



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.



Complete
QIP

Note QIP contributions can come from educators':

- Monday checklist - If educators discovered practices, processes, checklist or areas they need to improve, help them improve eg with training, changing a checklist, a procedure or a physical area and decide whether to include in QIP Improvement section
- Tuesday sentences that explain how they're meeting example indicators. Decide whether to include as a QIP strength
- Wednesday reflection leading to changed practices. Decide whether to include in QIP Improvement section
- Friday QIP strength writing which includes how they're exceeding the element. Decide whether to include as a QIP meeting or exceeding strength.



40 Week
QIP
Template
[Click here
to download](#)



2020 Weekly
learning
activities
[Click here
to download](#)

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

	<ol style="list-style-type: none"> 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.
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Week 21, 13 to 17 July 2020– 4.2.1 Professional Collaboration



Educational Leader



Nominated Supervisor's NQS Self-Paced Learning Modules

MONDAY TO FRIDAY
13 to 17 July 2020

Analysis of Centre Support – Part 1 [To see a completed sample of these pages click here](#)

Room or Group:

Section	Comment
Goal (Page 1)	
Brainstorm (Page 1)	
Checklist (Page 2)	
6 Meeting sentences (Page 3)	
Reg (Page 3)	
Critical Reflection (Page 5)	
Training Video (Page 6)	
Policy review (page 8)	
Critical Reflection Group (page 9) <i>Optional</i>	

Use the information from the Critical Reflection on Page 5 right hand column (Step 2 Change Practice) and the Policy Review to complete this section. **We strongly suggest all educators complete their own Critical Reflection page so they can contribute to the QIP.**

Critical Reflection and Policy Review - Actions identified

Input	Quality	Educator	Ideas to be actioned – these become your improvement plan	Date complete

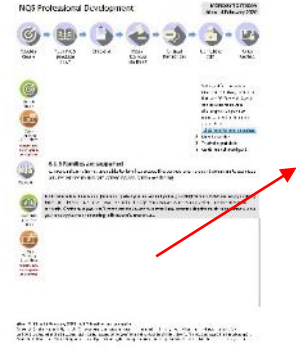
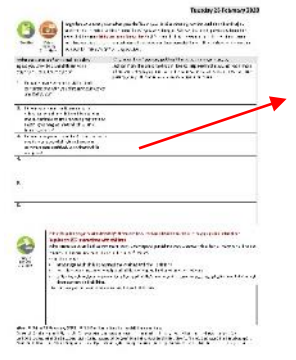
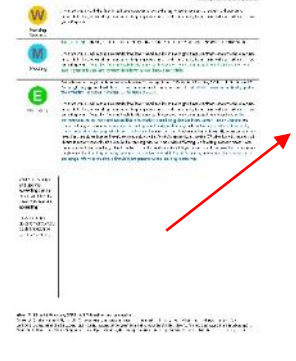
As Nominated Supervisor and Educational Leader, you need to help your educators to plan HOW they are going to action the improvements they identified.

Week 21, 13 to 17 July 2020– 4.2.1 Professional Collaboration

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Detailed analysis of Centre Support - Part 2, comment and give feedback to your educators from the 3 sections

<p>Use the bottom section from page 1</p> 	
<p>Then use the meeting sentences from page 4</p> 	
<p>Then use the QIP entry from page 8</p> 	

Last step – if no adjustments are required, copy directly into your QIP’s strength section and display QIP so all educators can see how their valuable input creates your QIP.

Week 21, 13 to 17 July 2020– 4.2.1 Professional Collaboration

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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 3.2.3. 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 4.2.1 Professional Collaboration

Please conduct this checklist and address issues that are identified

Practices

Do you hold regular meetings with all staff to discuss and reflect on teaching practices, learning outcomes, staffing arrangements and service operations?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you encourage and support regular team meetings where staff can learn from each other, share their ideas, knowledge and new information and develop the team's skills?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there a consistent and effective process for documenting meetings eg with staff or between room leaders and educational leaders?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there a consistent and effective process for documenting reflections on practice and exploring new ways to achieve improved outcomes for children and families?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you pass on information about children and families that will help educators do their job (respecting families' privacy where relevant)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you develop professional relationships with community organisations that can help promote learning outcomes and assist families and children?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are you always professional and respectful when sharing information eg never engage in derogatory remarks about practice with any employee?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you create positive working relationships within the service and an atmosphere of openness to ensure educators and families feel welcome?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are you willing to try new ways of doing things to achieve improved outcomes?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Staffing

Do you make sure all employees fulfil the requirements of their job so team members are not unfairly burdened ie do you effectively manage underperformance?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure new employees or those needing extra support receive the coaching/mentoring they need to be an effective and happy team member?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you know the particular strengths of each employee and allocate them to roles where they can use those strengths?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure employees share information with relief staff so they feel a sense of belonging and can make worthwhile contributions?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Week 21, 13 to 17 July 2020– 4.2.1 Professional Collaboration

Actions required to embed practice

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There are no specific ECEC Laws/Regulations related to Element 4.2.1 Professional Collaboration.

However, there are laws/regulations relating to a Code of Conduct.

Law Section 301(h)

(1) The Ministerial Council may make regulations for the purposes of this Law.

(2) The national regulations may provide for any matter that is required or permitted to be prescribed or necessary or convenient to be prescribed for carrying out or giving effect to this Law.

(3) Without limiting subsection (1), the national regulations may provide for the following—

(h) requirements and standards for performance improvement, professional standards, professional development.....

Regulation 168 Education and care service must have policies and procedures

(1) The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in sub regulation (2).

Penalty: \$1000.

Note. These may include policies and procedures prepared by the approved provider in accordance with an education law of the participating jurisdiction.

(2) Policies and procedures are required in relation to the following—

(i) staffing, including—

(i) a code of conduct for staff members.....

Note. A compliance direction may be issued for failure to comply with sub regulation (1).

Who has to do what?

The Approved Provider must implement a policy with a Staff Code of Conduct. The Approved Provider can adopt and tailor any Code, and include whatever they like in the Code. It should be meaningful to your service and informed by other best practice Codes.

If there's no Code of Conduct, the approved provider can be fined up to \$1,000 .

Week 21, 13 to 17 July 2020– 4.2.1 Professional Collaboration

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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.

This week we'll look at a couple of [recent changes](#).

1.75% increase to minimum wages

The Commission has announced a 1.75% wage increase which applies from the first full pay period starting on or after 1 July 2020 . New pay rates are available in Fair Work's [Pay and Conditions Tool](#) (relevant awards are Children's Services Award and Educational Services (Teachers) Award) and in the online [Pay Guides](#).

Parental Leave Pay Scheme

From 1 July 2020, eligible employees can split their Parental Leave Pay (PLP) so they take it over 2 periods within 2 years. Previously, employees could only use PLP as one continuous 18 week (90 day) period. Now employees can claim PLP for 1 set period and 1 flexible period. These may be taken together.

The first period is a set period of up to 12 weeks (60 days):

- needs to be used within 12 months of the birth or adoption
- can't be split into more than 1 period.

The flexible period:

- is up to 30 days
- usually starts after the first period has ended
- can be used in flexible periods negotiated between the employee and employer
- has to be used within 24 months of the birth or adoption.

See [Services Australia](#) or the [Paid Parental Leave Scheme Employer Toolkit](#) for more information about Parental Leave Pay.