

APT Management Plan

APT is a vital part of our centre administration - accordingly we will take the following steps to supervise and manage its operation.

1. Backing Up APT

To keep our data safe we will ensure our APT database is backed up regularly, using a minimum of two different offsite methods, and maintaining at least 4 months of sequential backup files.

	Person Responsible
Daily	
Weekly	
Monthly	
Deleting	
Log	

	Person Responsible
Testing	

2. Access to APT

We will restrict access to the APT database to prevent unauthorised access or manipulation of data. The following features will be password protected, and changed every _____ months or whenever a password user leaves our organisation.

	Person Responsible
Access to APT	
Access to Parameters	Access to Notes
Restrict modifications to staff roster	

3. Updating APT

To take advantage of the latest information from APT Software, we will update our software:

	Person Responsible

4. Ensuring APT is Current

We will ensure the information in our APT is being regularly entered by having the following reports printed and reviewed every :

	Person Responsible
Enrolments Status Report (New Enrolments/Leaving)	
Attendance Monthly Attendance Summary	
Staff Roster Staff Hours Summary	
Payments Aged Debtors Listing	
WINZ Reconciliation (Payments)	

5. Ensuring APT is Complete

We will ensure the information in our APT is comprehensive by having the following reports printed and reviewed every :

	Person Responsible
Enrolments Reconciliation (Payments)	
Attendance Aged Debtors Listing	
Staff Roster Staff Hours Summary	
Payments Monthly Attendance Summary	

WINZ	Status Report (New Enrolments/Leaving)
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6. Ensuring APT is Accurate

We will ensure the information in our APT is comprehensive by having the following checks completed and signed by the person responsible:

	Person Responsible
Enrolments Family Details Report vs completed enrolment forms	
Attendance Attendance Register vs completed day sheets	
Staff Roster Staff Register vs completed timesheets	
Payments Account Summary vs receipt book/bank statement	
Banking Banking (Office Copy) vs bank statement	
WINZ WINZ Subsidy Schedule vs WINZ advice	

Monthly Reviews:

	Person Responsible
RS7 RS7 (vs Attendance Details report as necessary)	
20 Hrs ECE 20 Hrs ECE Summary	
Invoices Account Summary	

7. Ensuring APT is Compliant

We will ensure the information in our APT meets Ministry requirements by having the following checks completed and signed by the person responsible:

Person Responsible

(Enrolments)	Check Bookings Vacancy Enquiry - Weekly Bookings	
(Attendance)	Frequent Absence Report Vacancy Enquiry - Projected to Attend/Attended	
(Staff Roster)	Staff Hours Day Summary Discretionary Hours	

8. Ensuring APT is Honest

We will ensure the integrity of the information in our APT by having the following checks completed and signed by the person responsible:

Person Responsible

(Enrolments)	Bookings Log Display Log Files	
(Invoicing/payments/banking)	Account Summary Report	

Rolling back the APT database will not be permitted without the express permission of the Manager.

Staff Roster modifications will be restricted to the last days and be password protected.

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Date

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Signed