

Employer Handbook



CHC30125 Certificate III in Early Childhood Education and Care

BSB40520 Certificate IV in Leadership and Management

CHC50125 Diploma of Early Childhood Education and Care

CHCPRT025 Identify and report children and young people at risk

PLACEMENT CONTACT DETAILS

STUDENT

NAME:

MOBILE NUMBER:

EMAIL:

EMERGENCY CONTACT NAME:

EMERGENCY CONTACT NUMBER:

EMPLOYER

NAME OF COMPANY:

PHONE NUMBER:

EMAIL:

CONTACT NAME:

DATES OF PLACEMENT:

SUPERVISOR

NAME OF SUPERVISOR:

PHONE NUMBER:

EMAIL:

Contents

Welcome	4
About your training provider – ACEC	4
PERFORMANCE EVIDENCE – ASSESSMENT CONDITIONS INFORMATION	5
Your training responsibilities	6
INFORMATION FOR THE EMPLOYER.....	7
Assessment process	8
Assessments and Coursework	11
Practical Assessments.....	11
Feedback and Continuous Improvement.....	14
Student Records	14
Discrimination	15
Recognition of Prior Learning (RPL).....	16
Credit.....	16
Traineeship Fees.....	16
Complaints and Appeals	17
Complaints regarding Traineeships.....	17
Appeals.....	17
Employer Acknowledgement	19
APPENDIX A (Correct from 1 May 2023).....	20

Welcome

As the employer of a student enrolling into an Early Childhood Education and Care course, we would like to welcome you to the training services provided by the Australian Community Education College (ACEC).

ACEC is a leading provider of Early Childhood Education and Care training services, offering an engaging training experience directly linked to the National Quality Framework (NQF Learning Framework (EYLF)).

ACEC offers nationally recognised training at Cert III and Diploma and is accredited with the Australian Skills Quality Authority (ASQA) and is an approved Smart and Skilled provider in NSW.

We are delighted that you have chosen the ACEC as your training provider and we look forward to working with you to ensure your employee has a valuable and enjoyable experience through this training course. Our education and training programs have been designed by experienced early childhood professionals and are highly regarded throughout the industry.

About your training provider – ACEC

The Australian Community Education College (ACEC) is a Registered Training Organisation (Registration Code 91797) specialising in early childhood education and care. ACEC provides a flexible training solution that specialises in HIGH QUALITY education to ensure trainees are equipped with both practical skills and knowledge to drive HIGH OCCUPANCY and PROFITABILITY.

ACEC recognises that one training approach does not fit everyone; we provide flexible training solutions to attain the highest quality outcome for individuals and businesses: an integrated learning program that is based on years of direct and practical industry experience.

ACEC strives to bring back high quality in children's education and care through powerful training which delivers knowledgeable and capable graduates to the industry.

Our fresh and innovative approach to learning is structured around the planning and reflection which is already happening in your workplace. ACEC ensure trainees stay on track with their learning and guarantee your business will be equipped with staff that holds both knowledgeable and practical skills that are essential in the workplace.

Structured weekly learning activities are used, with an emphasis on completing practical tasks and applying knowledge within the workplace rather than just theory-based learning. Trainees have access to an ACEC trainer via phone or email as courses are completed via correspondence to conveniently suit any lifestyle.

ACEC aims to deliver high quality staff. Our focus goes further than simply training in Early Childhood Education and Care. Graduates from ACEC are sought after in the Early Childhood sector and employers retain our graduates.

ACEC's nationally accredited courses have been developed by Matthew Stapleton from [Centre Support](#). Matthew holds Tertiary Qualifications in Adult Education and has worked in childcare for the past fifteen years.

In recent years Matthew has observed that the childcare industry struggles to retain high quality, qualified staff as new services continue to increase rapidly across Australia.

We appreciate that for high quality to occur, it is imperative that thoroughly trained and well experienced educators have the fundamental skills to be competent in their roles. It isn't simply knowledge; it's the set of skills individuals develop that will bring back quality. Hence the development of ACEC to bring back quality-trained educators through our innovative and bold approach to teaching and training.

Assessments will be in the form of written, simulated workplace, verbal questioning, observation, and workplace demonstration. Trainees are required to complete written assessments for each unit which are arranged in four clusters.

