



Video
Training
Click Here

How to use Centre Support video links.

We have placed video links here that you and your educators can click on and a video will pop up to teach you more about the section that the video link is next to.

Remember: Our material can be printed or used as a digital PDF copy and kept on your computer.



Management

Your team crave feedback on their weekly Centre Support professional development.

Getting appropriate feedback and seeing actions which come from their comments and reflections inspires them to keep on completing the professional development. It's important therefore that you read the Educators' section and make sure you and/or the Educational Leader:

- action the checklist results eg if educators ask for help by answering 'T' they get the help they need
- follow up their critical reflection ie help implement outcomes
- use their QIP contributions and display them.

Each week in the Nominated Supervisor section we will include:

- an area where you can set and monitor weekly goals
- a checklist based on the meeting indicators for the Element
- a review of the Regulations that apply to the Element (or other relevant information if no Regs apply)
- information about employment practices from the Federal Government's Fair Work website

Please note the 'Partnerships with Families' document that comes with the email should be displayed somewhere families can easily see it eg near attendance book and on your social media site i.e. Facebook. It provides families with the opportunity to contribute to policy reviews as required under Element 6.1.2.



Weekly
Goals

1. Set a goal for the week.
Goal doesn't always need to link to NQS Element. A goal can be used to solve a challenge or be positive improvement i.e. learning area setup
[Click here for goal template.](#)
2. Identify barriers
3. Track the goal daily
4. Celebrate achieved goal.



Complete
QIP

Help your educators write the QIP with the weekly professional development activities.

Why are you doing this?

Your educators have discovered where your services' practice is compared to the NQS Guide (Comparing what you currently do and Monday's checklist). If they have discovered practices, processes, checklist or areas you need to improve upon, help them improve, it could be with training, changing a checklist, a procedure or a physical area. Write this up in the QIP's improvement section

If your educators have discovered practice that is meeting, they then add 'How they are meeting', by using a short story from Tuesday's activity. Then they have critically reflected which has started the exceeding process. Your educators have written this as a strength (Friday's sheet)

Week 2, 3 to 7 February 2020 – 6.1.2 Parent views are respected



Checklist

Why are you doing the checklist?

The practices identified in the checklist are what the assessor needs to see you do so they can check you're 'meeting the NQS'. The checklist will assess your practices against the NQS Element. If you embed all the things in the checklist, then you are meeting the Element 6.1.1. If there's something on the checklist that you're not doing, then you need to either adjust your practice to do it, or you may need help and training to do what's on the checklist.

NQS 6.1.2 Parent Views are Respected

Please conduct this checklist and address issues that are identified

Your Practice

Do you respond to families' suggestions/ queries quickly and professionally ie implement suggestions or explain why you haven't done so?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you tell families about some activities in advance so they have opportunities to provide feedback?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you or educators tell families about any incidents involving their child as soon as possible, and always before they collect their child?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you invite families to participate in regular evaluations of their child's progress eg by organising regular portfolio nights?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you invite families to discuss any aspect of their child's learning and care with you at any time, and make an appointment with them where required?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do your transition procedures involve discussion with families where children may be moving to different rooms/groups?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Educators' Practice

Is learning documentation displayed in a way which encourages families to contribute to curriculum decision-making?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure educators work with families to try and implement consistent routines at the service and home which ensure the rights of each child?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure educators regularly share information with families about their child's care routines and progress against the learning outcomes?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure educators encourage families to participate in their child's learning eg by sharing their culture or leading an activity related to their interest or job?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure educators implement a curriculum tailored to the needs, interests and strengths of each child, and the values and learning expectations of their families?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Have you or educators implemented specific strategies to facilitate shared decision-making with families?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required to embed practice

Week 2, 3 to 7 February 2020 – 6.1.2 Parent views are respected



Regulation section

As there are no specific Regulations applying to Element 6.1.2, let's take a quick look at how the National Quality Standard (NQS) fits into the Law and Regulations. The NQS is not something extra that centres and staff need to do. It is a legal requirement under the Law.

Law section 5 Definitions

(1) **National Quality Standard** means the National Quality Standard prescribed by the national regulations

Regulation 8 National Quality Standard

(1) For the purposes of the definition of National Quality Standard in section 5(1) of the Law, the prescribed National Quality Standard is set out in Schedule 1.

Law section 133 Assessment for rating purposes

(1) The Regulatory Authority that granted the service approval for an education and care service may at any time assess the service in accordance with the national regulations to determine whether and at what rating level the service meets the **National Quality Standard** and the requirements of the national regulations

Who has to do what?

The **Approved Provider** must ensure that **all staff including all educators** can show how they implement the meeting indicators for each element to achieve a meeting rating, and the exceeding indicators to achieve an exceeding rating.

4.2.2 Professional standards

Professional standards guide practice, interactions and relationships.

Fair Work

The Federal Government's Fair Work website <https://www.fairwork.gov.au/> has a lot of simple, easy to understand information about employee entitlements as well as some useful templates. Each week we'll share information from the website.

Uniforms

Employees required to buy work related items can't be forced to pay for these items if the requirement is unreasonable.

Under the Children's Services Award 2010 employees who purchase uniforms or clothing they're required to wear at work must be reimbursed. If they're required to launder the uniform/clothing they're also entitled to \$1.90 per day or \$9.49 per week, or \$1.20 per day and \$5.98 per week if the clothing doesn't need ironing (Clauses 15.1 and 15.2).

<https://www.fairwork.gov.au/employee-entitlements/uniforms-vehicle-and-travel-entitlements>

http://awardviewer.fwo.gov.au/award/show/MA00120#P608_45383

Week 2, 3 to 7 February 2020 – 6.1.2 Parent views are respected

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