

# Staffing requirements in Queensland

Under the National Quality Framework, early childhood education and care services are required to meet minimum staffing requirements including:

- **Qualifications**  
New qualification requirements under the Education and Care Services National Law came into effect for family day care and centre-based services with children under school age on 1 January 2014.
- **Educator-to-child ratios**  
Changes to educator-to-child ratios are being phased in for Queensland services. The timing for changes is listed in the following table.
- **Designation of an educational leader**  
Approved providers must appoint a suitably qualified and experienced educational leader. The role of the educational leader is to guide and mentor other educators in the planning, implementation and reflection on their learning program. For many services this may be the director or early childhood teacher currently employed at the service.
- **Designation of a nominated supervisor**  
All services are required to designate a nominated supervisor to oversee the day-to-day operation of a service at all times education and care is being provided. This person must have a supervisor certificate or be covered under the service supervisor certificate, and provide consent in writing to be the nominated supervisor.



## Centre-based service requirements

Educator-to-child ratios:					
Until 31 December 2015		1 January 2016 – 31 December 2017		1 January 2018 +	
Age range	Ratio	Age range	Ratio	Age range	Ratio
Birth to 24 months	1:4	Birth to 24 months	1:4	Birth to 24 months	1:4
15 to 24 months	1:5 <sup>1</sup> if approved, otherwise 1:4	15 to 24 months	1:5 <sup>1</sup> if approved, otherwise 1:4		
Older than 24 months to younger than 36 months	1:6	1:5 Older than 24 months to younger than 36 months			
Older than 30 months to younger than 36 months	1:8				
3 years to younger than 6 years	1:12	1:11 36 months to under school age <sup>2</sup>			
4 years to younger than 6 years	1:13				
4 years to younger than 13 years	1:12				
School Age <sup>2</sup>	1:15 At least 1 educator for every 15 children				



## Educator qualification and staffing requirements:

### Services with children under school age (primarily long day care and kindergarten services)

Early childhood teacher requirements from 1 January 2014	Fewer than 25 children or services located in <b>remote or very remote areas</b> until 1 January 2018	The service needs to have access to an early childhood teacher for at least 20% of the time the service is operating. This may be achieved through an information and communications technology solution.
	25–59 children	The service must employ or engage a full-time early childhood teacher, or have an early childhood teacher in attendance for: <ul style="list-style-type: none"> <li>• 6 hours per day, when operating for more than 50 hours per week <b>OR</b></li> <li>• 60 per cent of the time, when operating for less than 50 hours per week.</li> </ul>
	60–80 children	The service must meet the above requirements for 25–59 children (until 2020 when this changes).
	More than 80 children	The service must meet the above requirements for 25–59 children (until 2020 when this changes).
Diploma qualifications	At least 50 per cent of educators required to meet ratio requirements will need to hold or be working towards an <b>approved Diploma</b> qualification or higher.	
Certificate III qualifications	All other educators who are required to meet ratio requirements must hold or be working towards an <b>approved Certificate III</b> level qualification or higher. However a <b>probationary period</b> applies to new educators working without an approved qualification. New educators can be counted as a Certificate III qualified educator for ratio purposes for up to three months before they need to start working towards their qualification.	

### Outside school-hours care services

#### Educator-to-child ratios:

At least 1 educator for every 15 children

#### Educator qualification and staffing requirements:

Diploma qualifications	Up to 29 children	At least one educator must hold or be working towards an approved <b>2 year Diploma</b> level qualification or higher in a relevant area of study, and be at the service: <ul style="list-style-type: none"> <li>• <b>at least 7 hours and 15 minutes</b> of the time education and care is being provided, if provided for more than 7 hours and 15 minutes on that day <b>or</b></li> <li>• <b>at all times</b> that education and care is being provided.</li> </ul> Educators 18 years of age or older can be counted as a Diploma level educator for ratio purposes for up to 6 months before they need to start working towards their 2-year qualification or higher, in a relevant area of study.
Certificate III qualifications	30 children or more	The service must meet the above requirements and have <b>at least 1 educator for every 30 children</b> who holds or is working towards an <b>approved Certificate III</b> or a 1-year qualification or higher, in a relevant area of study. Educators 18 years of age or older can be counted as a Certificate III level educator for ratio purposes for up to three months before they need to start working towards their 1-year qualification or higher.

**Any other educators** required to meet ratio requirements do not need to hold a qualification if they are 18 years of age or older.

<sup>1</sup> Applies if a service is approved by the department to continue using 1:5 ratio from 31 March 2012 to 31 December 2017 (Regulation 300).

<sup>2</sup> For the purposes of this table, 'school age' means a child over preschool age which is a child enrolled in schooling (Prep onwards) and attending anytime the same calendar year (Regulation 4).

## Family day care service requirements

Educator-to-child ratios:		
Until 31 December 2015		1 January 2016 +
Age range	Ratio	
Mixed age group	1:7 Maximum of four children under school age <sup>2</sup> . Ratio does not include educator's own school-age children.	1:7 Maximum of four children under school age <sup>2</sup> . Ratio includes the educator's own children younger than 13 years of age if there is no other adult to care for them.

Educator qualification and staffing requirements:	
Diploma qualifications	Family day care coordinators must hold an <a href="#">approved Diploma</a> level qualification or higher.
Certificate III qualifications	All family day care educators must hold or be working towards an <a href="#">approved Certificate III</a> level qualification or higher.

### More information

#### Qualifications:

Visit [www.dete.qld.gov.au/earlychildhood/qualifications](http://www.dete.qld.gov.au/earlychildhood/qualifications) for detailed information about how you can meet the qualification requirements.

Visit [www.acecqa.gov.au/qualifications](http://www.acecqa.gov.au/qualifications) for lists of approved qualifications.

If you have questions about qualification requirements, please contact the ACECQA service desk on 1300 4 ACECQA (1300 422 327) or [enquiries@acecqa.gov.au](mailto:enquiries@acecqa.gov.au)

#### Operational requirements under the National Quality Framework:

Visit [www.dete.qld.gov.au/earlychildhood](http://www.dete.qld.gov.au/earlychildhood) or telephone 13QGov (13 74 68)

#### Queensland Kindergarten Funding Scheme (QKFS) requirements:

QKFS eligibility requirements align with the National Law. Educators that meet the qualification requirements under the National Law will be eligible to deliver an approved kindergarten program under the QKFS. For advice on QKFS teacher qualifications, phone 1800 4 KINDY (1800 4 54639).

