



Nominated Supervisor

There are no specific Regulations applying to Element 4.1.2. This week we've included a Continuity of Staff Checklist.

Do you follow robust recruitment practices that adequately screen staff to ensure they're able to do the job and a good fit with Service values/culture eg detailed position descriptions, relevant interview questions, referee checks	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> ONA
Do you recruit from existing staff first where possible eg promote existing staff?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> ONA
Do you conduct exit interviews when staff resign to find out why they are leaving and change practice where relevant?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> ONA
Do you implement regular performance appraisals to measure performance and understand staff strengths, interests and professional development goals?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> ONA
Do you ensure training plans are implemented within agreed timeframes?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> ONA
Do you start to manage underperformance immediately so team members aren't adversely affected?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> ONA
Do you regularly recognise the performance of individual educators eg staff awards?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> ONA
Do you provide regular opportunities for staff to discuss their ideas eg about the organisation of educators, recognition system?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> ONA
Do you source relief staff from a regular pool of casuals?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> ONA
Do you offer flexible working arrangements where possible to help staff manage personal issues eg allow staff to drop or increase hours?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> ONA
Do you allow staff to take unpaid leave for personal reasons where possible?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> ONA
Do you try to meet staff preferences when making rosters?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> ONA
Do you try to meet staff preferences when allocating them to rooms/groups?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> ONA
Do you consider each educator's strengths and interests and how they may best be used?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> ONA
Are you confident you hear about educator/staff concerns as soon as possible ie before little things become a major issue?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> ONA

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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Checklist for Nominated Supervisors
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Checklist for Educators
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[Checklist for Nominated Supervisors](#)

- Access and Participation Nominated Supervisor
- Bathroom Safety and Hygiene Nominated Supervisor
- Behaviour Management Nominated Supervisor

Week 35, 8-12 November 2021- 4.1.2 Continuity of Staff

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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 Haley asks whether she has to update the CPR part of her first aid qualification every 12 months. Does she?	ACECQA says "Reg 136 requires your first aid qualification to be current. Your certificate will state the date on which you completed the course. It may also include information about the expiry date or requirements for refresher training. Please note that the validity of some first aid certificates may be subject to specific requirements, e.g. your certificate may state that you must complete refresher training in CPR every 12 months for the qualification to remain valid."	
Miss Margie asks whether she has to sign in and out of the room/group every time she goes to the toilet. What's your response.	No. The Guide to the NQF says " <i>Authorised officers use a common sense approach. Authorised officers will not expect to see a record of breaks from working with the children if the breaks are short and are for matters such as going to the toilet, answering a phone call, talking to a parent or briefly checking paperwork.</i> " (page 472)	
Mr Armand asks whether an 18 year old educator can be left alone with children. Please respond.	Yes (if there is adequate supervision.) Reg 120 requires educators who are under 18 to be supervised.	
Miss Vanessa asks what everyone means when they talk about a 'responsible person.' Please explain.	Section 162 of the Law explains a responsible person can be the approved provider, nominated supervisor or person in day-to-day charge. Reg 150 says the staff record must include the name of the responsible person when children are present. This means the record needs to change every time the responsible person changes.	
Miss Grace asks what qualifications and experience a person in day-to-day charge has to have. Please explain.	Reg 117B says the person must be at least 18, and the approved provider or nominated supervisor must reasonably believe they: <ul style="list-style-type: none"> have adequate knowledge and understanding about providing care and education to children and can effectively manage the operation of the Service. 	

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Name of educator:

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Miss Deanne asks if there are any Regs about the which educators to include in different teams eg based on their qualifications and experience. Are there?		
Mr Guy asks why managers are concerned about keeping good staff? There are plenty of new recruits out there. What's your response?		
Miss Jenna says new staff are always needed to 'freshen things up' and ensure current teaching practices are implemented. Is she right?		

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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 reviewing Long Service Leave. We've also attached a [Fair Work Fact Sheet](#) on long service leave to the weekly email.

National Employment Standards – Long Service Leave

An employee gets long service leave after a long period of working for the same employer.

There are long service leave laws in each state or territory which set out:

- how long an employee has to be working to get long service leave (ranging from 7 to 15 years continuous service with same/related employer)
- how much long service leave the employee gets.

Depending on the relevant law or instrument, an employee may be eligible for a pro-rata payment on termination after a minimum period of five years continuous service.

In some jurisdictions long serving casuals are eligible for long service leave.

Untaken long service leave is usually paid on termination, although this can depend on the circumstances of termination.

Long service leave contacts in each state or territory are:

- ACT - [Access Canberra](#)
- NSW - [NSW Industrial Relations](#)
- NT - [NT Government](#)
- QLD - [QLD Government](#)
- SA - [SafeWork SA](#)
- TAS - [WorkSafe Tasmania](#)
- VIC - [Business Victoria](#)
- WA - [Department of Mines, Industry Regulation and Safety](#)

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