



STAFF BENEFITS POLICY



Purpose

The purpose of this policy is to support the attraction, engagement, and retention of high-quality educators and staff at Insight Early Learning by providing a range of benefits and incentives that promote wellbeing, professional growth, and work-life balance.

Scope

This policy applies to all permanent, fixed-term, and casual staff members and management employed across all Insight Early Learning services nationally.

Legislative Requirements

This policy is guided by relevant legislation and industrial instruments, including:

- Fair Work Act 2009 (Cth)
- National Employment Standards (NES)
- Children’s Services Award 2010 and Educational Services (Teachers) Award 2020
- Education and Care Services National Law and Regulations
- Equal Opportunity and Anti-Discrimination Legislation

Relevant National Quality Standard (NQS) Elements

Quality Area 2 – Children’s Health and Safety	
4.1.1	Organisation of educators supports children’s learning and development.
4.1.2	Every effort is made to ensure continuity of educators for children.
4.2	Management, educators, and staff are collaborative, respectful, and ethical.
4.2.1	Professional collaboration is encouraged across all levels.
4.2.2	Professional standards guide practice, interactions, and relationships.

Implementation

Insight Early Learning is committed to providing a supportive and rewarding workplace that recognises employee contribution and fosters professional growth.

IEL ensures equity, fairness, and gender equality in the provision of all staff benefits and remuneration.

Staff benefits and incentives are subject to periodic review and may be updated at the discretion of the Leadership Team.

All benefits are provided in accordance with relevant laws, regulations, and industrial agreements.

The following benefits may be available to eligible staff members, subject to individual or service-level arrangements:

Promotions and Internal Transfers

As a national provider, Insight Early Learning encourages internal mobility. Employees may apply for internal transfers or promotional opportunities in line with the Recruitment Procedure.

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Flexible Working Arrangements

The Company supports family-friendly and flexible work options, including rostered days off, 9-day fortnights, job sharing, and time in lieu arrangements.

Requests for permanent changes to hours or patterns of work must be submitted in writing using the IEL Request for Flexible Working Arrangements Form. All requests must be responded to within 21 days.

Employee Assistance Program (EAP)

All staff have access to a free and confidential Employee Assistance Program through EAP Assist. The program provides professional counselling and wellbeing support. Visit www.eassist.com.au or call 0407 086 000 for details.

Anniversary Leave

Permanent employees receive one paid day of anniversary leave per completed year of service. This day must be taken within 12 months of the service anniversary and is not paid out upon termination.

Sponsorship of Traineeships

The Company may support staff members undertaking a Certificate III or Diploma in Early Childhood Education and Care. Sponsorship is subject to service capacity, budget, and ratio requirements.

Continuation of sponsorship requires ongoing employment and satisfactory progress in the training plan.

Discounted Childcare

A 50% discount on childcare fees is available to eligible employees, subject to the conditions outlined below, and is intended to provide meaningful financial support while ensuring the business remains financially sustainable. This discount is offered at IEL’s discretion and does not form part of an employee’s contract of employment. IEL reserves the right to withdraw or change the terms of the discount at any time and without notice, including for financial or operational reasons.

Discounted childcare may be offered to permanent employees (part-time or full-time), with childcare required to coincide with the employee’s scheduled work hours.

Casual employees are not eligible for discounted childcare. IEL reserves the right to review, amend, or rescind this policy at any time, subject to staffing and operational requirements.

Ongoing access to the discount is conditional upon the employee maintaining CHILD CARE SUBSIDY eligibility and not exceeding allowable CHILD CARE SUBSIDY absences (normally 42 days per year).

For employees not eligible for CHILD CARE SUBSIDY, a contribution may be approved on a case-by-case basis by the Approved Provider. The discount is available only for the enrolment of the employee’s own child or children.

The staff discount will be removed if the employee’s account is in arrears by two payments (one month). Each Service will operate within an allocated number of discounted days and will be reviewed annually by the Approved Provider.

No more than one employee discount will be applied per room to reduce conflicts of interest and maintain operational balance, unless otherwise approved by the Approved Provider.

If employment ceases, the staff discount will end immediately.

Employees on maternity leave will have their discount capped at 12 months, with the amount of discounted days available dependent on demand at the service.

Employees on maternity leave may continue to receive the discount in line with the rostered hours they worked prior to commencing leave. If the employee is no longer eligible for CHILD CARE SUBSIDY, we reserve the right to review and adjust the discount in line with the policy for the employee’s benefit.

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Applications for staff discount must be submitted in writing via the Staff Discount Request Form, and all applications are approved by the Approved Provider. The discount will be applied through the billing system and monitored monthly, with the Finance team reviewing arrears each month and removing discounts as required.

Relocation Allowance

Eligible new employees relocating from interstate or metropolitan areas to remote locations may receive a relocation allowance of up to \$3,000 to cover reasonable travel and moving costs. If employment ends within six months, the allowance must be repaid in full unless otherwise determined by the Leadership Team.

Above-Award Wages and Annual Level Increases

Where possible, IEL offers above-award wages in recognition of tenure, staff contribution and performance. Annual level progression will apply in accordance with relevant awards, effective from the first full pay period after 1 July each year.

Visa Sponsorship

Visa sponsorship may be offered to eligible employees based on role requirements and service needs, in consultation with the Company’s external migration agent and Approved Provider.

Refer a Colleague Program

Staff who refer a successful candidate to fill a Company vacancy may be eligible for a referral bonus in accordance with the Refer a Colleague Program Terms and Conditions, available from Human Resources at hr@insightel.com.au

Rewards and Recognition

Insight Early Learning recognises and celebrates staff achievements throughout the year, which may include:

- Annual staff awards
- Monthly and service-level recognition
- Celebrations of birthdays, graduations, and Educators’ Day
- Team-building activities and events

Professional Development

Professional development supports staff to enhance their knowledge and skills in early childhood education. Opportunities include:

- Coaching and mentoring (internal or external)
- Accredited training programs
- Online or in-person professional learning sessions
- Professional development can be applied for through your service Director in line with budgets

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