

Records Authority

**National Childcare
Accreditation Council**

Job no 2007/00263775

1 June 2007



Australian Government

National Archives of Australia

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RDA Job No 2007/00263775

AUTHORISATION

RECORDS AUTHORITY

**Person to whom notice of
authorisation is given:**

The Chief Executive Officer
National Childcare Accreditation Council
Level 3, 418a Elizabeth Street
SURRY HILLS NSW 2010

Purpose:

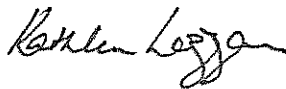
AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF
THE ARCHIVES ACT 1983

Application:

Records of the validation surveys conducted by child care
services against quality assurance systems.

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority. The authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

Authorising Officer
National Archives of Australia



Kathleen Lazzari
Director
Government Information Management

Date of issue:
1 June 2007

Date of amendment:

Expiry date:

ACCREDITATION

The function of assessing the quality of practices in child care services and awarding accreditation in compliance with standards. Includes registration of services as part of eligibility for financial assistance. Also includes resolving complaints about child care services; the development, evaluation and promotion of accreditation programs and policies eg the Quality Improvement and Accreditation System and Family Day Care Quality Assurance; and advice and liaison on quality child care matters.

For preparation, production, marketing and distribution of publications, use PUBLICATION.

For participation in, and submission to, external reviews related to Accreditation, use GOVERNMENT RELATIONS – Inquiries.

Assessment

The activities associated with managing a service's participation, compliance and progress with the quality child care accreditation program. Includes assessment of self-study reports and validation visit documentation, production of ratings and accreditation recommendation. Excludes registration.

For arranging review visits to child care services, use ACCREDITATION - Arrangements (travel).

For registration of services, use ACCREDITATION - Registration.

For child care services lodging appeals against accreditation decisions, use ACCREDITATION - Appeals (accreditation).

For reporting services to the Commonwealth Department or Minister, use ACCREDITATION - Compliance (compulsory reporting).

Entry	Description of Records	Disposal Action
17209	Records documenting validation surveys conducted by child care services against quality assurance systems. [Date range: 1994 -]	Destroy 2 months after accreditation decision completed
