



# No Fees!

## It's a great time to start your traineeship

There's never been a better time to start a Child Care Traineeship in NSW. The NSW Government is paying the course cost for Early Childhood Education and Care (ECEC) meaning trainees undertaking a government funded traineeship course will receive their qualification for FREE!



**AUSTRALIAN COMMUNITY**  
Education College

**Early Childhood Training Solutions**



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An ECEC Traineeship is a great career pathway. Combining on-the-job training with formal study to give you the skills and experience employers are looking for. Traineeships generally take around 1-2 years to complete, and trainees earn a salary while they learn.

## Am I eligible?

Fee free traineeships are available to NSW trainees – including school-based trainees whose training:

- is funded under the NSW Government's Smart and Skilled Program
- commenced on or after 1 January 2020.

If you have previously commenced your Smart and Skilled traineeship training before 1 January 2020 and are returning to a traineeship after 1 January 2020, you will be eligible for fee free for the remainder of your training if your traineeship course or your employer has changed.

Each student is limited to a maximum of commencing three fee free traineeships under this initiative.

## What's the next step?

Click on the link below to go to The Australian Community Education College website and find out more about our courses and training options.

<http://acec.edu.au/>

Alternatively, please feel free to call or email our friendly team with any questions or queries.

Call **1300 363 954** or Email [danielle@acec.edu.au](mailto:danielle@acec.edu.au)



## Early Childhood Training Solutions

Call **1300 363 954**

AUSTRALIAN COMMUNITY  
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# Boosting Apprenticeship Commencements

Updated: 4 October 2020

**To assist with the recovery from the impact of COVID-19, the Australian Government is providing support to all employers who engage a new Australian Apprentice.**

The Australian Government has announced the Boosting Apprenticeship Commencements wage subsidy to support employers and Group Training Organisations to take on new apprentices and trainees.

## Is my business eligible?

Your business or Group Training Organisation may be eligible if:

- you engage an Australian Apprentice between 5 October 2020 and 30 September 2021, and
- your Australian Apprentice or trainee is undertaking a Certificate II or higher qualification, and has a training contract that is formally approved by the state training authority.

## How much is the subsidy?

- Eligible employers and Group Training Organisations will receive a wage subsidy of up to 50 per cent of the Australian Apprentice's gross wage paid.
- The wage subsidy is available for a maximum of \$7,000 per quarter per eligible Australian Apprentice.
- The subsidy is available for wages paid from 5 October 2020 to 30 September 2021.

## Anything else I should know?

- The subsidy is available to employers of any size, industry or geographic location.
- The subsidy is capped at 100,000 places.
- The subsidy is not available for any apprentice receiving any other form of Australian Government wage subsidy e.g. Supporting Apprentices and Trainees or JobKeeper.
- Payments will be made quarterly in arrears, with first claims for the subsidy available from 1 January 2021.
- Final claims for payment must be lodged by 31 December 2021.

## How can I apply or find out more?

For further information on how to apply for the subsidy, including information on eligibility, contact an [Australian Apprenticeship Support Network provider](#).



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



Video Training  
Click Here



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/Self-Assessment 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/Self-Assessment Improvement section
- Tuesday sentences that explain how they're meeting example indicators. Decide whether to include as a QIP/Self-Assessment strength
- Wednesday reflection leading to changed practices. Decide whether to include in QIP Improvement section
- Friday QIP/Self-Assessment strength writing which includes how they're exceeding the element. Decide whether to include as a QIP/Self-Assessment meeting or exceeding strength.



40 Week QIP Template  
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



2020 Weekly learning activities  
Click here to download

**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



Video Training  
Click Here

	<ol style="list-style-type: none"> <li>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 <a href="#">Click here for goal template.</a></li> <li>2. Identify barriers</li> <li>3. Track the goal daily</li> <li>4. Celebrate achieved goal.</li> </ol>
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**Week 34 26 October to 30 October 2020– 7.1.2 Management Systems**



Educational Leader



Nominated Supervisor's NQS  
Self-Paced Learning Modules

MONDAY TO FRIDAY  
26 October to 30 October 2020

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

Room or Group:

Section	Comment
Goal (Page 1)	
Brainstorm (Page 1)	
Checklist (Page 2)	
3 Meeting sentences (Page 3)	
Reg (if relevant) (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 34 26 October to 30 October 2020– 7.1.2 Management Systems**



Educational Leader



Nominated Supervisor's NQS  
Self-Paced Learning Modules

MONDAY TO FRIDAY  
26 October to 30 October 2020

**Part 2 - Detailed analysis of Centre Support. Comment and give feedback to your educators from 3 sections**

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

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

**Week 34 26 October to 30 October 2020– 7.1.2 Management Systems**

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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 7.1.2. 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 7.1.2 Management Systems

