



Nominated Supervisor

This Regulation applies to all of the NQS but may be particularly relevant while considering NQS 1.32. Critical Reflection

Regulation 56 Review and revision of quality improvement plans

The approved provider of an education and care service must review and revise the quality improvement plan for the service having regard to the National Quality Standard—

- (a) at least annually; and
 - (b) at any time when directed by the Regulatory Authority.
- (2) The approved provider must submit the current quality improvement plan to the Regulatory Authority on request.

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

The screenshot shows the website interface for Centre Support. The URL is centresupport.com.au/checklist-for-members/. The page features a navigation menu with options like 'Book Now', 'Products', 'Services', 'Why Centre Support', 'About Us', and 'Members Area'. Below the navigation, there are two prominent buttons: 'Checklist for Nominated Supervisors Click here' and 'Checklist for Educators Click here'. At the bottom, there is a section titled 'Checklist for Nominated Supervisors' with a list of specific checklists: 'Access and Participation Nominated Supervisor', 'Bathroom Safety and Hygiene Nominated Supervisor', and 'Behaviour Management Nominated Supervisor'.

Week 17, 7 June - 11 June 2021- 1.3.2 Critical Reflection

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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
The EL tells Miss Ruby she needs to think about the jargon she uses in her learning documentation. Why is that?	Reg 74 says he documents must be readily understandable by the other educators at the service and the child's parents.	
Reg 74 says educators need to consider the period of time a child's at the service when preparing documentation? Why?	Children who are there for longer should have more learning documentation than children who don't attend for so long.	
Mr Peter asks what he has to cover in his learning documents. Can you explain please?	Reg 74 says the documents must include assessments of the child's developmental needs, interests, experiences, participation and progress against the learning outcomes.	
Miss Wendi asks if the planning cycle stages will always occur in the same order. Will they?	No – while there's a circular planning diagram in the NQF Guide (pa 131), the cycle can occur in different ways eg the Guide says 'reflection occurs at every step of the planning cycle (p 132).' Another example is <i>implementing</i> a learning plan, and then <i>reflecting and planning</i> on the spot to intentionally teach using a teachable moment.	

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Questions	Response	Pass or Fail
Miss Elsie asked what the difference is between critical reflection and evaluation. What's the answer?		
Mr Tony asks if he should be contributing to the service QIP/SAT. Should he?		
Miss Rosalie says she doesn't know how to reflect. Please give her some advice.		

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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 [Community Service leave](#).

Employees, including casuals, can take unlimited community service leave for certain activities like:

- voluntary emergency management activities
- jury duty (including attendance for jury selection).

An employee engages in a voluntary emergency management activity if:

- it involves dealing with an emergency or natural disaster
- they were requested to engage in the activity, or it would be reasonable to expect that a request would have been made if circumstances had permitted, and
- the employee is a member of, or has a member-like association with a recognised emergency management body.

A recognised emergency management body is:

- a body with a role under a Government plan for coping with emergencies/natural disasters
- a fire-fighting, civil defence or rescue body
- any other body which is mainly involved in responding to an emergency or natural disaster eg State Emergency Service (SES), the RSPCA (animal rescue during emergencies or natural disasters).

An employee is entitled to take community service leave while engaged in the activity, and for reasonable travel and rest time. There is no limit on the amount of leave an employee can take. All leave is unpaid except for jury duty.

Employees taking the leave must give employers notice of their absence as soon as possible and the expected length of the leave. Employers may request evidence to support the leave application.

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