

## **ADDITIONAL INFORMATION ON ADVERTISING FOR AN EARLY CHILDHOOD TEACHER**

This information supplements information provided in the *NQF Update* that was circulated by Early Childhood Education and Care Directorate (ECECD) in April this year. It is provided as guidance only and intended to assist services to help demonstrate that they have made reasonable efforts to fill an Early Childhood Teacher vacancy at their service. Please note that advertising is only one aspect of the waiver decision making process. For further information, please see *NQF Update* of 12 April 2013, the 'Applications and Approvals' chapter of the *Operational Policy Manual for Regulatory Authorities* (available from [www.acecqa.gov.au](http://www.acecqa.gov.au)) or call ECECD on 1800 619 113.

### **An advertisement that ECEC would consider as showing evidence of 'reasonable efforts' to recruit an early childhood teacher.**

In addition to providing basic important information such as service information, days and hours of employment, clear and accessible contact details etc, the advertisement should:

- Clearly specify that the purpose of the advertisement is recruitment of an Early Childhood Teacher and does not combine with other vacancies.
- Have reasonable expectations of experience in leadership/management, other qualities etc.
- Is published in a well-known or widely circulated publication or website, for example, Seek, Career One, national and/or local newspapers and/or websites.
- May be supplemented with other advertising, for instance, on an industry association jobs board, on a university jobs board, through free sites such as facebook or gumtree, through personal or professional networks etc.
- Advertised within the 3 month period prior to submitting the application for the waiver.

*Sample advertisement that ECECD would consider acceptable if other waiver criteria were met*

#### **EARLY CHILDHOOD TEACHER – EXAMPLE TOWN**

Example Long Day Care Centre located in Example town has an immediate requirement for a tertiary qualified early childhood teacher to lead and oversee our educational program in our 45 place centre on Mondays, Tuesdays and Wednesdays.

You will be a committed and dedicated educator with proven experience in the implementation of high quality programming and leadership. An ability to demonstrate understanding of the Early Years Learning framework and National Quality Standards is essential.

To enquire about the position or to submit an application please contact Mary Smith on 123445678 or via email on [marysmith@examplecentre.com.au](mailto:marysmith@examplecentre.com.au).

## **An advertisement that ECEC *would not* consider acceptable**

An advertisement that *would not* be considered as supporting a service's claims of having made 'reasonable efforts' to recruit an Early Childhood Teacher would:

- Not include basic information, such as days and hours of employment, clear and accessible contact details etc.
- Not be specific in terms of the type of candidate being recruited, for example, state 'Early Childhood Teacher or Diploma trained' or give a vague description such as 'educational leader'.
- Specify unreasonable criteria that may be perceived as excluding otherwise suitable candidates, for example, '8 years proven experience in teaching/management' or 'must live in Example town'.
- Limited advertising, for example, only to members of an industry association or only on a site like facebook or gumtree.
- No evidence of date provided or date is greater than 3 months prior to submission of waiver application.

*Sample advertisement that ECEC would consider unacceptable*

**ECT or dip. trained staff members wanted** to fill vacancies at our childcare centre. Must have 3 years experience as a teacher and hold bronze medallion. Email your CV to [Mary@freemail.com](mailto:Mary@freemail.com).