Please conduct this checklist and address issues that are identified

### Practices

Is there evidence risk assessments are carried out to manage potential risks eg bottle warming, new equipment, excursions, relevant learning activities, renovations?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have secure storage systems in place so staff and families can only access their own personal information or in the case of staff, information they need to do their job?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence you regularly check admin reports and processes to make sure the National Law and Regs, NQS and other relevant laws eg Family Law (CCS) are complied with?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you refer to the National Law and Regs, and your policies and procedures to make sure you notify the Regulatory Authority where required within the specified timeframes?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do your management systems include reliable tools to ensure requirements like audits and information updates are met eg checklists, procedures, diary notes?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there a written complaints procedure which all staff and families know about and can confidently use?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence that incidents/accidents at the service are analysed and improvements to practice/premises made where relevant?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence that you use your management systems and tools to continually improve service operations?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence of improvements to service operations in your Quality Improvement Plan (QIP) or Self Assessment Tool (SAT)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all educators and staff regularly contribute to the strengths and improvement sections of the QIP or SAT?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Can all staff and families easily access Service policies and procedures?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence all staff and families are involved in reviewing Service policies and procedures, and advised when these change?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence you implement robust recruitment practices which ensure candidates are 'fit and proper', as well as having the skills and values which meet service requirements?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence you implement effective practices to minimise the potential for staffing issues eg do you effectively manage underperformance, have a reliable pool of relief staff, consider staff strengths and personalities when putting together teams, have a written, detailed induction procedure, ensure staff receive coaching/training if needed?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure there's clear reporting relationships, and that each staff member has only one direct supervisor?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there evidence that you regularly organise refresher training in relevant areas eg child protection, use of emergency equipment, safe sleep practices?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Week 34 26 October to 30 October 2020– 7.1.2 Management Systems

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**Communication**

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Is there evidence you regularly hold staff meetings which cover things like work, health and safety, child protection and changes to management systems where relevant?  Yes  No  NA

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Is there evidence you provide opportunities for staff and families to offer feedback about service operations?  Yes  No  NA

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Do you ensure relevant information about children and families is passed on to room/group leaders and educators?  Yes  No  NA

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Actions required to embed practice





## Law and Regulations

There are many Regulations that relate to **Element 7.1.2 Management Systems**.

We look at some of these below. Please refer to the NQF Guide pages 288-290 for a comprehensive list of relevant Regulations. Note that when reference is made

National Law or Regulation	What must happen AP Approved Provider, NS Nominated Supervisor, S Staff member V Volunteer RA Regulatory Authority
Section 162 Offence to operate education and care service unless responsible person is present	You must be able to prove a Responsible Person was present at all times children attended eg on sign in/out sheet. Fine AP \$5,000 for individuals else \$25,000
Section 165 Offence to inadequately supervise children	Meeting ratios does not always mean children are adequately supervised. You must also consider risk inherent in activities and environment and whether extra adults are required. Fine AP \$10,000 for individuals or else \$50,000; NS \$10,000
Section 166 Offence to use inappropriate discipline	Educators must never hit a child or use any form of discipline that's unreasonable. Fine AP \$10,000 for individuals otherwise \$50,000; NS \$10,000; S and V \$10,000
Section 169 Offence relating to staffing arrangements	Ratios and educator qualification must always be met. Fine AP \$10,000 for individuals or else \$50,000; NS \$10,000
Section 172 Offence to fail to display prescribed information	Prescribed information is in Regulation 173 see below. Information must be clearly visible from main entrance. Fine AP \$3,000 for individuals or else \$15,000;

to 'prescribed' information, it means information that can be found in the Regulations.

Note we have an extensive Compliance Audit where we come out to your Service and make sure you're complying with all the Regulations. If you're interested email us for a quote on [admin@centresupport.com.au](mailto:admin@centresupport.com.au) and tell us how many classrooms you have at your centre.

Section 173 Offence to fail to notify certain circumstances to Regulatory Authority	You must advise RA of number of issues including: <ul style="list-style-type: none"> <li>if NS is no longer employed, withdraws consent to be NS or is removed from NS role</li> <li>any proposed change to premises</li> </ul> Fine AP \$4,000 for individuals or else \$20,000
Section 174 Offence to fail to notify certain information to Regulatory Authority	You must advise RA of number of issues including: <ul style="list-style-type: none"> <li>serious incidents</li> <li>complaints alleging serious incident has occurred or is occurring at centre, or National Law breached</li> </ul> Fine AP \$4,000 for individuals or else \$20,000
Regulation 160 Child enrolment records to be kept by approved provider	Enrolment records must include: <ul style="list-style-type: none"> <li>name, DOB, address and gender of child</li> <li>name address and contact details of each parent AND any emergency contact AND any 'authorised nominee' being person authorised to collect child AND any person who can consent to medical treatment AND any person who can authorised educator to leave centre with child</li> <li>details of court orders/parenting orders or plans</li> <li>cultural background of child AND if relevant parents, AND language spoken at home</li> </ul>

