

	<h2>Glossary of Terms</h2>
Linked Document	Glossary of Terms relate to Policies and Procedures for Melton City Council Children's Services
Version No.	Version 1.0

Accepted Nominees Persons who will or may manage or control the service on a short-term or irregular basis

ACECQA Australian Children's Education and Care Quality Authority

AO Authorised Officer from Department of Education and Training

Approved Care Child care that has been approved by the Australian Government for Child Care Benefit purposes because it meets certain standards and requirements. Services must also meet the quality standards set out under the National Quality Framework e.g. Family Day Care and Vacation Care

Approved Nominees Persons who will or may manage or control the service on a regular or scheduled basis

Approved Provider Manager, Licensee or Nominee. An individual that has been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services

Authorised Person A parent/guardian of the child, a person who has lawful authority to collect the child or a person who is authorised by the child's parent/guardian or person who has lawful authority to collect the child

Certified Supervisor Staff and Educators with a supervisor certificate (in accordance with the National Regulations) who may consent to being placed in day-to-day charge of the education and care service

CCB Child Care Benefit

CCR Child Care Rebate

DET Department of Education and Training

DSS Department of Social Services

Early Childhood Teacher A person with an approved early childhood teaching qualification listed by Australian Children's Education and Care Quality Authority

Educational Leader A suitably qualified and experienced educator, coordinator or other individual to lead the development and implementation of education programs at the service

Educator An individual who provides education and care for children as part of an education and care service

EFT Electronic Funds Transfer

Eligible Children who turn four by 30 April in the year they attend kindergarten

FDC Family Day Care

HCC Health Care Card (also includes other eligible concession cards)

Leadership Group Coordinators and Team Leaders of Melton City Council Children's Services

Learning Frameworks In Victoria, the approved frameworks are:

- Early Years Learning Framework (EYLF)
- Victorian Early Years Learning and Development Framework (VEYLDF)
- My Time, Our Place: Framework for School Age Care in Australia

Licensee Individual who exercises management or control over the operation of the licensed children's service under the Children's Services Regulations 2009

MCH Maternal and Child Health

National Regulations refers to Education and Care Services National Regulations 2011

Nominated Supervisor A person who is a Certified Supervisor and has been nominated by the Approved Provider of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination

NQF National Quality Framework

NQS National Quality Standards

OCC Occasional Care

Parent The parent and/or court appointed individual/organisation granted legal parental rights

Primary Nominee The person who will have primary responsibility for managing or controlling the children's service in the licensee's absence

Registered Care Registered Child Care is care provided by grandparents, friends, nannies or Occasional Care services registered with the Department of Human Services as child care providers

Regulatory Authority Department of Education and Training is the Regulatory Authority in Victoria

Responsible Person The Approved Provider (if that person is an individual, and in any other case the person with management or control of the service operated by the Approved Provider) or a Nominated Supervisor or Certified Supervisor who has been placed in day-to-day charge of the service in accordance with the National Regulations

RTO Registered Training Organisation

Services Includes Family Day Care, Vacation Care, Occasional Care, all programs within and including Maternal and Child Health, Supported Playgroups and Pre-School Fieldworker program

Staff includes staff of Children's Services. Any individual (other than the Nominated Supervisor or a volunteer) employed, appointed or engaged to work in or as part of an education and care service

State Regulations refers to Children's Services Regulations 2009

The Law refers to Education and Care Services National Law Act 2011 and Children's Services Act 1996 (Victoria)

UA Universal Access

UN United Nations

VAC Vacation Care

WHS Workplace Health and Safety