PERFORMANCE EVIDENCE – ASSESSMENT CONDITIONS INFORMATION

Skills must be demonstrated in a regulated education and care service in Australia

In addition, simulations and scenarios must be used where the full range of contexts and situations cannot be provided in the workplace or may occur only rarely. These are situations relating to emergency or unplanned procedures where assessment in these circumstances would be unsafe or is impractical.

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment.

Assessment must ensure use of:

- National Quality Framework for Early Childhood Education and Care
 - Education and Care Services National Regulations
 - National Quality Standard

- the relevant approved learning framework for Early Childhood Education and Care - EYLF - Early Years Learning Framework
- evacuation plans
- health and safety procedures and policies, including food-handling, travel and medication administration
- current workplace policies and procedures for WHS

Your responsibilities

As an employer you are to provide your trainee with:

- Every opportunity to learn the skills and acquire the knowledge working as an educator.
- An adequately qualified or experienced person to run the training and supervise them in the workplace.
- Access to structured on and/or formal training.
- Time off work with pay to undertake training and assessment delivered by the Registered Training Organisation (RTO), for instance, ACEC
- A safe working environment.

See [Training Contract](#), [Training Plan](#) and [Coaching and supervising](#) for more on your training obligations as an employer.

Number of trainees per workplace

There's no limit. But as an employer, you need to demonstrate adequate supervision and training arrangements for each apprentice or trainee to [Training Services NSW](#)

Providing the right wages and entitlements

All apprentices and trainees must be employed under an appropriate award or industrial arrangement. You can find the relevant award or industrial agreement under item 38 of the [Training Contract](#).

Employers must:

- Keep a copy of this award or industrial agreement on file in the workplace.
- Keep records of the time your apprentice or trainee works. This includes attendance at formal training and the wages they receive.
- Pay your apprentice or trainee at least the wage rate set out in the award or industrial agreement. They may be paid above the award wage as with any other employee.
- Provide them with a standard pay slip.
- Provide other benefits specified in the training agreement or industrial arrangement (eg, a tool allowance).

- Provide and pay leave (sick leave, annual leave, parental leave, bereavement leave) stated in the industrial award.

Other employer responsibilities under state and federal legislation include:

- **Taxation.** See [Apprentice and trainee wages | Revenue NSW](#) launch for payroll tax and rebates.
- **Occupational health and safety.** See [Safety starts here | SafeWork NSW](#) launch
- Rules relating to the employment of **young people under 18 years of age**. For example, parent/guardian signatures are required if they're under 18. There are also schooling requirements for [school-based apprentices and trainees](#) launch.
- **Superannuation.** See [Super for employers | Australian Taxation Office](#) launch

For more on rates and entitlements for apprentices and trainees see:

- **Apprentice and trainee pay rates** - [Fair Work Ombudsman](#) launch
- **Trainee entitlements** - [Fair Work Ombudsman](#) launch
- **Apprentice entitlements** - [Fair Work Ombudsman](#) launch
- **NSW State Awards** - [NSW Office Industrial Relations](#) launch

Also see [Roles and responsibilities of apprentices and trainees](#) launch

What if an existing worker starts a traineeship?

An existing worker is someone you employed continuously for more than 3 months full-time or 12 months casual or part-time - immediately before you started them in a traineeship. Check with your ANP (such as VERTO), or the Department's [policy and procedures](#) for what industrial arrangements apply - depending on the situation.

INFORMATION FOR THE EMPLOYER

The separate Work Placement Task and Logbook forms a permanent record of the structured workplace learning component of the nationally accredited CHC30125 Certificate III in Early Childhood Education and Care and CHC50121 Diploma of early Childhood Education and Care.

It would be appreciated if you, the employer/supervisor, would complete/read through the relevant sections which follow when appropriate.

Workplace induction/orientation (p.5)

This section is to be completed by you, the employer/supervisor. It serves to verify that the student has been given site-specific information relating to the workplace health and safety issues relevant to your particular workplace.

Performance Evidence – Assessment Conditions Information (p.6)

This section gives guidelines as to the conditions under which the performance tasks must be held, i.e. in a regulated education and care service in Australia.

