



STAFF BENEFITS & WELLBEING POLICY



Purpose

To support the attraction, engagement, and retention of high-quality educators and staff at Insight Early Learning (IEL) 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

Education and Care National Law	
Regulations	Description
Fair Work Act 2009 (Cth) and National Employment Standards (NES)	Establishes minimum employment standards, conditions, and workplace rights for employees in Australia.
Children's Services Award 2010 and Educational Services (Teachers) Award 2020	Sets minimum pay rates, classifications, and employment conditions for educators and teachers in early childhood services.
Education and Care Services National Law and Education and Care Services National Regulations	Governs the operation, approval, and compliance requirements of education and care services in Australia.
Equal Opportunity and Anti-Discrimination Legislation	Prohibits discrimination, harassment, and unfair treatment in the workplace and promotes equal opportunity

Relevant National Quality Standard (NQS) Elements

Quality Area 4 – Staffing Arrangements	
4.1.2	Continuity of staff
4.1.3	Staff Support
Quality Area 7 – Governance and Leadership	
7.1.2	Management Systems
7.2.2	Educational Leadership

Implementation

IEL is committed to providing a supportive and rewarding workplace that recognises employee contribution and fosters professional growth. It supports equity, fairness, and gender equality in the provision of all staff benefits and remuneration. All staff benefits and incentives are subject to periodic review and may be updated at the discretion of the Leadership Team and 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, IEL 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: IEL 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.

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.

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 may access the staff childcare discount for up to 12 months from the commencement of their leave. The number of discounted days available will reflect the employee's rostered hours prior to commencing leave and will remain subject to availability and demand at the service.

Eligibility for the discount is contingent on the employee maintaining Child Care Subsidy (CCS) eligibility. If CCS eligibility changes or ceases, the service reserves the right to review and adjust the discount in accordance with this policy.

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.

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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 where role requirements and service needs support it. The following conditions apply:

- The employee must have successfully completed their probationary period at the time of sponsorship.
- Employees are liable for all costs associated with their sponsorship, including professional fees, visa application fees, and any fees relating to dependents.
- Sponsorship is subject to the approval of the Approved Provider or Managing Director, based on advice from IEL's migration agent, and having regard to staffing and ratio requirements and budget.

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

Staff Wellbeing: IEL is committed to the health and wellbeing of all staff. We recognize that educators who feel supported, valued and well are better equipped to provide high-quality care and education to children and families. Wellbeing at IEL is understood as the interplay between physical, emotional, mental and social health. We take a proactive approach - building a workplace culture where staff feel psychologically safe, connected to their team, and empowered to seek support when needed.

Mental Health and Emotional Support: All employees have access to a free and confidential Employee Assistance Program through EAP Assist, providing professional counselling and wellbeing support (see Employee Assistance Program above). IEL promotes open communication and encourages staff to speak up if they are experiencing stress or personal difficulties. IEL will support employees to receive training to help identify and support colleagues who may be struggling.

Physical Wellbeing: IEL encourages staff to adopt healthy lifestyle practices and may provide opportunities to participate in physical activities or wellness initiatives. Ergonomic workspaces are provided, and staff are supported in managing work-related injuries.

Creating a Positive Environment: IEL is committed to a respectful, inclusive and caring workplace where every employee feels valued. We challenge negative or unhelpful interactions, draw on each other's strengths, and actively engage in initiatives that enhance our collective wellbeing.

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Useful Wellbeing Resources

Resource	Phone	Website
Beyond Blue	1300 224 636	www.beyondblue.org.au
Head to Health Australian Government Digital Mental Health Services	—	www.health.gov.au – Digital Mental Health Services
Smiling Mind Mindfulness and Meditation	—	www.smilingmind.com.au
Be You Educator self-care resource for early learning settings	—	www.beyou.edu.au
The Black Dog Institute	—	www.blackdoginstitute.org.au

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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