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	<ul style="list-style-type: none"> <li>any special issues eg cultural, religious, additional needs</li> </ul> <p>Note under Law section 175 these records must be kept at Service if they relate to child who attended in last 12 months. Fine AP \$4,000 for individuals or else \$20,000</p>
Regulation 161 Authorisations to be kept in enrolment record	<p>Following must be authorised on enrolment record:</p> <ul style="list-style-type: none"> <li>medical treatment and ambulance transport</li> <li>regular outings if relevant</li> </ul>
Regulation 162 Health information to be kept in enrolment record	<p>Following must be kept in enrolment record:</p> <ul style="list-style-type: none"> <li>name, address and phone number of child's doctor</li> <li>Medicare number if available</li> <li>immunisation status and any required documentation to meet State immunisation laws (see Immunisation Policy)</li> <li>notation if sighted health record for child</li> <li>details of any dietary restrictions</li> <li>details of any health care needs including medical conditions and allergies with accompanying medical management plan, risk minimisation plan</li> </ul> <p>Note requirements for these are discussed under Regulation 90 Medical Conditions Policy together with requirement for medical communication plan</p>
Regulation 168 Education and care service must have policies and procedures	<p>You must have all the policies and procedures listed in this Regulation. Note the NQF Guide makes it clear "the policies do not have to be in any particular style or format, and do not need to be titled to reflect the exact wording of the National Regulations." p 456</p> <p>Fine AP \$1,000</p>

Regulation 170 Policies and procedures to be followed	All managers, staff and volunteers must always follow Service policies and procedures Fine AP \$1,000
Regulation 171 Policies and procedures to be kept available	Policies and procedures must be easily to access and available for inspection either in paper copy or electronically. Fine AP \$1,000
Regulation 172 Notification of change to policies and procedures	<p>You must notify parents at least 14 days before changing any policy or procedure required under Regulation 168 if the change:</p> <ul style="list-style-type: none"> <li>may have significant impact on the provision of education and care</li> <li>may have a significant impact on the family's ability to use the service</li> <li>will affect the fees charged or how they're collected.</li> </ul>
Regulation 173 Prescribed information to be displayed	<p>You must display the following:</p> <ul style="list-style-type: none"> <li>AP name, approval number and any approval conditions</li> <li>Service name, approval number and any approval conditions</li> <li>hours and days of operation</li> <li>NS name</li> <li>Complaints officer name and contact details</li> <li>name and position of Responsible Person in charge</li> <li>Educational Leader name</li> <li>current rating for each Quality Area and overall rating</li> <li>details of any waivers ie elements/regs they apply to, duration and if service or temporary waiver</li> <li>Regulatory Authority contact details</li> <li>if relevant, notice child with anaphylaxis enrolled (maintain child's privacy)</li> <li>if relevant, notice there's been outbreak of infectious disease (maintain children's privacy)</li> </ul>

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Regulation 174 Time to notify certain circumstances to Regulatory Authority	You must comply with reporting timeframes including within 7 days of the events mentioned under Section 173 above
Regulation 175 Prescribed information to be notified to Regulatory Authority	You must notify RA about various issues including: <ul style="list-style-type: none"> <li>any circumstance at Service that poses a risk to the health, safety and wellbeing of children</li> <li>any incidents or allegations of physical or sexual abuse of a child</li> </ul>
Regulation 176 Time to notify certain information to Regulatory Authority	You must comply with reporting timeframes including within 24 hours of the events mentioned under Section 174 above
Regulation 181 Confidentiality of records kept by approved provider	You must not share the private information of a child, family member, staff member or volunteer with anyone who does not need it to their job unless it's required by law or the person has consented.
Regulation 183 Storage of records and other documents	Records must be kept in a safe and secure place for required timeframes including: <ul style="list-style-type: none"> <li>incident, illness, injury, trauma records until child is 25</li> <li>death of child for 7 years</li> <li>other prescribed child records for 3 years after child last attended</li> <li>prescribed AP records for 3 years from time AP last operated service</li> <li>prescribed NS and staff records for 3 years from time last worked at Service</li> </ul>

## 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 look at Fairwork's [Online Learning Centre](#) which has courses for employers and employees. Some are interactive. Here's what's currently available:

### Courses for employers (eg Approved Providers, Nominated Supervisors, Administration Managers)

- Difficult conversation in the workplace – manager course
- Diversity and discrimination
- Hiring employees
- Managing employees
- Managing performance
- Record-keeping and pay slips
- Workplace flexibility

### Courses for employees

- Starting a new job
- Difficult conversation in the workplace – employee course

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