



Governance and Management in Early Childhood Services

Training Package Outline

Module 1 Community Management

Many early childhood education and care services are community based and operate under a governance structure that has distinct functions and responsibilities. This module will help you understand what community management means, why community-based organisations are important and what the responsibilities of the community management committee are.

Module 2 Legal Structures & Responsibilities

Community based early childhood education and care services operate under a number of different legal frameworks. This module will help you understand the different frameworks and how they impact on the way a community management committee functions. It will also discuss how the Constitution is a founding document for your organisation and is the guiding document that informs how the committee operates and makes decisions

Module 3 Roles and Responsibilities

In this module you will learn about the key roles and responsibilities of the committee in the early childhood education and care setting and the different responsibilities of Committee Members, the Service Directors' role and staff roles. The Committee and the Director need to work in close partnership to effectively manage the service and meet legislated responsibilities.

Module 4 Financial Responsibilities

The Committee is responsible for the financial oversight of the organisation. In this module you will learn about the critical elements of financial management that committees must adhere to including responsibilities under the various Acts and Regulations that apply to early childhood education and care.

Module 5 Employer Responsibilities

Employing staff is the responsibility of the Committee and represents the single largest expense for the service. This module will help you understand employer/employee relationships, the Fair Work Act (2009) and the relationship to Modern Awards and or Enterprise Agreements. It will help you understand the ways that you can manage your employer responsibilities.

Module 6 The National Quality Framework

Community Management Committees of early childhood education and care services are the approved provider. Under National Law, committees are responsible for ensuring The National Quality Framework is applied in the service and standards of achievement are met. The framework consists of National Quality Standards, Approved Learning Frameworks and Assessment and Rating Processes.

This module will help you understand the legal requirements and responsibilities of Approved Providers, Child Safety Standards and the importance of quality education and care in shaping every child's future.

Delivery Mode Options

- Virtual: Delivered in 1.5hr virtual sessions as discussed with your trainer
- Face to face: One 3hr Session (covering all 6 modules)



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