



Nominated Supervisor

Regulation 74 Documenting of child assessments or evaluations for delivery of educational program

- (1) The approved provider of the education and care service must ensure that, for the purposes of the educational program, the following are documented for a child preschool age or under
- (i) assessments of the child's developmental needs, interests, experiences and participation in the educational program and
 - (ii) assessments of the child's progress against the outcomes of the educational program
- (2) In preparing the documentation, the approved provider must
- (a) consider
 - (i) the period of time that the child is being educated and cared for by the service and
 - (ii) how the documentation will be used by the educators at the service and
 - (b) prepare the documentation in a way that is readily understandable by the educators at the service and the parents of the child.

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

Remember: If you need to use a checklist go to the members area of Centre Support's website where every checklist imaginable is available.

centresupport.com.au/checklist-for-members/

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Week 16, 31 May - 4 June 2021- 1.3.1 Assessment and Planning Cycle

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Answers from last week - Compliance test for educators

Instructions: Nominated Supervisor is to conduct the test. Ask one educator at a time in a location that other educators cannot hear or provide support to the educators being asked the question. Record the responses then analyse to see if the educators' responses would place you at risk of a fine. Finally, train the educators that fail to meet the regulations.

Name of educator:

| Questions | Response | Pass or Fail |
|--|---|--------------|
| Miss Tiara asks what type of natural features and resources they need to provide? What's the answer? | Reg 113 Outdoor space – natural environment doesn't give specific requirements, but the NQF Guide gives examples "The outdoor space may include gardens, sandpits and dirt patches, pebble/gravel pits, edible plants, shady trees, worm farms, compost areas, and water play areas. Approved providers may bring in logs, rocks, hay bales, tree stumps and potted plants...". (p 392) Natural loose parts include pine cones, sticks, bark, leaves, grasses, straw etc. | |
| Miss Summer asks if they need to remove their artificial grass. Do they? | No. The NQF Guide says Reg113 doesn't mean "all "artificial grass and artificial features are unsuitable, rather that there is appropriate access for children to interact with the natural environment and natural vegetation." (p 392) | |
| Mr Xande asks if the shade from their large trees is enough to meet Reg 114 Outdoor spaces – shade. Is it? | Yes. The NQG Guide says "Shade may be provided by large trees, heavy shade cloths and solid roofs."(p 393) | |

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| The EL tells Miss Ruby she needs to think about the jargon she uses in her learning documentation. Why is that? | | |
| Reg 74 says educators need to consider the period of time a child's at the service when preparing documentation? Why? | | |
| Mr Peter asks what he has to cover in his learning documents. Can you explain please? | | |
| Miss Wendi asks if the planning cycle stages will always occur in the same order. Will they? | | |

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Systems are in place to manage risk and enable the effective management and operation of a quality service.

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're looking at [Superannuation Guarantee \(SG\)](#)

Employers have to pay superannuation contributions of 9.5% of an employee's ordinary time earnings when an employee is paid \$450 or more before tax in a month and is:

- over 18 years or
- under 18 years and works over 30 hours a week.

This applies to full-time and part-time employees and some casual employees, and includes temporary residents.

Superannuation has to be paid at least every 3 months, into the employee's nominated account.

On 11 May 2021, as part of the 2021–22 Federal Budget, the Australian Government announced planned changes to the SG.

The Government has said it intends to remove the \$450 per month threshold to expand coverage of the SG to eligible employees regardless of their monthly pay. **This measure is not yet law.**

Under the [Children's Services Award 2010](#) (clause 20.4) employees may choose the superannuation fund they wish their contributions paid into. If employees don't choose you may pay the contributions into HESTA Super Fund, Care Super, Australian Super, Tasplan, Statewide Superannuation Trust, QIEC Super, Sunsuper, Australian Childcare Super Fund, any fund which you were contributing to for employees before 12.9.08 if it is an 'eligible choice fund that offers a MySuper product or an exempt public sector scheme

or a defined benefit fund the employee is a member of.

Under [the Educational Services \(Teachers\) Award 2010](#) (clause 20.4) employees may choose the superannuation fund they wish their contributions paid into. If employees don't choose you may pay the contributions into NGS Super, ACSRF, CSRF, Catholic Super, Combined Fund, The Victorian Independent Schools Superannuation Fund, HESTA Super Fund, CareSuper, AustralianSuper, Tasplan, Sunsuper, QIEC Super, AMP Superannuation Savings trust, Concept One Superannuation Plan, Lutheran Super, Christian Super, any fund which you were contributing to for employees before 12.9.08 if it is an 'eligible choice fund that offers a MySuper product or an exempt public sector scheme or a defined benefit fund the employee is a member of.

Note: the Super Guarantee percentage is scheduled to increase to 10% from 1 July 2021.

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