**Staffing - Staff File Checklist**

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|  | **Commencement**  |
|  | Resume  |
|  | Interview and supporting documents including referee checks  |
|  | Pre-employment health declaration |
|  | Signed employment contract  |
|  | Signed Fair Work Statement |
|  | Signed Position Description |
|  | Employee details eg resume, identification, superannuation and Standard Choice form, Tax File Number and Declaration, receipt for uniform and property, next of kin/contact details |
|  | Copy of approved Cert III/Diploma/ECT qualifications – certificate and transcript (including those in progress) |
|  | Diary note made to check progress towards qualification (eg monthly) |
|  | Copy of current approved first aid, asthma and anaphylaxis qualifications |
|  | Immunisation status recorded |
|  | In NSW Nominated Supervisor and Person in Day to Day Charge have completed approved Child Protection course CHCPRT001 or CHCPRT002 |
|  | Current Working with Children Check (WWCC) |
|  | Diary notes made to renew WWCC and first aid qualifications before expiry |
|  | ACECQA ‘compliance history statement’ completed by Nominated Supervisor and Person in Day to Day Charge |
|  | ACECQA ‘prohibition notice declaration’ completed by Nominated Supervisor and Person in Day to Day Charge |
|  | Educational Leader accepts position in writing |
|  | Nominated Supervisor consents to position in writing using form NS01 |
|  | Evidence Regulatory Authority advised about new Nominated Supervisor |
|  | Person in Day to Day Charge consents to position in writing |
|  | Induction completed and signed by Nominated Supervisor and new employee |
|  | Approved Traineeship application letter |
|  | Training Bond Agreement (trainee bound to employer for certain period) |
|  | Professional Development Bond Agreement (employee bound to employer for certain period) |
|  | Staff Acknowledgements and Agreements signed (includes policies and procedures) |
|  | Diary note made to review performance of trainees in eg 4 weeks and 7 weeks before probation period expires  |
|  | Diary note made to review performance of new employees in eg 3 months and 5 months before probation period expires |
|  | Diary note made to complete performance appraisal and professional development (training) plan for all employees at least once every year |
|  | Diary note made near end of probation period/traineeship to offer new employee/trainee permanent position or terminate employment  |
|  | **Commencement with Service or in New Position** |
|  | In NSW Nominated Supervisor and Person in Day to Day Charge have completed approved Child Protection course CHCPRT001 or CHCPRT002 |
|  | ACECQA ‘compliance history statement’ completed by Nominated Supervisor and Person in Day to Day Charge |
|  | ACECQA ‘prohibition notice declaration’ completed by Nominated Supervisor and Person in Day to Day Charge |
|  | Educational Leader accepts position in writing |
|  | Nominated Supervisor consents to position in writing using form NS01 |
|  | Evidence Regulatory Authority advised about new Nominated Supervisor |
|  | Person in Day to Day Charge consents to position in writing |
|  | **Continuing Employment** |
|  | Performance appraisal completed |
|  | Professional Development (Training) Plan completed/updated |
|  | Performance management file notes/correspondence |
|  | Receipt for Uniform and Property |
|  | **End of employment** |
|  | Exit interview |
|  | Return of Uniform and Property |