

Is RPL for you?

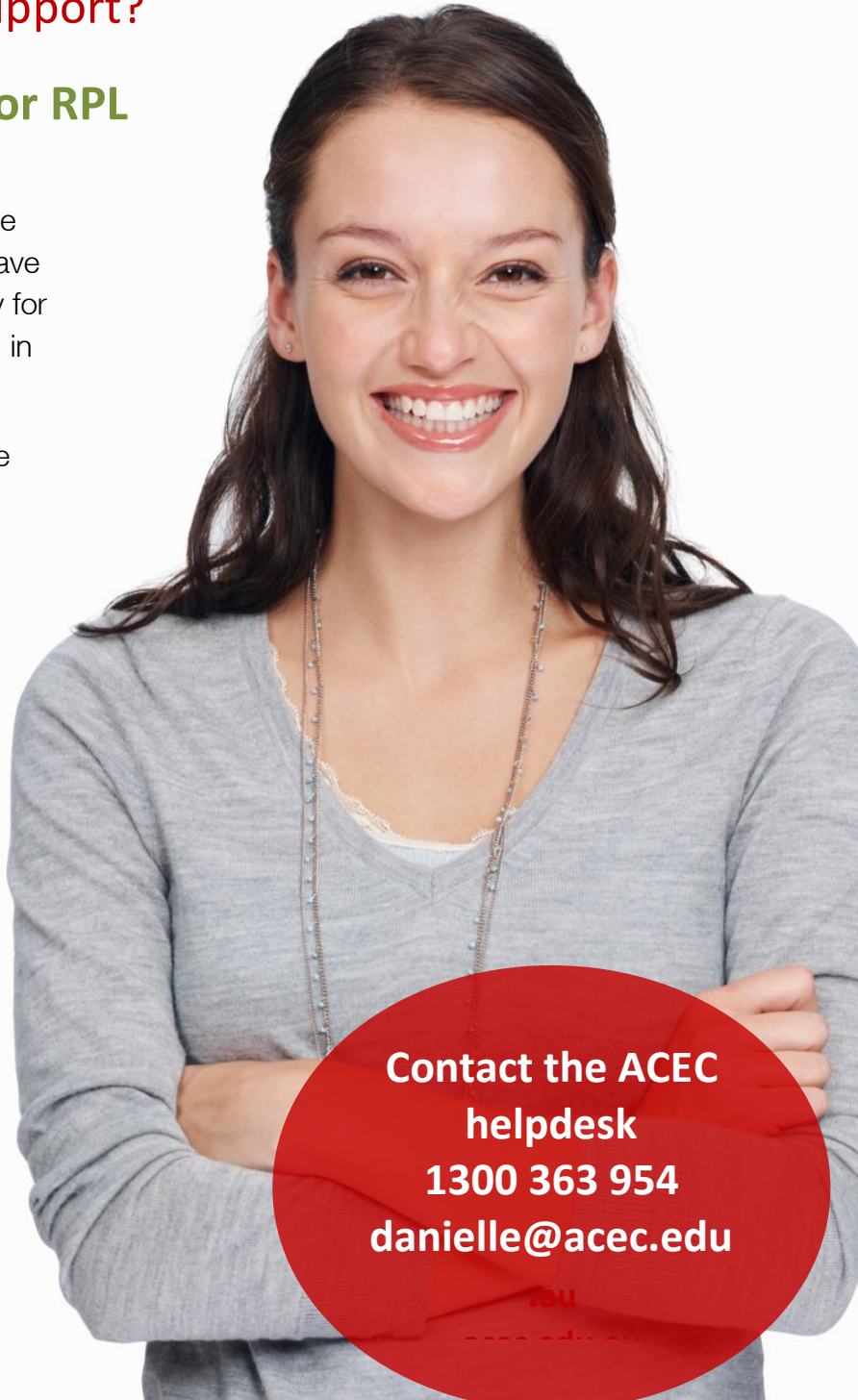
Have you been contributing to the Weekly Tasks with Centre Support?

You might already qualify for RPL

If you or anyone at your service is currently contributing to the weekly tasks as part of the Centre Support systems, you may already have enough knowledge and experience to qualify for recognition of prior learning for a Certificate III in Children's Services.

The Australian Community Education College is affiliated with Centre Support, so as a client of Centre Support, please consider us as your first stop when it comes to all of your training needs.

Call our helpdesk today for a complimentary initial assessment of whether you or someone in your team qualifies for an RPL, or perhaps a traineeship. Substantial government funding may be available to your service.



**Contact the ACEC
helpdesk
1300 363 954
danielle@acec.edu**

Australian Community
education college



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"> 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.
--	--

Week 35 2 November to 6 November 2020– 7.1.3 Roles and Responsibilities



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) Optional	

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 35 2 November to 6 November 2020– 7.1.3 Roles and Responsibilities



Educational Leader



Nominated Supervisor's NQS
Self-Paced Learning Modules

MONDAY TO FRIDAY
2 to 6 November 2020

Part 2 - Detailed analysis of Centre Support. Comment and give feedback to your educators from 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/Self-Assessment’s strength section and display QIP/Self-Assessment so all educators can see how their valuable input creates these documents.

