

## Nursery staff profile status and what they mean?

Status	Meaning	Action
In Progress	Registered but not submitted	Staff to complete and submit
Pending Nursery Approval	Staff has submitted the profile to nursery	Coordinator role to review
Information Requested by Nursery	Profile has been sent from coordinator/principal back to staff	Staff to edit/update based on comment and submit
Pending Nursery Principal Approval	Coordinator has reviewed and sent to principal for approval	Principal role to approve
Pending SPEA Approval Profile	Profile has been submitted to SPEA and is pending with SPEA	Review by SPEA, no action required from nursery
Information Requested by SPEA (Coordinator)	Profile has been returned back to the nursery with some comments	Coordinator to edit/update based on comment
Pending Interview Schedule	Waiting for interview to be scheduled (For Principal and Vice Principal profiles Only).	Interview will be scheduled; Nursery will be notified of interview date.
Pending Interview Result	Waiting for interview result to be entered. (For Principal and Vice Principal profiles Only).	No action from nursery
Appointment Letter Issued	Appointment letter has been issued	No action pending
Application Declined	Staff not approved. Cannot be hired by the Nursery	Nursery to seek replacement