



Nominated Supervisor

Law section 168 Offence relating to required programs

(1) & (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 if a person, or \$20 000 in any other case (eg Provider is a company).

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.

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 'Members Area' of the Centre Support website. At the top, there is a navigation bar with a 'Book Now' button and several menu items: 'Products', 'Services', 'Why Centre Support', 'About Us', and 'Members Area'. Below the navigation bar, there are two large, light green buttons with circular icons of a person reading. The left button is labeled 'Checklist for Nominated Supervisors' with a 'Click here' link below it. The right button is labeled 'Checklist for Educators' with a 'Click here' link below it. Below these buttons, there is a section titled 'Checklist for Nominated Supervisors' with a list of three checklist items: 'Access and Participation Nominated Supervisor', 'Business Safety and Hygiene Nominated Supervisor', and 'Behaviour Management Nominated Supervisor'.

Week 14, 16 May – 20 May 2022 – 6.1.2 Parent views are respected

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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
A compliance officer said Law section 168 'Offence relating to required programs' needs to be considered in relation to Element 6.1.2. Please explain why this might be.		
The NS asks what other regs might be relevant to element 6.1.2. What's your response?		
Miss Celestial says most families are too busy to be involved in decisions they think are educators' professional responsibility. How would you respond?		

Name of educator:

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3.2.2 Resources support play-based learning

Week 13 – 9.5.22
Monday to Friday



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 Cassidy asks what Reg 105 'Furniture, materials and equipment' means by 'developmentally appropriate equipment'? Please respond.	The furniture, equipment and materials is suitable for the ages of the children eg child sized chairs and other furniture, resources and equipment that support activities suitable for children's ages eg art and drama materials, sport equipment, suitable loose parts.	
Mr Shaun says Reg 105 'Furniture, materials and equipment' is the Approved Provider's responsibility. How are educators involved? What's your response?	Educators are responsible for implementing a quality educational program that helps children achieve the MTOP learning outcomes. If they believe additional or different resources are required, they have a responsibility to make this known to the Approved Provider.	
Miss Zoe asks whether element 3.2.2 should be considered in relation to the MTOP? What do you think?	Yes, because many of the learning outcomes require resources and equipment which help promote the outcome. For example, Outcome: 1.3 Confident self-identities – resources which support children's culture/community 3.1 Strong social/emotional wellbeing - resources which promote participation, collaboration with peers 4.1 and 4.2 Curiosity, creativity, imagination, experimentation, hypothesising – resources which are flexible, support children's interests, challenge children and support appropriate risk taking.	

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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 looking at [Overtime Pay](#).

Overtime is when an employee works extra time and is usually paid at a higher rate. It can include work done:

- beyond an employee's ordinary hours of work
- outside the spread of ordinary hours listed in an award or agreement.

Children's Services Award

Under the Children's Services Award [ordinary hours](#) can be worked during 6am - 6.30pm on Monday to Friday. See clause 23.2 of [the Award](#) for overtime rates. You can also use Fair Work's [Pay and Conditions Tool](#).

Full-time employees get overtime rates if they work:

- more than the maximum number of ordinary hours of work per day or per week (8 hours in a day - with one day up to 10 hours where employee agrees – and 38 hours in a week which can be averaged over more than a week)
- outside ordinary hours.

Part-time employees get overtime rates if they work:

- more than 8 hours in a day
- more than their normal hours if they haven't agreed to work more
- outside their agreed times of work if they've been given less than 7 days' notice (unless it's an emergency situation)
- outside the ordinary hours of the early childhood service.

Casual employees get overtime rates if they work more than the maximum number of ordinary hours of work (per day or per week).

Relevant [Award](#) clauses include clauses 10, 15, 21 and 23.

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