

# Professional Registration



**All employees in Catholic Education must be registered or have a current Working with Children Check in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2013 (VCEMEA).**

## Unregistered employees

Where, for any reason, an employee does not have the required registration or Working with Children Check (or other evidence sufficient to permit them to work) (the Necessary Authority), the employer may:

- give the employee, generally not less than seven days, to obtain the Necessary Authority, and
- give the employee an opportunity to explain any extenuating circumstances and clarify any matter.

## Stand down provisions

Where, following the steps above, the employer is satisfied that the lack of Necessary Authority is a result of the actions or omissions of the employee, and not due to any extenuating circumstances, the employer may stand down the employee without pay until the employee satisfies the employer that he or she has the Necessary Authority.

It is recommended that employers and principals contact the IR Unit in these circumstances.

## References

- *Victorian Catholic Education Multi Enterprise Agreement 2013* (clause 14)

## Legislation

- *Education and Training Reform Act 2006* (Vic)
- *Working with Children Act 2005* (Vic)