



Australian Government

National Archives of Australia

Records Authority

**National Childcare Accreditation
Council -**
*Child Care Quality Assurance Training and
Support*

Job no 2009/00831189

18 March 2010

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INTRODUCTION

The National Childcare Accreditation Council, part of the Education, Employment and Workplace Relations portfolio and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying records for the core business area of Child Care Quality Assurance (CCQA) Training and Support. It represents a significant commitment on behalf of National Childcare Accreditation Council to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of National Childcare Accreditation Council. It takes into account the agency's legal and organisational records management requirements, and the interests of stakeholders, the agency and the National Archives of Australia.

This Authority gives National Childcare Accreditation Council permission under the Archives Act 1983, for the destruction, retention or transfer to the National Archives of Australia of the records described. The Authority sets out those records that need to be retained as national archives and the minimum length of time that temporary records need to be kept. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives of Australia on the basis of information provided by the agency.

The National Childcare Accreditation Council may use the following tools to dispose of their records:

- this and other Records Authorities covering its agency specific records;
- general records authorities, such as the Administrative Functions Disposal Authority (AFDA), covering business processes and records common to Australian Government agencies; and
- normal administrative practice (NAP) which allows for the destruction of records where the records are duplicated, unimportant or for short-term use only.

As changes in circumstances may affect future records management requirements, the periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

Advice on using this Authority and other records management matters is available from the National Archives' website at www.naa.gov.au or by contacting the Agency Service Centre at recordkeeping@naa.gov.au or (02) 6212 3610.

APPLICATION OF THIS AUTHORITY

1. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover administrative records common to Australian Government agencies.
2. This Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by the National Childcare Accreditation Council, such as encrypted records and source records that have been copied.
3. This Authority is to be used to sentence records. Sentencing involves the examination of records in

order to identify the individual disposal class to which they belong. This process enables sentencers to determine how long records need to be kept. Advice on sentencing is available from the National Archives.

4. Where the method of recording information changes (for example from a manual system to an electronic system, or when information is migrated from one system to a new system) this Authority can still be used to sentence the records created, providing the records document the same core business. The information must be accessible for the period of time prescribed in this Authority. The National Childcare Accreditation Council will need to ensure that any software, hardware or documentation required to enable continuing access to the information is available for the periods prescribed.

5. In general, retention requirements indicate a minimum period for retention. The National Childcare Accreditation Council may extend minimum retention periods if it considers that there is an administrative need to do so, without further reference to the National Archives. Where the National Childcare Accreditation Council believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.

6. The National Childcare Accreditation Council may destroy certain records without formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, facilitative or for short-term use only. NAP does not replace the arrangements agreed to in records authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at www.naa.gov.au

7. From time to time the National Archives will place a freeze on some groups of records to prevent their destruction. Further information about disposal freezes and whether they affect the application of this Authority is available from the National Archives website at www.naa.gov.au

8. Records in the care of the National Childcare Accreditation Council should be appropriately stored and preserved. The National Childcare Accreditation Council needs to meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the *Archives Act 1983*, access arrangements are required for records that are in the open access period (currently after 30 years).

9. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.

10. Advice on how to use this Authority is available from the National Childcare Accreditation Council records manager. If there are problems with the application of the Authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

For assistance with this authority or for advice on other records management matters, please contact National Archives' Agency Service Centre.

Queen Victoria Terrace
Parkes ACT 2600
PO Box 7425

Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610

Fax: (02) 6212 3989

Email: recordkeeping@naa.gov.au

Website: www.naa.gov.au

AUTHORISATION

RECORDS AUTHORITY

Person to whom notice of authorisation is given:

Chief Executive Officer
National Childcare Accreditation Council
Level 3, 418a Elizabeth Street
SURRY HILLS NSW 2010

Purpose:

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983

Application:

The core business of CHILD CARE QUALITY ASSURANCE (CCQA) TRAINING AND SUPPORT

This authorisation gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. The authority will apply only if these actions take place with the consent of the agency responsible for the core business documented in the records.

Authorising Officer

Date of issue:



18 March 2010

Ross Gibbs
Director-General
National Archives of Australia

CHILD CARE QUALITY ASSURANCE TRAINING AND SUPPORT

The business of selecting, training, endorsing and offering continuing support to individuals as National Childcare Accreditation Council (NCAC) Endorsed Quality Assurance (QA) Trainers who can deliver training to child care services on the processes associated with the 5 Steps of Child Care Quality Assurance (CCQA).

Includes:

- Receiving applications and selecting those who meet the selection criteria for QA Trainers, processing applications for re-endorsement
- Developing policies and procedures
- Promoting the program and availability of QA Trainers
- Conducting training sessions
- Developing training materials to train the QA Trainers
- Developing a NCAC Endorsed Training Kit or similar material that the QA Trainers can use to deliver training to child care services
- Offering continuing support to QA Trainers
- Conducting regular meetings to work with other teams within NCAC and within the team itself to support QA Trainers and evaluate the program
- Developing new methods and resources to support services to meet the Child Care Quality Assurance standards.

For the development, evaluation and assessment of the Child Care Quality Assurance standards, use ACCREDITATION.

Class No	Description of records	Disposal action
21167	<p>QA Trainer records including:</p> <ul style="list-style-type: none"> • Successful Applications • Assessment tasks • Certificates • Contracts • Correspondence • Complaints against QA Trainers <p><i>[For complaints relating to CCQA standards, use ACCREDITATION - Complaints]</i></p> <ul style="list-style-type: none"> • Support and Feedback (eg teleconferences, CCQA updates sent, etc) • Information on the database including training session records, qualifications, associations with child care services, diary notes and contact details • Records of training conducted and professional development undertaken • Review of endorsement status • Withdrawn or cancelled endorsements 	Destroy 5 years after endorsement lapses

CHILD CARE QUALITY ASSURANCE TRAINING AND SUPPORT

Class No	Description of records	Disposal action
21170	Records documenting evaluation and planning including: <ul style="list-style-type: none">• Surveys• Analyses and reports• Final versions of plans developed• Working papers• Meetings with stakeholders including: inter-team meetings, QA Trainers, Professional Support Coordinators and Resource agencies.	Destroy 3 years after action completed
21169	Training material including: <ul style="list-style-type: none">• QA Trainer Training material• Training Notes• QA Training Kit or similar material provided to QA Trainers to facilitate their delivery of CCQA training to services• Assessment standards for applicants• Policies and Procedures relating to QA Training and QA Trainer administration.	Destroy 2 years after material is superseded
21168	Records documenting recruitment, selection, promotion and administration of QA Trainers and QA Training, including: <ul style="list-style-type: none">• Selection criteria• Advertising material• Unsuccessful Applications• Reference Checks, Telephone File Notes• Spreadsheets to monitor applications and interviews• Appeals• Training session arrangements like venue bookings, hire of equipment, catering etc.	Destroy 1 year after action completed