

Started ON or AFTER 14 Aug 2026: within 14 days of starting, OR before working directly with children, whichever is first.

Service _____ **Completed by** _____

[illegible]

Both courses must be completed for foundation training to count. Renewal is every two years from completion.

Everyone who must be on this list

- Persons with management or control
- Family day care coordinators
- Regular and semi-regular volunteers
- Nominated supervisors and persons in day-to-day charge
- All staff, including family day care educators
- Students on placement for an approved ECEC qualification

It applies whether or not the role involves direct contact with children. The two most often missed are regular volunteers and students on placement, because nobody employs them.

Child Safety Training Tracker

The detail behind the tracker. Keep this page with your records.

The two deadlines

- Anyone working or volunteering at the service before 14 August 2026 completes foundation training by 27 August 2026.
- Anyone who started on or after 14 August 2026 completes it within 14 days of being employed, engaged or appointed, or before they begin working directly with children, whichever comes first. This one is easy to miss in the rush towards the 27th. Check your recent starters by name.

What counts as complete

- Two courses, both finished. Roughly two hours in total.
- Free, and only through Geccko. Training done on any other platform does not meet the requirement.
- Each person should register with a personal email address, so the record travels with them.
- A completion certificate can be downloaded from Geccko. Collect them; a certificate is easier to produce than a memory.

After 27 August

- Foundation training is recompleted every two years. It is not annual.
- Advanced training has its own timing. In a relevant role before 30 September 2026: complete by 31 March 2027. Starting in one on or after 30 September 2026: within three months of starting.
- Approved providers must keep the worker register up to date.

Child protection training is a separate obligation

- National child safety training and state child protection training are two different requirements. Completing one does not discharge the other.
- Victoria: refreshed PROTECT eLearning by 27 August 2026, then every 12 months. Two cycles run side by side there, annual for PROTECT and two-yearly for the national training.
- Queensland, New South Wales, the ACT and other jurisdictions set their own approved courses. Check yours.

This week, if you are the one chasing

- Write the list first. Most gaps are people nobody thought to include, not people who refused.
- Ask for the certificate rather than the assurance. Geccko issues one, so there is no reason to rely on memory.
- Deal with anyone who started on or after 14 August separately. Their deadline is different and may already have passed.
- Write the renewal date in the last column now, two years from completion, while you are looking at it.

This sheet is blank by design.

Fill it in on your own device or on paper. Nothing you write here is sent to Ask ECE. A completed tracker holds employee personal data, and that belongs in your service records, not on someone else's platform.