

Classifications for OSHC employees

Employees in South Australian Department for Education OSHC services operated by governing councils are paid according to the [Children's Services Award](#) 2010.

The Award outlines classifications ([Schedule B; Clause 14](#)), with indicative duties, relevant qualifications and the **minimum** wage for that level (noting employers may choose to pay all or some positions above the Award to assist in the attraction and retention of personnel in OSHC services).

The below is a summary of provisions in the [Children's Services Award](#). **The Award should be reviewed as the primary source of information.** Awards are usually updated annually to reflect wage rate rises and other provisions may also change. Notifications of changes can be set up here - [Subscriptions \(fwc.gov.au\)](#).

As per the award, [progression](#) from one level to the next *within a classification* is subject to an employee meeting the following criteria:

- competency at the existing level;
- 12 months experience at that level (or 24 months for 19 hours or less pw) and in-service training as required; and
- demonstrated ability to acquire the skills necessary for advancement to the next pay point.

The term 'qualified' in this document refers to OSHC educators who are considered qualified for OSHC as recognised by [ACECQA](#).

Educators not employed to undertake qualified duties in OSHC

Level 1

An employee at this level has **no formal qualifications**. The employee will work under **direct supervision** in a team environment and will receive guidance and direction **at all times**. The employee will receive structured and regular on-the-job training to perform the duties expected at this level. Normally an employee at this level will **not be left alone with a group of children**.

Level 2

No formal qualifications relevant to OSHC, an employee at this level has limited knowledge and experience in children's services and is expected to take limited responsibility for their own work.

This person may have a certificate II, spent 12 months at level 1 **or**, in the opinion of the employer, have sufficient knowledge and experience to perform the duties at this level.

Indicative duties:

- Assist in the implementation of the children's program under supervision.
- Assist in the implementation of daily care routines.
- Develop awareness of and assist in the maintenance of the health and safety of the children in care.
- Give each child individual attention and comfort as required.
- Understand and work according to the centre or service's policies and procedures.
- Demonstrate knowledge of hygienic handling of food and equipment.

Level 3

An employee at this level will hold a certificate III in education or care or, alternatively, will possess, in the opinion of the employer, sufficient knowledge or experience to perform the duties at this level. To be paid at level 3 (instead of level 4a), educators will **not** be required to perform duties of the Level 4 classification i.e. qualified educator duties. As per the Award, a level 3 educator will undertake the duties of level 2, as well as:

- Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups.
- Record observations of individual children or groups for program planning purposes for qualified staff.
- Under direction, work with individual children with particular needs.
- Assist in the direction of untrained staff.
- Undertake and implement the requirements of quality assurance.
- Work in accordance with food safety regulations.

An employee at this level who has completed an AQF Diploma in Children's Services or equivalent, and who demonstrates the application of skills and knowledge acquired beyond the competencies required for AQF Certificate III in the ongoing performance of their work, must be paid no less than the rate prescribed for Level 3.4.

If the employee is [required to undertake duties that align with the Level 4 classification](#), even if **they are** second and subsequent qualified educator, this person should get paid at Level 4A as a minimum.

Educators employed to undertake qualified duties in OSHC

Level 4A

This employee has not obtained OSHC qualifications to be a first educator (diploma or equivalent or higher) but **performs the duties of a Level 4 employee. This may include educators with the second educator qualifications (certificate III or IV in education, care or disability)** as recognised for OSHC by [ACECQA](#).

Level 4

This employee **holds a qualification to be a first educator** in OSHC (diploma or equivalent or higher qualification) as recognised for OSHC by [ACECQA](#). An employee at this level will take on the same duties and perform the same tasks as a Level 3, as well as:

- Responsible, in consultation with the Assistant Director/Director for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups.
- Responsible to the Assistant Director/Director for the supervision of students on placement.
- Responsible for ensuring a safe environment is maintained for both staff and children.
- Responsible for ensuring that records are maintained accurately for each child in their care.
- Develop, implement and evaluate daily care routines.
- Ensure that the centre or service's policies and procedures are adhered to.
- Liaise with families.

Assistant Director

Level 5A

This is an employee who has not obtained the qualification required for a Level 5 employee who performs the same duties as a Level 5 employee. An assistant director who is working towards their qualification may be paid at this rate until they complete their qualification.

It would be generally expected that an assistant director has the relevant qualification. If your service is considering recruiting or appointing an assistant director without the relevant qualification please contact the OSHC Operations Team.

Level 5

This is an employee who has **completed a diploma or equivalent or higher qualification** (as recognised for OSHC by [ACECQA](#)) and is appointed as an **assistant director** of a service.

An assistant director will take on the same duties and perform the same tasks as a Level 4, as well as:

- Coordinate and direct the activities of employees engaged in the implementation and evaluation of developmentally appropriate programs.
- Contribute, through the director, to the development of the service's policies.
- Coordinate service operations including Work Health and Safety, program planning, and staff training.
- Responsible for the day-to-day management of the service in the temporary absence of the director and for management and compliance with licensing and all statutory and quality assurance issues.
- Generally, supervise all employees within the service.

As per the award, an Assistant Director who holds an advanced diploma must be paid no less than Level 5.4.

Director

Level 6A

This is an employee who has not obtained the qualification required for a Level 6 employee who performs the same duties as a Level 6 employee. A director who is working towards their qualification may be paid at this rate until they complete their qualification.

It would be generally expected that an OSHC director has a relevant qualification. If your service is considering recruiting or appointing a director without a relevant qualification, please contact the OSHC Operations Team.

Level 6

This is an employee who has completed a **diploma or equivalent or higher qualification** (as recognised for OSHC by [ACECQA](#)) or is otherwise a person possessing such experience, or holding such qualifications deemed by the employer and is appointed as a **director** of a service.

Indicative duties:

- Responsible for the overall management and administration of the service.
- Supervise the implementation of developmentally appropriate programs for children.
- Recruit staff in accordance with relevant regulations.
- Maintain day-to-day accounts and handle administrative matters.

- Ensure that the service adheres to all relevant regulations and statutory requirements.
- Ensure that the service meets or exceeds quality standard requirements.
- Liaise with families and outside agencies.
- Formulate and evaluate annual budgets.
- Liaise with management committees as appropriate.
- Provide professional leadership and development to staff.
- Develop and maintain policies and procedures for the service.

Level of director

The size of service determines the pay level of the director.

- Director level 1 – is an employee appointed as a director of a service **licensed for up to 39** children. Level 1 directors are paid at the level 6.1 to 6.3 salary range.
- Director level 2 – is an employee appointed as a director of a service **licensed between 40 and 59 children**. Level 2 directors are paid at the level 6.4 to 6.6 salary range.
- Director level 3 – is an employee appointed as a director of a service licensed for **more than 60 children**. Level 3 directors are paid at the level 6.7 to 6.9 salary range.

Allowances and conditions

Please note that additional allowances may be payable to employees covered by this Award, including [allowances](#) for broken shifts, first aid, and educational leader allowances.

The Award also contains important details on [breaks](#), [overtime](#), [higher duties](#), [hours of work](#), conditions for casuals, leave and more.

Please refer to the [Children's Services Award](#) as the primary source of information.

Contact

Contact OSHC Operations if you have questions.



8226 6427



Education.OSHC@sa.gov.au