Core and Elective Units Performance Evidence – Tasks to be completed (p.8-24)

These sections list all the performance tasks that must be completed by the student during their 160 hour work placement, dated and signed by the supervisor on the day the task has been completed.

Work Placement Hours Log (p.25-26)

This section is for the student to fill in, and the supervisor to sign off on. The student must complete a minimum of 160 hours (280 hours for Diploma), including activities with babies and toddlers (birth to 23 months- **minimum of 30 hours**). **Overall for both qualification must cover children 0-5 year olds**

During this time, students must complete the Performance Tasks **and signed off by the supervisor over the period of the contract.**

Supervisor must be Diploma and or Bachelor trained.

Assessment process

Training Packages have been developed for almost every industry in Australia. They define the skills and knowledge needed for work. They identify the skills required for this occupation, not the way that employees should be trained.

Training Packages include competency standards, assessment guidelines, and qualifications that allow for:

- Formal and informal learning
- The recognition of employees' current skills
- On and off-the-job learning and assessment
- Customised training and assessment that meets practice/clinic requirements

The trainee will receive Record Book or **Log of Competencies** which refers to their qualification. Its purpose is to:

- Outline the standards in which the candidate must demonstrate competence to gain the qualification
- Provide employers, candidates, assessors, workplace supervisors and mentors, with a guide to types of evidence that may be needed to demonstrate competence in each of the required competency units
- Provide a record of the candidate's progress towards gaining the qualification

To demonstrate their progress towards the qualification, candidates will undergo a process of assessment observed by our qualified assessors. **Supervisor must be Diploma or Bachelor trained.**

This assessment process involves collecting evidence and making judgements about whether the candidate has achieved the competency detailed in the Logbook.

Collecting evidence will involve:

- Observing candidates perform work tasks
- Asking candidates questions about their work
- Asking supervisors to confirm that the candidate regularly performs to the required standard,

As an employer you have a vital role to play in this assessment process:

- You need to provide the candidate in your practice with the on-the-job experiences and opportunities to gain the knowledge and skills that they will need to achieve competence. This knowledge and the skills are outlined in the competency units.
- You will be asked by the assessor to have input into the assessment process, perhaps through written or verbal reports on the candidate's knowledge and skills in specific areas
- You will be requested to provide the assessor with access to the workplace documents that relate to the candidate and their performance in your workplace
- You need to assist candidates to collect workplace samples (such as Material Data Safety Sheets) and other evidence.
- You will be asked to provide a suitable time/s for an ACEC assessor to arrange a (virtual) visit to the workplace to conduct a practical assessment/s

As the employer we ask you to:

- Allocate sufficient study time for the considerable amount of required knowledge
- Provide formal and informal learning opportunities
- Look for coaching opportunities
- Collect evidence of the candidate's performance
- Prepare reports on the candidate's performance
- Advise ACEC on the candidate's performance and overall progress
- Support the workplace assessment process
- Inform other staff about the candidate's learning requirements and ask them to provide learning opportunities where possible.

The candidate will need to:

- Participate in informal learning on-the-job, such as completing work tasks, watching more skilled employees perform specific tasks
- Participate in formal learning at your workplace and class
- Complete assessment tasks
- Collect evidence that shows successful completion of work activities

The ACEC, as the Registered Training Organisation, will need to:

- Advise you on the selection of evidence

- Collect and review evidence of the candidate's performance
- Make judgments about whether specific competencies have been achieved
- Provide support to both you and the candidate
- Arrange for assessment results and qualifications to be issued
- Advise you of the candidate's progress or any difficulties that may arise

How to help the candidate get the required skills and knowledge

Developing and refining the skills and knowledge needed in a workplace often involves coaching employees.

Coaching and mentoring involves providing employees with initial instructions, observing their performance, giving them opportunities to reflect on their skills and offering advice on how they can improve their skills. In some cases, coaching may be very informal and occur over a short period of time. In others, it may be an organised strategy for helping people to learn quite complex skills.

One of the most common approaches to coaching and mentoring is when an inexperienced employee is paired with someone more experienced who explains tasks, answers questions and provides feedback on performance.

The benefits of using experienced staff as workplace coaches and mentors are:

- They know your service and how it operates
- They train people in exactly the way the practice operates
- They gain satisfaction from passing on their skills and knowledge
- It builds positive attitudes to training.

