



Nominated Supervisor

Regulation 75 Information about the educational program to be kept available

The approved provider of an education and care service must ensure that

(a) information about the contents and operation of the educational program for the service is displayed at the education and care service premises at a place accessible to parents of children being educated and cared for by the service and

(b) a copy of the educational program is available at the following places for inspection on request

(i) in the case of a centre-based service, at the education and care service premises;

Note. A compliance direction may be issued for failure to comply with this regulation.

Regulation 76 Information about educational program to be given to parents

The approved provider of an education and care service must ensure that a parent of a child being educated and cared for by the service is provided with the following information on request

(a) information about the content and operation of the educational program so far as it relates to that child

(b) information about the child's participation in the program

(c) a copy of the documents kept under regulation 74 in respect of the child.

Note. A compliance direction may be issued for failure to comply with this regulation.

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 20, 28 June - 2 July 2021- 1.3.3 Information for families

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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 Amal asked where it talks about maintenance in the Regs. What's the answer?	Reg 103 says the premises and all furniture and equipment must be in good repair – which means they must be well maintained.	
Mr Jake asks how educators are supposed to comply with Reg 103 Premises, furniture and equipment to be safe, clean and in good repair. How do you respond?	Educators must immediately clean up spills, clean surfaces when they look or smell dirty (eg bathroom), carefully complete cleaning schedules and safety checks as allocated, follow maintenance procedures when things break or are damages, and complete risk assessments on new furniture and equipment when required to remove or reduce risks to acceptable level.	
Miss Miriam asks if there's anything in the National Law about cleaning and maintenance? Is there?	Not specifically, but section 167 creates an Offence for failing to take every reasonable precaution to protect children from harm and hazard likely to cause injury. This would include failing to ensure the building, furniture and equipment are safe and well maintained.	

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Miss Roxi asks if educators need to be able to show/give families information about the MTOP? Do they?		
Mr Reyne asks exactly what information educators need to show families about their child's learning. What's your response?		
Miss Loretta asks whether sharing information verbally with families counts towards the Reg requirements. Does it?		

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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 [Pay](#) and [Paying Wages](#).

Employees have to be paid the right pay rate for all time worked, including time spent:

- training
- in team meetings
- opening and closing the business
- working unreasonable trial shifts.

They can't be 'paid in-kind' (eg with goods such as food).

There are limited situations when you can deduct money from an employee's pay or require an employee to pay money (eg an overpayment) but most of the time this isn't allowed.

The [Children's Services Award 2010](#) says wages may be paid weekly, fortnightly or monthly by agreement between you and the employee on any day of the week other than Saturday or Sunday (Clause 19).

The [Educational Services Teachers Award 2020](#) says wages may be paid:

- each fortnight, with the payment being made no later than the last working day in the fortnight except in the case of teachers in ECEC services operating for at least 48 weeks per year
- each four weeks at the end of the first fortnight including payment for two weeks in arrears and two weeks in advance or
- once every month with the payment made as nearly as possible on the middle of each month including one half month in arrears and one half month in advance (Clause 18).

Both awards require wages to be paid in cash, by cheque or electronic funds transfer.