



## Nominated Supervisor

### Law section 168 Offence relating to required programs

- (1) and (2) The approved provider and nominated supervisor must ensure that a program is delivered to all children ... that
- (a) is based on an approved learning framework; and
  - (b) is delivered in a manner that accords with the approved learning framework; and
  - (c) is based on the developmental needs, interests and experiences of each child; and
  - (d) is designed to take into account the individual differences of each child.
- Penalty: \$4000, in the case of an individual. \$20 000, in any other case.

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

- (1) The approved provider ... must ensure that, for the purposes of the educational program, the following are documented—
- (b) for a child over preschool age, evaluations of the child’s wellbeing, development and learning.
- (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.

**NB Regulation 74(1)(b) is replaced in NSW (Reg 274A), NT (Reg 289A), and QLD (Reg 298A) by “The approved provider ... must ensure that, for the purposes of the educational program for a child over preschool age, evidence about the development of the program is documented.”**

### Regulation 75 Information about the educational program to be kept available

The approved provider ... must ensure that

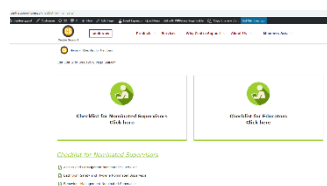
- (a) information about the contents and operation of the educational program ... is displayed at the education and care service premises at a place accessible to parents ... and
  - (b) a copy of the educational program is available at the following places for inspection on request
    - (i) in the 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 ... must ensure that a parent ... 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.

### Week 3, 14 February – 18 February 2022- 1.3.3 Information for families

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## 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 Sofie asks if there's anything in the Regs that says educators must involve parents in decisions about their child's learning. She's only found Regs that talk about providing information. Please respond.		
Miss Riley says she knows about Reg 76 'Information about educational program to be given to parents', but it refers to another Reg number 74. What's that about and how is it relevant? Please explain.		
Mr Harrison says the Regs talk about giving parents information about the educational program, and asks what exactly is meant by 'educational program.' What's the answer?		
Miss Marta asks if educators just have to give parents information about the EYLF/MTOP? Do they?		

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Questions	Response	Pass or Fail
Miss Sofie asks if there's anything in the Regs that says educators must involve parents in decisions about their child's learning. She's only found Regs that talk about providing information. Please respond.		
Miss Riley says she knows about Reg 76 'Information about educational program to be given to parents', but it refers to another Reg number 74. What's that about and how is it relevant? Please explain.		
Mr Harrison says the Regs talk about giving parents information about the educational program, and asks what exactly is meant by 'educational program.' What's the answer?		
Miss Marta asks if educators just have to give parents information about the EYLF/MTOP? Do they?		

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## Answers from last week - Compliance test for educators

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Name of educator:

Questions	Response	Pass or Fail
Miss Jazzie asks what their Philosophy should include? Please respond	The Guide to the NQF says a Service Philosophy “outlines the purpose and principles under which the service operates. It also reflects the guiding principles of the National Quality Framework (section 3(3) of the National Law), and the approved learning frameworks ( <i>Element 1.1.1</i> .)” So a Philosophy should relate to these Principles, or those in the EYLF/MTOP.	
Mr Nick asks why a Service needs a Philosophy. Why do you think they do?	A Philosophy serves 3 purposes: <ul style="list-style-type: none"> <li>• guides Service decisions, policies and daily practices</li> <li>• reflects and helps embed a shared understanding of the Service’s role among staff, children, families and the community</li> <li>• guides educators’ pedagogy, planning and practice (Guide to NQF).</li> </ul>	
Miss Anisha says the Service philosophy has no relevance for educators. Is she right?	No. Educators should be ensuring their practices are consistent with the Philosophy, and should be able to give examples of this to assessors. They should also be involved in regular reviews of the Philosophy.	
Miss Larisa says a Philosophy should include the values that guide the practice of all educators and staff. Is she right? What are the values in your Service Philosophy.	Yes. We value: <p>Following are examples only.</p> <ul style="list-style-type: none"> <li>• culture of continuous improvement</li> <li>• home like environment</li> <li>• warm, nurturing relationships</li> <li>• children’s safety paramount</li> <li>• diverse backgrounds and abilities</li> <li>• strong community relationships</li> <li>• each child’s uniqueness</li> </ul>	

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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 the entitlement to [Unpaid Pandemic Leave](#) in the in the Children's Services Award.

**The Fair Work Commission has extended the entitlement to Unpaid Pandemic Leave from 31 December 2021 to 30 June 2022.**

The entitlement is up to 2 weeks unpaid leave if employees are required to self-isolate because they're following Government or medical advice, or can't work because of measures taken by Government or medical authorities.

The Leave:

- is available in full immediately to full-time, part-time and casual employees – they don't have to accrue it
- can be used before other paid leave
- is not pro-rated for employees who don't work full-time
- doesn't affect other paid or unpaid leave entitlements and counts as service
- must be notified ASAP to the employer who can ask for evidence to support the application
- needs to start by 30 June 2022 but can finish after this date.

**Week 3, 14 February – 18 February 2022- 1.3.3 Information for families**

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