Where to go for further information or advice

Your course training provider – ACEC:

Postal: PO Box 3378 Bangor 2234
Phone: 1800 308 029
Email: info@acec.edu.au

Please feel free to contact administration or you at any time during the year. Your comments would be most valuable.

Your **Australian Apprenticeship Centre**: details of the contact agent who managed your employee's traineeship signup will appear on your training plan proposal. Should you need help contacting your AAC, details can be obtained from ACEC.

To find out more about Traineeships:

NSW Smart & Skilled website: <https://smartandskilled.nsw.gov.au>

Phone: 1300 772 104

To find out about State or Territory Training Authorities:

Website: <http://www.training.nsw.gov.au/>

State Training Services: STS Customer Support Centre 1300 772 104

STS Regional Offices 13 28 11

We ask that you take an active interest in your employee's progress and report any concerns to the trainer or ACEC administration team.

Assessments and Coursework

There are assessment questions attached to each unit of the course which need to be completed over the duration of the course. All answers should be in the student's own words and the work is to be submitted to the assessor on the web portal.

The trainer will assess all assessments submitted. Each question or task will be assessed as having either completed 'Satisfactory' or 'Not Yet Satisfactory'. Any questions or tasks that are marked as 'Not Yet Satisfactory' will need to be re-attempted. Trainers will provide clear feedback on student answers. **A maximum of 3 attempts at each question before being deemed "Not Competent"**.

In order to be deemed as having successfully completed an assessment, students must achieve a 'Satisfactory' result for every question or task.

Your expertise and encouragement will greatly help your employee to complete the assessments within the recommended time constraints.

Practical Assessments – RTO Assessor

During certain points of a student's progress, the trainer will contact the workplace to arrange a virtual visit and observe the student's practical skills in action for units of competency within the courses as per the Training Package requirements. This date should be a time suitable for the workplace so as to be the least intrusive and cause no disruption to the workflow.

ACEC will assess the student in their normal place of work where they are most comfortable and familiar with the routine and equipment. Observation and questioning of the student will take place and your support and co-operation is appreciated. Employers should be assured that this is not an assessment of their practice but only of the student's capability in their prescribed role.

Student performance of each task will be assessed as either 'Satisfactory' or 'Not Yet Satisfactory'. Should they be assessed as having completed a task 'Not Yet Satisfactory', the trainer will provide some guidance and training on the specific skills or processes that were of concern. Students will then be given another opportunity to attempt the practical assessment task.

The trainer also has the option of asking alternate questions to address any gaps in the performance of skills. Student responses to these questions will be recorded in their assessment.

Please note: this practical workplace assessment will be conducted virtually and will not be recorded.

Child Safe Practices in Online Workplace Assessments

Commitment to Child Safety

We are committed to ensuring the safety, dignity, and privacy of all children in early childhood education and care settings. As part of this commitment, students undertaking workplace assessments (WPA) will not be required to record or film children under any circumstances. Furthermore, no workplace assessments will be filmed.

When photographic evidence is required for assessment purposes, educators must seek parental permission before taking images of children. Any images must comply with child safe policies and procedures and be taken on a service device.

Assessment Process

To maintain compliance with child safety regulations and best practices, simulated assessments will be used for tasks involving personal care routines such as nappy changing and toileting procedures.

During these simulated assessments, students will:

- Demonstrate compliance with hygiene and safety policies and procedures.
- Engage in simulated interactions using a doll to demonstrate communication skills.
- Show awareness of best practices for dignity, privacy, and child safety.

Child Safe Practices and Compliance

Mandatory reporting

If any student educator is observed recording children inappropriately, they must immediately notify the NSW Regulatory Authority for Early Childhood Education and Care (ECEC). Students should also be made aware that this practice is not child safe.

Adopting Best Practices

We encourage all approved providers and services to follow ACECQA's National Model Code and Guidelines, which outline best practices for using electronic devices to capture images or videos of children in ECEC settings. These guidelines ensure that:

- Children's rights and privacy are upheld.
- Informed parental consent is obtained before taking any images.
- Images are used responsibly and in alignment with child safe practices.

