee having management of Alfred Nuttall Memorial Kindergarten and having been elected in accordance with the Constitution.

Consolidated Actions List: A summary of all current and completed actions included in the Quality Improvement Plan.

Constitution: The rules of incorporation for Alfred Nuttall Memorial Kindergarten, Inc (as amended from time to time).

Department of Education and Training (DET): The Victorian State Government department with primary responsibility for the approval, monitoring and quality assessment of services in Victoria in accordance with the national legislative framework and in relation to the National Quality Standard. **Early childhood teacher:** A person with an approved early childhood teaching qualification as listed on the ACECQA website: www.acecqa.gov.au. In Victoria early childhood teachers must be registered with the Victorian Institute of Teaching.

Educational Leader: The Approved Provider of an education and care service must designate, in writing, a suitably qualified and experienced educator, co-ordinator or other individual to lead the development and implementation of education programs at the service (Regulation 118). This person must have a thorough understanding of the Early Years Learning Framework (or other approved learning framework), be able to guide other educators in their planning and reflection, and mentor colleagues in their implementation practices.

Educator: An individual who provides education and care for children as part of an education and care service

Learning frameworks: Under the National Quality Framework (NQF), education and care services are required to ensure that the program delivered to all children being cared for and educated by the service is based on and delivered in a manner that accords with an approved learning framework. In Victoria, the approved frameworks are:

- *Early Years Learning Framework (EYLF)*
- *Victorian Early Years Learning and Development Framework (VEYLDF)*
- *My Time, Our Place: Framework for School Age Care in Australia.*

Member: A member of Alfred Nuttall Memorial Kindergarten.

National Law: Refers to the *Education and Care Services National Law Act 2010*: the national law regulating education and care services for children.

National Quality Framework (NQF): This framework for the early childhood education and care sector helps providers to improve the quality of services in areas that impact on a child's development. The framework includes:

- a National Law – the *Education and Care Services National Law Act 2010*
- National Regulations – the *Education and Care Services National Regulations 2011* (please check online

to ensure the most current version is being used)

- the *National Quality Standard*
- an assessment and rating system
- a Regulatory Authority in each state and territory with primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the *National Quality Standard*
- the Australian Children's Education and Care Quality Authority (ACECQA). The national body responsible for providing oversight of the system and ensuring consistency of approach.

National Quality Standard (NQS): The NQS sets a National benchmark for the quality of children's education and care services. The NQS is comprised of guiding principles, quality areas, standards and elements. There are seven quality areas which capture aspects critical to the provision of quality education and care.

National Regulations: Refers to the *Education and Care Services National Regulations 2011*: the regulations or rules under which children's services must operate. The regulations are the way in which the law is applied. The regulations are updated periodically. Please check the most current version.

Nominated Supervisor: A person who has been nominated by the Approved Provider of the service under Part 3 of the Act and who has consented to that nomination in writing. All services must have a Nominated Supervisor with responsibility for the service in accordance with the National Regulations. The Approved Provider must take reasonable steps to ensure that the Nominated Supervisor meets prescribed minimum requirements (*Education and Care Services National Law Act 2010*, Section 161A).

Person with management or control: Means— (a) if the provider or intended provider of the service is a body corporate, an officer of the body corporate within the meaning of the Corporations Act 2001 of the Commonwealth who is responsible for managing the delivery of the education and care service; or (b) if the provider of the service is an eligible association, each member of the executive committee of the association who has the responsibility, alone or with others, for managing the delivery of the education and care service; or (c) if the provider of the service is a partnership, each partner who has the responsibility, alone or with others, for managing the delivery of the education and care service; or (d) in any other case, a person who has the responsibility, alone or with others, for managing the delivery of the education and care service (Note: Under the *Education and Care Services National Law Act 2010*, Section 5).

Person in day-to-day charge: A person is in day-to-day charge if (a) the person is placed in day-to-day charge by the approved provider or a nominated supervisor of the education and care service: and (b) the person consents to the placement in writing (Regulations 117A and B)

Policy: A formal statement of principles which provides a framework for decision-making and indicates the course of action to be taken in specific circumstances. Policies provide services with an approved way of operating in relation to particular matters and improve the management of risk. They reflect the values and beliefs of a service, current thinking, national standards and community expectations, and are relevant in terms of current laws and regulations.

Procedures: The steps required to implement and comply with a policy. Procedures specify how to achieve the necessary result by outlining who does what and when. Procedures are succinct, factual and to the point, and are generally expressed as a list.

Program: The group/activity in which a child is enrolled and which has specific hours of attendance.

Quality Improvement Plan (QIP): A document that contains the relevant service's philosophy, the self-assessment of the services strength and weaknesses, and its plan for improvement.

Regulatory Authority: The Victorian Department of Education and Training with primary responsibility for the approval, monitoring and quality assessment of services in accordance with the national legislative framework and in relation to the National Quality Standard.

Responsible Person: The Approved Provider (if that person is an individual, and in any other case the person with management or control of the service operated by the Approved Provider) or a Nominated Supervisor or person who has been placed in day-to-day charge of the service in accordance with the National Regulations.

Staff: Any individual (other than the Nominated Supervisor or a volunteer) employed, appointed or engaged to