



Department for
Communities

Child Care Licensing
and Standards Unit

Information sheet for referees

Child Care Services Act 2007
Child Care Services (Child Care) Regulations 2006
Child Care Services (Family Day Care) Regulations 2006

➔ You have been nominated as a referee

You have been nominated as one of two referees for a person applying to renew:

1. a child care licence, or
2. approval to be a supervising officer for a child care service.

If approved, the person applying for the licence or to become a supervising officer (the applicant) will be directly responsible for the effective supervision and control of a child care service for children under 15 years and 6 months of age.

The applicant must nominate two (2) referees. One who has experience in children's services (*a person who works, or has worked in children's services, or a person who has experience in the group care of children*); and one referee who is a previous employer of the subject, or who has worked with the applicant in a paid or unpaid capacity (*this can include a current employer of more than six months, work unrelated to child care or volunteer work*).

You cannot be a referee if you are an employee or subordinate of the applicant.

➔ What you are required to do

As a referee for the applicant, you will be required to answer a series of questions on a Referee report (examples on page 2). You will be asked to give examples to show how the applicant meets the selection criteria. Prompts will be given below the main question to help you provide the information the Department needs about the applicant.

To protect the wellbeing, including safety and health, of children in child care in Western Australia, it is important you answer the questions honestly and accurately. Your answers will be taken seriously to assist the Department in determining if the applicant is a fit and proper person to supervise and manage a child care service.

A Licensing Officer from the Department for Communities may ring you during normal business hours to verify information or clarify details.

➔ Please return your written reference without delay

In due course you will receive a Referee report form from the Child Care Licensing and Standards Unit of the Department. It is important that you complete and return the Referee report without delay. Any delay on your part will mean consideration of the applicant's application will be held up.

➔ For more information

If you have any questions about this reference, please phone the Child Care Licensing and Standards Unit on 08 6210 3333 (Metro) or on 1800 199 383 (Freecall STD).

➔ **Examples of the questions the Licensing Officer will ask you —**

- **How long have you known the applicant?**
 - Please provide dates, where you can.
- **How did you come to know the applicant?**
 - Where did you meet?
 - In what capacity have you known the applicant?
- **Please give examples to demonstrate the applicant understands the developmental needs of children?**
 - Describe the applicant's attitude towards children.
 - What does he/she do to show he/she understands the needs of children?
 - How does the applicant guide children's behaviour?
 - How does the applicant respond to a child who is upset, uncooperative or angry?
- **What do you consider would be the applicant's strengths if she/he was responsible for providing day-to-day supervision and control of a child care service?**
 - Consider the applicant's professional skills that would positively contribute to the effective supervision and management of a child care service, such as:
 - organisational skills
 - interpersonal skills including communication skills with parents, children and staff
 - handling emergency situations
 - staff management
 - skills in understanding legislation such as regulations.
- **What do you consider would be the applicant's areas for improvement if she/he was responsible for providing day-to-day supervision and control of a child care service?**
 - Consider the applicant's professional skills that could be improved to provide the most effective supervision and management of a child care service. Refer to the specific skills listed above.
- **Please give examples how the applicant deals with authority and responsibility.**
 - How does the applicant deal with authority such as the police and local government?
 - Can the applicant be relied upon to follow regulations? Please give examples.
 - Are you aware of the applicant having had any trouble with authority? If yes, please describe.