By adhering to these principles, we reinforce our dedication to fostering a safe and respectful learning environment for all children and educators.

For further information, students should refer to the ACECQA National Model Code and the ECEC NSW Regulatory Authority guidelines on child safety practices.

ACEC (RTO) Tutors: Guidelines for assessing nappy changes and toilet training practices during ACEC WPA

To ensure the privacy, dignity, and safety of children while conducting virtual Workplace Practical Assessments (WPAs) for nappy changes and toilet training, trainers must follow these guidelines:

Purpose:

In response to recent guidance from the Department of Education regarding the use of images and videos in assessments, we are implementing updated assessment conditions for nappy changing and toileting assistance. These changes reinforce our commitment to privacy, confidentiality, and compliance with best practices.

Assessment Process:

Simulated assessment where a student demonstrates procedures using a doll, accompanied by verbal questioning to confirm competency.

During the assessment the student must demonstrate:

- Compliance with hygiene and safety policies and procedures.
- Effective communication (simulated interaction with a doll).
- Awareness of best practices for dignity, privacy, and child safety.

Example Assessment Questions:

To assess competency, trainers will ask students questions such as:

- How do you clean and sanitise the nappy change area before and after each use?
- What steps would you follow if a child has a nappy rash or skin irritation?
- How do you communicate with a baby or toddler during a nappy change to keep them calm and engaged?
- How would you respond if a child becomes distressed during the process?
- How do you support a child's independence during toileting routines?

- How do you ensure child privacy and dignity during nappy changes?
 - What would you do if a child had a toileting accident?
-

Feedback and Continuous Improvement

ACEC is always interested in ways to improve the training programs that we offer. One effective way that we can do that is to seek feedback from our students and employers. Throughout your program of study with ACEC, you may provide us with feedback at any time in discussion with the trainer or our other staff. You may also email us any feedback that you may have.

At the conclusion of each program, you will be provided with the opportunity to complete feedback forms which have a range of questions that can help us to find ways to improve our services. If the course is an accredited training program, ACEC will provide you with a Quality Indicator Employer Satisfaction Survey. This is a form that ACEC are obligated to utilise by the standards that we must meet as a Registered Training Organisation.

While providing feedback is optional, we do encourage you to let us know what you think so we can provide appropriate industry skills and meet the employer's requirements. Please feel free to email us at any time on info@acec.edu.au.

Student Records

ACEC takes privacy and confidentiality of records very seriously. A new file is created for each individual student, so only your information and training course documentation is kept in that file.

All hard copy student files are stored in lockable filing cabinets in ACEC's head office at Menai. Records of student's participation and achievements are also entered into our AVETMISS-compliant student records management system, RTO Data. ACEC staff have access to login usernames and passwords to RTO Data, as well as the NSW Department of Education website where trainee details are also maintained and accessible to ACEC staff via unique logins.

ACEC is required to report details of student enrolments, progress and achievements to the following agencies under the terms of the standards that Registered Training Organisations must meet and abide by, as well as contractual arrangements for the funded delivery of training programs.

- Australian Skills Quality Authority (ASQA)
- NSW Department of Education
- National Council for Vocational Education Research

- Australian Apprenticeship Centre
- The student's employer

All student records are retained for a minimum of two years after the completion of the training program. After this time unit results only are retained for 30 years as required under Standards for RTOs.

Data records entered into RTO Data are retained for a minimum period of thirty years, as is required by the national standards for Registered Training Organisations.

Students may request to view their own student file by submitting their request in writing by email or in person at the ACEC head office. Students will be required to prove their identity in order to gain access to their records. Students may access their records in order to ensure the details contained within them are accurate and current, or to review any documentation related to their involvement in training programs.

ACEC does not share student information with any organisation, except for those identified above.

Discrimination

ACEC is committed to providing a work and training environment free of discrimination of any type. We all have a responsibility for treating each other fairly, equally, with integrity, trust and respect for the individual.

ACEC will not tolerate discrimination of any sort or in any manner, and is committed to taking disciplinary action where breaches occur.

For the purpose of this procedure, discrimination is defined as behaviour that leads to the prejudice against any person or group of persons. This behaviour is unwelcome and may be construed as offensive, intimidatory or humiliating to the person or group of persons on the receiving end of said behaviour.

