

Home Based Carer Accreditation Process Approval

About this document

This document reflects the MacKillop requirement for the General Manager of Out of Home Care to ensure due process is followed in the accreditation of all home based carers.

Name of Carer/s:

Program:

Item	Yes/No/NA (General Manager to complete)
Eight training modules have been attended (dates recorded)	
4 interviews have been conducted (dates recorded)	
Background record checks complete (police check, WWCC, Disqualified Carer Register Check)	
Home & Environment Check completed	
Three referee checks have been completed	
Panel included a DHS representative	
Chair of Panel(MacKillop manager or delegate) has signed the report	
Details of accreditation status is documented	
· Type of care to be provided	
· Maximum number of children/young people to be cared for	
· Age range of children to be cared for	
· Gender of children to be cared for	
· Date for carer review is identified	

I have reviewed the summary documentation from the accreditation process for the prospective carers identified above. I am satisfied that the accreditation process has met required standards, and approve the recommendation from the Accreditation Panel to accredit the carer/s.

Michael O'Kelly

General Manager Out of Home Care Operations (Vic)

Date: