



Nominated Supervisor

Law section 175 Offence relating to requirement to keep enrolment and other documents

(1) An approved provider...must keep the prescribed documents available for inspection by an authorised officer in accordance with this section. Penalty: \$4000, in the case of an individual. \$20 000, in any other case.

(2) Documents referred to in subsection (1)—

(a) **must, to the extent practicable, be kept at the ... service premises if they relate to—**

(i) the operation of the service or

(ii) any staff member ... or

(iii) any child cared for, or educated at, those premises— in the previous 12 months; and

(b) in any other case, must be kept at a place, and in a manner, that they are readily accessible by an authorised officer.

Regulation 177 Prescribed enrolment and other documents to be kept by approved provider

(as it relates to Element 6.2.1 only)

(1) For the purposes of section 175(1) of the Law, the following documents are prescribed...—

(a) the documentation of child assessments or evaluations for delivery of the educational program as set out in regulation 74;

(k) a children's attendance record as set out in regulation 158

(l) child enrolment records as set out in regulation 160

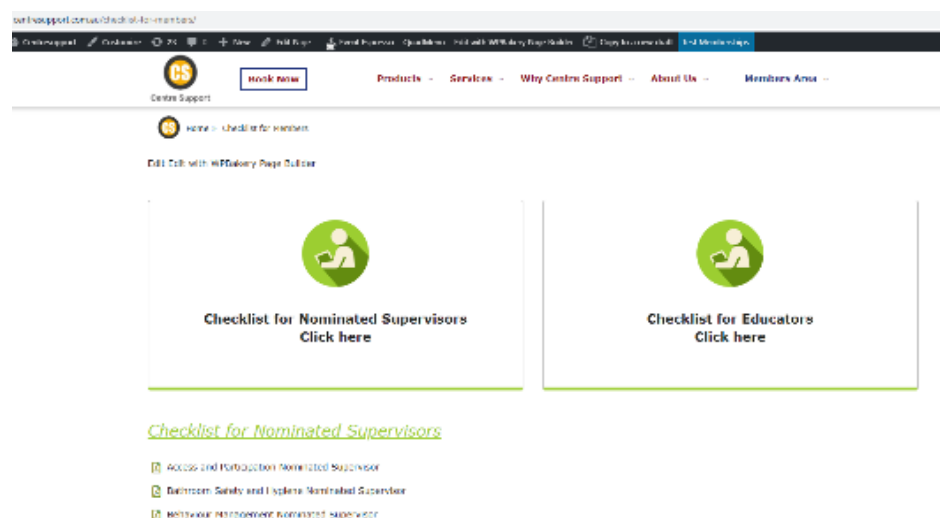
(2) The approved provider...must take reasonable steps to ensure the documents referred to in subregulation (1) are accurate. Penalty: \$2000.

(3) Subject to Subdivision 4, the approved provider...must ensure that—

(a) subject to subregulation (4), the documents referred to in subregulation (1) ...are made available to a parent of the child on request Penalty: \$2000.

(4) If a parent's access to information of the kind in the documents referred to in subregulation (1) is limited by an order of a court, the approved provider must refer to the court order in relation to the release of information concerning the child to that parent.

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 31, 10 October – 14 October 2022 – 6.2.1 Transitions

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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 Kiya asks what records they have to give parents if they ask to see them. Please respond.		
Mr Ian says there is one situation where the records can't be shown to parents. Please discuss.		
Miss Benita asks why 'continuity of learning' is often mentioned when the topic of transitions comes up. Why do you think this is?		

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Questions	Response	Pass or Fail
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Miss Benita asks why 'continuity of learning' is often mentioned when the topic of transitions comes up. Why do you think this is?		

Week 31, 10 October – 14 October 2022 – 6.2.1 Transitions

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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 again looking at Protections at Work, specifically the right to be free from [unlawful discrimination](#).

The Fair Work Act gives all employees protected rights. Under the Act, it is unlawful for an employer to take adverse action against an employee, former employee or prospective employee because of their race, colour, sex, sexual orientation, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin.

Adverse action includes doing, threatening or organising to:

- fire an employee
- not give an employee their legal entitlements, like pay or leave
- change an employee's job to their disadvantage
- treat an employee differently to other employees (eg based on their sex or gender)
- not hire someone
- offer a potential employee different (and unfair) terms and conditions, compared to other employees

Please see Fair Work Fact Sheet 'Workplace Discrimination' included with this week's email for more information.