ACEC shall take all reasonable action to ensure prevention of any form of discrimination.

ACEC will treat all reports of discrimination seriously. All reports will be investigated thoroughly and confidentially. Disciplinary action will be taken against any employee or contractor found guilty of discrimination. This may involve termination of employment and possible legal action.

Action will be initiated when a complaint is made in writing stating specific allegations. A report of the facts will be made in complete confidence.

Where appropriate, ACEC will not hesitate to report discrimination allegations to the Human Rights Commission on (02) 9284 9600. If it has been established that an offence has been committed, it may result in immediate dismissal of the offender.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is the process of acknowledging a person's previous experience, existing skills and knowledge in a formal assessment method. All students have the opportunity to apply for RPL should they feel that they have existing skills and knowledge in the assessment requirements of the training program that they are enrolling into.

Due to the practical, hands on nature of the role of an educator, ACEC have developed an RPL system and process that is based on an assessment only pathway. This process involves students completing exams and performing practical tasks without having to attend and undertake training programs in class or by correspondence.

The RPL Assessment Only pathway is offered as a fast track option for experienced educators. If you believe that you already have the skills and knowledge to work competently, effectively and efficiently as an educator, speak with our trainers about the option of applying for the RPL Assessment Only pathway.

Credit

Where a student has previously successfully achieved one or more units of competency with another provider (or in another ACEC training program), they should have been issued with a Certificate or Statement of Attainment.

On enrolment into a training program, students are encouraged to provide a copy of their statements of attainment and certificates. Where the student has previously achieved a unit of competency that is included in ACEC's program, ACEC will grant credit for the student. This means that the student does not need to undertake the training and assessment activities for the unit/s that they have been granted credit for.

Traineeship Fees

For those enrolling into a training program under a traineeship structure, they will be classified by the government as either a New Entrant Trainee or an Existing Worker Trainee.

New Entrant Trainee fees may incur an enrolment fee calculated under the Smart & Skilled Fee Structure, which is individually assessed. (see <https://smartandskilled.nsw.gov.au>). Fees are set by Smart and Skilled and will vary from time to time. CHC30125 Certificate III in Early Childhood Education and Care benefits from the Fee Free Initiative and no student fee currently applies to this course. Under the obligations of the contract that ACEC has with the NSW Department of Education and Communities, ACEC must charge the same fees as TAFE, as a minimum. Any student fees paid to ACEC are subject to ACEC refund policy once received.

Complaints and Appeals

ACEC recognises that, despite every effort to the contrary, there may be times when students and other stakeholders have reason to be disappointed or concerned about the conduct or activities of ACEC and its staff.

Should a situation arise where you are not satisfied with the services provided to you during a training program, you have the right to complain to ACEC.

In the first instance, we encourage you to discuss the situation with your trainer or other member of staff involved in the process or situation. This discussion will attempt to find an immediate resolution for the problem in an informal manner.

Should you not be satisfied with the resolution, or should you not be comfortable speaking with your trainer, you have the right to lodge a formal complaint to ACEC's CEO. You will need to lodge this complaint in writing, either by email or in writing.

You may also make an appointment to talk with ACEC's CEO online. If the complaint is made in this format, records of the discussion will be made by the RTO CEO. These records will constitute the formal complaint being lodged.

On receipt of a formal complaint, the RTO CEO will investigate the situation. The CEO's investigation may include interviewing or discussing the situation with other involved parties (eg. other students and staff) to determine an appropriate resolution.

The agreed resolution will be provided in writing to the person lodging the complaint.

Should you still not be satisfied with the outcome of the complaint, you may contact the Australian Skills Quality Authority (www.asqa.gov.au) to further your complaint.

All records of complaints and associated processes will be retained on file by ACEC for a period of at least two years.

Complaints regarding Traineeships

Employers should first follow the normal complaints procedure of ACEC as outlined above. If not satisfied with ACEC's handling of the complaint and resolution offered, you may then escalate your complaint through the assistance of a Smart and Skilled Customer Support advisor or use of an online form available from <https://smartandskilled.nsw.gov.au> or by contacting 1300 772 104.

