



FDC Guidance

LEGISLATIVE REQUIREMENTS FOR FAMILY DAY CARE EDUCATORS: FROM 1 JULY 2023



The Australian, State and Territory Education Ministers have agreed to changes to the National Quality Framework (NQF). This information sheet explains key changes for family day care (FDC) educators.

WHEN DO THE CHANGES START?

The new requirement related to staffing will commence on 1 July 2023.

WHERE CAN I GET FURTHER INFORMATION?

Visit nqfreview.com.au
Contact your [regulatory authority](#)

From 1 July 2023

There will be improved oversight and new safety and workforce requirements within FDC to achieve better compliance and improved quality, and to ensure the safety, health and wellbeing of children in education and care. The key changes for FDC educators are explained below.

NEW MINIMUM FDC EDUCATOR QUALIFICATIONS

From 1 July 2023, new FDC educators must hold an approved Certificate III level (or higher) qualification prior to commencing their role in a FDC service and cannot be 'actively working towards' a qualification.

If you are an existing educator currently engaged at a FDC service, you will have until 01 July 2024 to complete an

approved qualification. This provision does not apply to FDC educators in South Australia. FDC educators in South Australia must hold an approved Certificate III level (or higher) qualification prior to commencing their role in a FDC service.

Waivers for staffing requirements will continue to be available. If by 1 July 2024, you do not hold an approved Certificate III level (or higher) qualification, the approved provider can apply for a waiver. The regulatory authority may consider granting the waiver if it is satisfied that the approved provider has reasonable justification for not being able to comply with regulation 127. For more information on waivers visit the [ACECQA website](#).

From late 2023

This document will be updated later in the implementation of the outcomes of the 2019 NQF Review, in relation to recommendations:

- 5.2 – FDC Exceptional Circumstances
- 5.3 – Safety around swimming pools in FDC residences
- 5.4 – Safety of glass used by services in Family Day Care,
- 10.1 – Assessing suitability of individuals to work directly



or indirectly with children,

- 11.3 – FDC: Display in venue/residence,
- 12.4 – Display of FDC ratings at FDC premises,
- 12.5 – First Aid currency requirements,
- 12.6 – Scope of assistance provided by FDC educator assistant.

OTHER CHANGES INTRODUCED MARCH 2023

GUIDANCE ON SAFE TRANSPORTATION OF CHILDREN

Children can be transported by, or be on transport arranged by, children’s education and care services, including by FDC educators.

Transportation can present heightened risks to children’s safety, in particular, during the period of moving between transport and embarking or disembarking from a vehicle. While new requirements for regular transportation from 1 March 2023 apply to centre-based services only, it is good practice for FDC approved providers, nominated supervisors, coordinators, educators and educator assistants to apply the new requirements to minimise risk and ensure the safety, health and wellbeing of children during any periods of transportation.

FDC educators and providers should consider establishing clear and consistent procedures, through effective risk assessment, that ensure no children are left in vehicles when the FDC educator or FDC educator assistant is transporting children. Ways to minimise the risk include:

- conducting regular headcounts and attendance checks of children including, but not limited to, before each departure, after each child embarks and disembarks the vehicle and after all children have disembarked.
- actively/ verbally engaging with the children over the course of the journey.
- ensuring procedures for embarking and disembarking the vehicle and processes for entering and exiting each location are documented and understood.
- staff training on safe transportation of children is included in induction processes and refresher training is held annually.
- embedding effective communication plans/procedures with families to ensure that parents/carers inform the service that children will not be attending the FDC service and do not need to be collected from another location.

For more information on transporting children download:

- [ACECQA Information sheet Minimising the risk of children left behind in vehicles.](#)
- [ACECQA Information sheet Guidance for adequate supervision during transportation.](#)

OTHER CHANGES TO THE NQF FOR ALL SERVICES

There are more changes to the NQF commencing in 2023 that will apply to all education and care services, including FDC. For information on the new requirements visit nqfreview.com.au

RESOURCES AND REFERENCES

Visit the ACECQA website to download:

- the [Guide to the National Quality Framework](#)
- ACECQA Information Sheet: [Legislative requirements for family day care providers from 2023](#)
- [ACECQA Policy and procedure guidelines](#)
- ACECQA Information Sheet: [Safe transportation of children](#)
- the [ACECQA Risk Assessment Management Tool](#)
- the [National Law and National Regulations](#)

Acknowledgment: The information in this publication is accurate pending the Australian, state and territory Education Ministers’ agreement to amended regulations.