

# What is Centre Support?



Centre Support is a community of early childhood professionals. We provide resources, training and support for Long Day Care, Preschools, Kindergartens, Early Learning Centres and OSHC services right across Australia.

We work with all providers of Early Childhood Education and Care including services that are community-based, not-for-profit, privately owned, corporate, religious or school based.

**All Centre Support's resources, professional development and support services are eligible activities under the current Long Day Care Professional Development Programme.**

## How can Centre Support help you?

We help you run your service the way you want to run it, while meeting all regulations and assessment elements.

Our NQS Professional Development Toolkit includes:

- Teaches Room Leaders how to manage their educators, set goals based on the NQS, create an environment where teams can function effectively, gives steps to coach, train and assess educators, provides guidance on how to achieve NQS elements and exceeding rating
- Comes with **75 short videos** filmed specifically for Educators, Room Leaders, Educational Leader and Nominated Supervisor
- Includes 100 plus great looking posters which encourage discussion on weekly NQS topics
- Explains every person's role from Director to trainees and gives real life case studies
- Provides educators with weekly professional development activities for five minutes each day of the week
- Comes with partially completed QIP template based on activities, reflections and NQS so Nominated Supervisor can easily finalise after all educators contribute to the QIP by completing daily activities
- Provides clear examples of how to document children's learning and include teaching practices and reflections
- Provides structure and reflective questions for educators to give feedback to Room leaders and Room Leaders to give feedback to educators
- Includes Room Leaders' and Educators' Checklist to monitor practices against NQS
- Includes structured review of one or two policies
- Provides detailed examples for Educational Leader of documenting learning and strategies to improve documentation, teaching practices and reflection
- Contains targeted information and tips for Nominated Supervisor
- Suitable for new educators and experienced educators
- Includes reflections for experienced educators based on summaries of current research papers written by academics
- Contains tips to ensure educators have skills to manage children's behaviour
- Includes activities to foster teamwork
- Contains family information sheet explaining focus of weekly activities, NQS improvement and Policy under review.



# Benefits of the NQS Professional Development Toolkit

- Professional Development activities are proven to help services get EXCEEDING.
- Real life tips and practice from experts that work in a centre just like you.
- Saves time trying to build a QIP at the last minute because you're writing it each week in under 30 minutes.
- Makes life easier because all team members learn how to do their job properly.
- Structured Professional Development helps chaotic environments become calmer.
- Increased teamwork and communication lead to fewer calls on Nominated Supervisor's time.
- Helps educators and team members of all abilities so that everyone is improving practice and problems begin to decline.
- Gives Room Leaders the structure and knowledge to manage their own room which then frees up Nominated Supervisor's time.
- Encourages Educators to participate in the Professional Development activities because working relationships improve and they feel happier and more secure in their role.
- Assessors will see how Educators are using reflections to improve practice and children's learning
- Gives confidence that Educators' actions meet regulations and EYLF or MTOP, and continue to improve every day.
- Helps get a great result on Assessment and Rating.
- Structure of short, daily activities give educators' more time.
- Activities lead to reduced behaviour issues in the rooms.

## Other support services

- Highly skilled and experienced trainers who deliver Professional Development and support that directly facilitates continuous improvement.
- Inservice Professional Development after hours for group of educators. For example: EYLF / MTOP, Behaviour
- Guidance, Documentation, Reflection, Embedding Sustainability, Risk and Play, Teamwork and Management, all NQS quality areas, Learn to Lead and Manage Educators, Chaos to Calm – Learn to create engaging play environments.
- Inservice coaching and support for the Nominated Supervisor, Educational Leader, Room Leaders and Educators
- Audits - WHS, Food and Hygiene, Sustainability, Compliance and Curriculum
- Training courses, Seminars and Conferences at external venues, nationwide

## Qualifications

Centre Support partners with the Australian Community Education College, a Registered Training Organisation that provides approved Early Childhood Education and Care qualifications. The course work links directly to our Integrated Learning System.



# OSHC NQS Professional Development Toolkit Payment Authority

## Up-front payment \$1500



Centre Support Pty Ltd

Service Name: \_\_\_\_\_

Approved Provider: \_\_\_\_\_

Nominated Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_



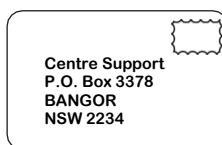
**\$1500**

**EFT**  
**BSB: 112 879**  
**Account: 156 111 217**  
**Account Name: Centre Support Pty Ltd**

**Pay by Cheque**



**\$1500**



**P.O. Box 3378**  
**BANGOR NSW**  
**2234**

**Credit Card**

**\$1500**

VISA     MasterCard     AMEX     Diners

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Card Holder Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
D D M M Y Y Y Y

I / We authorise Centre Support Pty Ltd to debit my/our account at the Financial Institution identified above in accordance with the Payment Details stated above and as per the Service Agreement provided.

Fees / Charges : Visa/Mastercard 1.64% (min \$0.99) Amex/Diners 4.4% (min \$0.99)

**We can debit your Bank Account**  
**\$1500**

Financial Institution: \_\_\_\_\_

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account No: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
D D M M Y Y Y Y

I / We authorise Centre Support Pty Ltd to debit my/our account at the Financial Institution identified above in accordance with the Payment Details stated above and as per the Service Agreement provided.

Form current March 2017 Centre Support Pty Ltd ABN: 29 132 937 538

**Centre Support: PO Box 3378 BANGOR NSW 2234**  
**T: 1800 440 102 F: 1800 308 209 E: admin@centresupport.com.au**



Centre Support

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# SERVICE AGREEMENT



Phone: 1800 440 102 Fax: 1800 308 209

**Centre Support Pty Ltd**

I/We acknowledge that the bank account or credit card details we provide have been verified against a recent bank statement to ensure accuracy. If uncertain I/We have contacted the financial institution. We authorise:

- Centre Support to verify details of my/our account with my/our financial institution
- the Financial Institution to release information allowing Centre Support to verify my/ our account details

I/We acknowledge that it is my/our responsibility to ensure there are sufficient cleared funds in the nominated account to enable the payment to be honoured. If there are insufficient funds available, I/We authorise Centre Support to attempt to reprocess any unsuccessful payments, and acknowledge that:

- Centre Support will not be held responsible for any fees and charges that may be charged by my/our financial institution
- I/We are responsible for any fees and charges associated with each unsuccessful payment deduction plus any financial institution charges and collection fees, including any solicitor fees and collection agent fees appointed by Centre Support.

I/We acknowledge that Centre Support must provide 14 days notice if proposing to vary the terms of the payment arrangements.

Centre Support will keep information about your nominated account at the financial institution private and confidential unless this information is required to investigate a claim relating to an alleged incorrect or wrongful debit, or otherwise required by law.

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