# **Calculating ratio and educator requirements**

Ratio calculation is easy when you use the information from the ACECQA’s NQF guide (p 427). Note the number of educators required per age group is calculated **across the centre**, not per rooms – and you do not need to move children from room to room.

**Step 1** Always start the calculation with the youngest age group (eg babies), then see if there are any ‘leftover spots.’ For example if there were 3 babies and one educator, there is 1 leftover spot (ratio 1:4).

**Step 2** Use any leftovers spots to calculate ratios for the next age group. For example, we can include the 1 leftover spot from the babies’ room in the calculation for the toddlers (ratio 1:5). If there are 15 toddlers and 3 educators, we are in ratio, and the new leftover spot can now travel again to the preschool aged children.

**Step 3** Continue this process until ratios are calculated for all age groups to give the total number of educators needed across the service. For example, we can use the 1 leftover spot from the toddlers’ room in the calculation for the pre-schoolers (ratio 1:10). If there are 41 pre-schoolers, the leftover spot brings the number down to 40, so 4 educators are needed.

In this scenario we would need 8 educators to be in ratio across the centre.

This is what it looks like as a table.

Note check the ratios that apply in your State/Territory, and the age groups that apply to age ratio. They may differ to those used in the example above.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Babies** | |  | **Toddlers** | |  | **Preschool** | |  |
| Children | 3 | Left over spot from babies | 1 | Left over spot from toddlers | 1 |
| Educators required | 1 | Children | 15 | Children | 41 |
| leftover spots | 1 | Children to count | 14 | Children to count | 40 |
|  | | Educators required | 3 | Educators required | 4 |
| leftover spots | 1 |  | |
|  | | | | | | | **8** | **Total educators across the centre needed.** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Babies (0-2yrs)** Ratio 1:4 | |  | **Toddlers (2-3yrs)** Ratio 1:5 | |  | **Preschool (3-5yrs)** Ratio 1:10 | |  |
| Total Children |  | Children |  | Total Children |  |
| Educators required |  | Minus left over spot from babies |  | Left over spot from toddlers |  |
| leftover spots |  | Children to count in ratio |  | Children to count in ratio |  |
|  | | Educators required |  | Educators required |  |
| leftover spots |  |  | |
|  | | | | | | |  | **Total educators required in centre** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Babies (0-2yrs)** Ratio 1:4 | |  | **Toddlers (2-3yrs)** Ratio 1:5 | |  | **Preschool (3-5yrs)** Ratio 1:10 | |  |
| Total Children **N1 + N2 + T1 =** |  | Children  **T2 =** |  | Total Children **JP + P =** |  |
| Educators required |  | Minus left over spot from babies |  | Left over spot from toddlers |  |
| leftover spots |  | Children to count in ratio |  | Children to count in ratio |  |
|  | | Educators required |  | Educators required |  |
| leftover spots |  |  | |
|  | | | | | | |  | **Total educators required in centre** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Babies (0-2yrs)** Ratio 1:4 | |  | **Toddlers (2-3yrs)** Ratio 1:5 | |  | **Preschool (3-5yrs)** Ratio 1:10 | |  |
| Total Children |  | Children |  | Total Children |  |
| Educators required |  | Minus left over spot from babies |  | Left over spot from toddlers |  |
| leftover spots |  | Children to count in ratio |  | Children to count in ratio |  |
|  | | Educators required |  | Educators required |  |
| leftover spots |  |  | |
|  | | | | | | |  | **Total educators required in centre** |