



Nominated Supervisor

There are no specific Regulations applying to Element 4.2.2. This week we've included a Professional Standards Checklist.

General Practices

Do all employees know how to access the National Law, Regs and NQS?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always ensure your practices and those of your staff comply with the service Code of Conduct / ECA Code of Ethics and core values?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you regularly improve practice when you identify issues, and ensure new information and procedures is communicated to all staff?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always keep confidential information about children, families and other staff private?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you require all employees to contribute to the service QIP regularly so it includes service wide practice and all employees can discuss the QIP with assessors?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure employees attend all staff meetings (unless there is a family emergency etc)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you have clear position descriptions for each job outlining the requirements of the role?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you regularly assess employee' performance against their position description and develop training plans where required?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you effectively manage underperformance of staff to ensure there is no adverse effect on the professional practice of other employees?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure staff always follow service grievance procedures if they have a complaint?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Interactions with Employees and Volunteers

Do you regularly include employees in reviews of the service philosophy to discuss how their practice meets the philosophy and assess whether any changes are required to either practice or philosophy?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you regularly include employees in reviews of service policies and procedures and action any feedback they provide?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make sure the Educational Leader adequately supports all educators eg coaches and mentors staff, shares knowledge?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always interact with employees and volunteers in a respectful, polite and professional way?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you make it clear all educators must always support Room Leaders and the Educational Leader eg willingly try their ideas, never gossip about them?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you always take action against any unprofessional or illegal behaviour even where this may adversely affect the career/status of a valued employee/volunteer?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you help employees with diverse cultures and religions become a valued member of the team eg roster provides breaks to meet cultural or religious needs?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Interactions with Children and Families

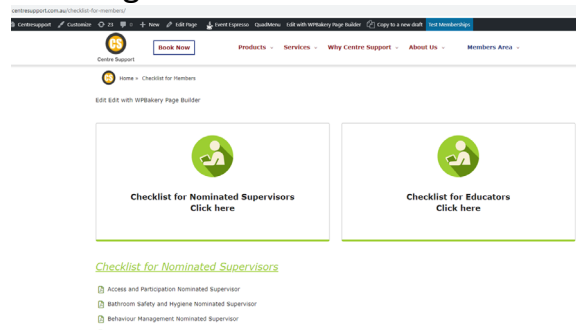
Do you make sure all children can equitably participate in activities and experiences?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you help employees/volunteers become aware of personal biases and beliefs that may adversely affect children's progress towards learning outcomes eg children's cultures and capabilities?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

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Do you make sure educators always document in a way that shows what children know, can do and understand and how they extend this learning? Yes No NA

Do you help families access relevant community services and resources? Yes No NA

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



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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 Jo asks if there's any Regs about professional collaboration. Are there?	No. The expectations are covered in Element 4.2.1.	
Mr Jay asks what it means element 4.2.1 means when it talks about collaborating with other educators/staff. Please explain.	Collaborating involves: <ul style="list-style-type: none"> • sharing your ideas, views and knowledge in a positive, respectful way • listening to others' ideas, views and knowledge in a positive, respectful way valuing those ideas, views and knowledge ie discussing/reflecting on them/trying them out. 	
Miss Emily asks whether regular room/group/service meetings are required under element 4.2.1. What's your response?	It's expected that regular meetings occur as these provide opportunities for collaboration.	

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Name of educator:

Questions	Response	Pass or Fail
Miss Casey asks if the Service must display a copy of the ECA Code of Ethics. What's your response?		
Mr Reece asks if professional standards are covered in the Regs. Are they?		
Miss Scarlett asks whether the Service must have a 'Professional Standards' Policy. Does it?		

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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 [Fairwork's help for trainees](#).

- Traineeships can be done on a full-time (38 hours per week) or part-time basis, but not casually, by anyone old enough to work
- An adult trainee is someone who starts their traineeship when they are 21 years old or older
- High school students can do a school-based traineeship, which combines work, training and secondary education
- Trainees have a formal training contract with their employer. The contract should include whether they're employed for a set period of time or task
- Most trainees get their pay and conditions from [Schedule E in the Miscellaneous Award](#), and their other entitlements (eg penalty rates, overtime and allowances) from the award that covers them eg Children's Services Award 2010
- The [Pay and Conditions Tool](#) can help calculate pay rates
- See [Trainee entitlements](#) for other entitlements eg payment for off-the job training and payment of training fees
- A trainee gets notice of termination unless they're:
 - employed for a set period of time or task or
 - fired for serious misconduct.
- Trainees may need to give the employer notice if they want to end their employment before the end of the training