Week 35 2 November to 6 November 2020– 7.1.3 Roles and Responsibilities

Copyright Centre Support Pty Ltd 2020 The service who has purchased this product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it.



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 7.1.3. 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 7.1.3 Roles and Responsibilities

Please conduct this checklist and address issues that are identified

Law and Regulations

Do you help employees refer to and understand the National Law and Regulations?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you regularly update your QIP or Self-Assessment Tool to show your Service strengths and practices?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Professional Interactions

Do you always comply with your Service Code of Conduct and ensure staff do the same?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you share (non-private) information about families/community/Service activities with staff to help them do their jobs?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you give the Educational Leader and staff responsible for planning curriculum time off the floor to program?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you tell families about staff changes and their roles?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Practice

Do you implement a comprehensive, documented induction process for all employees, relief staff and volunteers?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do your Induction procedures include evaluations of the process by families and staff?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all employees have a clear job description?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all employees know who to talk to about different issues?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all employees only have one direct manager?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you actively manage underperformance with warning letters, reviews, termination where necessary (make sure employees can't claim for unfair dismissal)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you clarify responsibilities where necessary eg during meetings or performance reviews?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required to embed practice

Week 35 2 November to 6 November 2020– 7.1.3 Roles and Responsibilities



Law and Regulations

This week there are no specific Regulations related to Element 7.1.3 Roles and Responsibilities.

As for last week however, there are several Regulations that are relevant. We look at *some* of these below and what they mean for various roles.

Law/Regulation	What must happen
Law section 165 Offence to inadequately supervise children	Always supervise children adequately
Law section 167 Offence relating to protection of children from harm and hazards	Always protect children from harm and hazards
Law section 170 Offence relating to unauthorised persons on education and care service premises	Always supervise anyone who is not authorised to be on the premises eg doesn't have WWCC or isn't a parent/family member or authorised nominee
77 Health, hygiene and safe food practices	Always implement: <ul style="list-style-type: none"> appropriate hygiene and health practices including hand washing, toileting, nappy changing and cleaning safe practices for storing, handling and reheating food
82 Tobacco, drug and alcohol-free environment	Never use tobacco, illicit drugs or alcohol on service premises when any child is present
83 Staff members not to be affected by alcohol or drugs	Never come to work if impaired by alcohol or drugs (including prescription medicine)
84 Awareness of child protection law	Never use corporal punishment

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 and tell us how many classrooms you have at your centre.

Law/Regulation	What must happen
	Always report disclosures or suspicions of child abuse
86 Notification to parents of incident, injury, trauma and illness	Notify parents within 24 hours if their child is involved in an incident, trauma, injury or becomes ill
87 Incident, injury, trauma and illness record	Complete a record for all incidents, injuries, traumas and illnesses at service
88 Infectious diseases	Stop the spread of infectious disease eg hygiene measures. exclusion
100 Risk assessment must be conducted before excursion	Conduct risk assessments before excursions as required under Reg 101
103 Premises, furniture and equipment to be safe, clean and in good repair	Cleaning and maintenance procedures, hazard removal, risk assessments
155 Interactions with children	Educators: <ul style="list-style-type: none"> encourage children to express themselves and their opinions develop children's self-reliance and self-esteem maintain dignity and rights of child give children positive guidance toward acceptable behaviour

Week 35 2 November to 6 November 2020– 7.1.3 Roles and Responsibilities

Law/Regulation	What must happen
	<ul style="list-style-type: none"> consider family and cultural values, age, physical, intellectual abilities of each child
170 Policies and procedures to be followed	Always follow all Service policies and procedures
12 Serious incident 176 Time to notify certain information to Regulatory Authority	Notify Regulatory Authority about serious incidents within 24 hours
175 Prescribed information to be notified to Regulatory Authority 176 Time to notify certain information to Regulatory Authority	Notify Regulatory Authority of any: <ul style="list-style-type: none"> incident or allegation of physical or sexual abuse that has occurred or is occurring at the service within 7 days complaints that a serious incident has occurred or is occurring, or the Law has been breached within 24 hours

Week 35 2 November to 6 November 2020– 7.1.3 Roles and Responsibilities

Copyright Centre Support Pty Ltd 2020 The service who has purchased this product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it.

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 [Tools and Calculators](#).

Here's what's currently available:

- [Pay Calculator](#) for employee pay rates
- [Leave Calculator](#) for employee leave balances
- [Notice and Redundancy Calculator](#) for employee entitlements when ending employment
- [Find my award](#) to find the right award

Week 35 2 November to 6 November 2020– 7.1.3 Roles and Responsibilities

Copyright Centre Support Pty Ltd 2020 The service who has purchased this product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it.