

# 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<br><i>Backed up to Dropbox folder (or more freq as req'd)</i>         | <i>APT Operator</i> |
| Weekly<br><i>USB kept in office safe</i>                                    | <i>Head Teacher</i> |
| Monthly<br><i>Emailed to <u>manager@gmail.com</u> for permanent archive</i> | <i>APT Operator</i> |
| Deleting<br><i>Backup files can only be deleted by...</i>                   | <i>Manager</i>      |
| Log<br><i>Backup log checked every Friday</i>                               | <i>Manager</i>      |

|  | Person Responsible  |
|--|---------------------|
| Testing<br><i>USB file restored every Friday to Mgr's laptop</i> | <i>APT Operator</i> |

## 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 **12** months or whenever a password user leaves our organisation.

|   | Person Responsible                       |
|---|--|
| <i>Access to APT</i>                          | <i>Manager</i>                           |
| <i>Access to Parameters</i>                   | <i>Access to Notes</i><br><i>Manager</i> |
| <i>Restrict modifications to staff roster</i> | <i>Manager</i>                           |

### 3. Updating APT

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

|   | Person Responsible  |
|---|---------------------|
| <i>As part of our weekly restore routine (Friday)</i> | <i>APT Operator</i> |

### 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 **Monday**:

|   | Person Responsible |
|---|--------------------|
| Enrolments<br><i>Status Report (New Enrolments/Leaving)</i> | <i>Staff A</i>     |
| Attendance<br><i>Monthly Attendance Summary</i>             | <i>Staff A</i>     |
| Staff Roster<br><i>Staff Hours Summary</i>                  | <i>Staff A</i>     |
| Payments<br><i>Aged Debtors Listing</i>                     | <i>Staff A</i>     |
| WINZ<br><i>Reconciliation (Payments)</i>                    | <i>Staff A</i>     |

### 5. Ensuring APT is Complete

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

|  | Person Responsible |
|--|--------------------|
| Enrolments<br><i>Weekly Enrolments</i>       | <i>Staff B</i>     |
| Attendance<br><i>Attendance Register</i>     | <i>Staff B</i>     |
| Staff Roster<br><i>Staff Timesheets</i>      | <i>Staff B</i>     |
| Payments<br><i>Reconciliation (Payments)</i> | <i>Staff B</i>     |
| WINZ<br><i>WINZ Subsidy Schedule</i>         | <i>Staff B</i>     |

## 6. Ensuring APT is Accurate

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

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

### Monthly Reviews:

|   | Person Responsible |
|---|--------------------|
| RS7<br><i>RS7 (vs Attendance Details report as necessary)</i> | <i>Manager</i>     |
| 20 Hrs ECE<br><i>20 Hrs ECE Summary</i>                       | <i>Manager</i>     |
| Invoices<br><i>Account Summary</i>                            | <i>Manager</i>     |

## 7. Ensuring APT is Compliant

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

|  | Person Responsible |
|--|--------------------|
| (Enrolments) <i>Check Bookings</i><br><i>Vacancy Enquiry - Weekly Bookings</i>                       | <i>Manager</i>     |
| (Attendance) <i>Frequent Absence Report</i><br><i>Vacancy Enquiry - Projected to Attend/Attended</i> | <i>Manager</i>     |
| (Staff Roster) <i>Staff Hours Day Summary</i><br><i>Discretionary Hours</i>                          | <i>Manager</i>     |

## 8. Ensuring APT is Honest

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

|  | Person Responsible |
|--|--------------------|
| (Enrolments) <i>Bookings Log</i><br><i>Display Log Files</i> | <i>Manager</i>     |
| (Invoicing/payments/banking) <i>Account Summary Report</i>   | <i>Manager</i>     |

**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 14 days and be password protected.**

.....  
Date

.....  
Signed