Appeals

ACEC recognises that students may not always agree with the decisions and assessment judgements that our trainers and assessors have reached. Where a student, or other person who has a vested interest in the training program being delivered, disagree with a decision or judgement that ACEC have made, they may lodge an appeal.

Initially, you should speak directly with the trainer (or the member of staff who has made the decision, if not a trainer) about the decision or judgement. Discuss the situation and the reasons for the decision.

If, after speaking with the trainer, you are not satisfied or your concern has been resolved, you should write to ACEC's CEO outlining your concerns and appealing the decision or judgement that has been made. You must clearly state the reasons why you feel that the decision or judgement was incorrect or unfair.

The CEO will review the evidence that has been supplied, including the completed assessments, where relevant.

If the second assessor reaches the same assessment judgement, then the outcome will stand. If the second assessor reaches a different assessment judgement, both assessors will meet to discuss the results and evidence. At the conclusion of this discussion, a final assessment judgement will be reached.

You will be informed of the outcome (and reasons for the outcome) of your appeal in writing within three weeks of it being received by ACEC. Please note that should relevant members of staff be on leave at the time of receiving the appeal, this will delay the response.

After the review is completed, if you are still not satisfied, you may lodge a further appeal to ACEC's CEO.

Employer Acknowledgement

I acknowledge that I have read and understood the contents of this Employer Handbook and give my permission for ACEC trainers and assessors to conduct scheduled Virtual assessment observations with the trainee educators.

Employer _____

Name of Service _____

Signature _____

Date _____

Please scan this page and return to ACEC at info@acec.edu.au

APPENDIX A (Correct as from 1 May 2023)

To the employer:

New System Trainee Incentives

Childcare courses are now on the Priority List for training due to existing staff shortages.

This means you can offer incentives to attract new employees to join the Early Childhood Education profession. The following information applies to ALL trainees, including, new entrant, existing workers, part time and full time.

For the EMPLOYER	For the TRAINEE
<p>Priority wage subsidy</p> <p>10% of the wages of the trainee paid for the first 2 years of the traineeship (up to \$1500 per quarter)</p> <p>5% of the wages of the trainee paid should the traineeship go into a third year. Part-time Diploma trainees would fall into this category (up to \$750 per quarter)</p>	<p>Training support payment</p> <p>\$1250 every 6 months</p> <p>Paid over the first 2 years of the traineeship (up to \$5000 total). This is paid directly by the government in addition to their wage.</p> <p>Access to Living away from home allowance (LAFHA)</p> <p>Up to 12 months of support at \$77.17 per week, and a further 12 months assistance for the second year at \$38.59 per week. A third year of assistance is also available at \$25 per week.</p>

*eligibility conditions apply

Source: <https://www.australianapprenticeships.gov.au/aus-employer-incentives>
<https://www.dewr.gov.au/australian-apprenticeships/resources/australian-apprenticeships-incentive-system-factsheet>

New entrant story:

This is how it would look for a new entrant trainee, earning \$750 / wk over 12 months

$\$750 \times 12 \text{ weeks} = \9000

10% of \$9000 = \$900 per quarter

12 months = 4 quarters

$4 \times \$900 = \3600 incentives to the employer for hosting the trainee

Total to employer: \$3600

Total to trainee: \$2500*

Course fees: nil (under traineeship)

**The term of the traineeship is 12 months, and during this time the trainee will receive \$1250 every 6 months from the government, in addition to her wage paid by the employer.*

Existing worker story:

This is how it would look for an existing worker, earning \$950 / wk over 12 months

Trainee has the appropriate pre-requisite of CHC30113 / CHC30121. ACEC's course cost is \$4970 for existing worker trainees to complete its CHC50121 Diploma of Early Childhood Education and Care.

\$950 x 12 weeks = \$11400

10% of \$11400 = \$1140 per quarter

24 months = 8 quarters

8 x \$1140 = \$9120 incentives to the employer for hosting the trainee

Total to employer: \$9120

Total to trainee: \$5000*

Course fees: \$4970 (Note under the EWT Pilot, there is no course fee)**

**If the trainee opted for 24 months to complete as a full-time worker, they will receive \$1250 every 6 months from the government, in addition to the wage received.*

***If The Centre pays the \$4970 course fee to ACEC, the Centre would still make \$4150 at the completion of training.*