



Nominated Supervisor

There are no specific Regulations covering professional development. The Guide to the NQF notes that *“Learning and development can be enhanced when educational ...leaders ...take on an active mentoring role, in collaboration with educators, to develop individual professional development plans that:*

- *develop educators’ professional knowledge, skills and practices*
- *support creativity, imagination, innovation and continuous quality improvement*
- *build an understanding of the influence of theories and beliefs*
- *support educators to stay abreast of current policies, practice and thinking ...”*

Regulation 118 Educational leader

The approved provider ... must designate, in writing, a suitably qualified and experienced educator, co-ordinator or other individual as educational leader ... to lead the development and implementation of educational programs...

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.

The screenshot shows the website interface for Centre Support. At the top, there is a navigation bar with a 'Book Now' button and several menu items: 'Home', 'Checklist for Members', 'why centre support', and 'about us'. Below the navigation bar, there are two large, light green buttons with circular icons of a person sitting at a desk. 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 items: 'Access and Participation Nominated Supervisor', 'Business Safety and Hygiene Nominated Supervisor', and 'Behaviour Management Nominated Supervisor'.

Week 33, 24 October – 28 October 2022 – 7.2.3 Development of professionals

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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
The EL asks why she needs to be involved in performance reviews. Please respond.		
Miss Helena asks what the proper performance review procedure is. Please respond.		
Mr Max asks how often the Regs say you must have a performance review. What's the answer?		

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Answers from last week - Compliance test for educators

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Questions	Response	Pass or Fail
Miss Michaela asks where all the rules about sun safety, hats, sun safe clothing in the outdoor environment come from. Are they in the Regs? Please respond.	There are no specific Regs about hats, sun safe clothing etc, although there is a Reg about providing requires adequate shaded spaces to protect children from UV radiation (Reg 114 'Outdoor space – shade') However, section 167 of the Law requires centres keep children safe from harm and hazards – and UV radiation is one of these – so services must have policies based on recommended sun safety practices from experts like Cancer Councils.	
Mr Zeke asks how many natural features a Service should have. Is there a number?	No. reg 113 'Outdoor space – natural environment' says children must be able to explore the natural environment. The more quality natural features, the better (eg dry river beds, native gardens, native bee hives, chickens, mud patches, fire pits, trees, sand.	
Miss Olive asks what the best temperature is for the A/C? What do you think?	There is no right or wrong answer. Reg 110 says the temperature must ensure the safety and wellbeing of children. In line with element 3.2.3, educators should also consider the environmental impact of setting high or low temperatures eg on energy and resource usage, and alternative options eg opening/closing windows – and discuss these with children.	



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 [Community Service Leave](#) which may be particularly relevant for services currently affected by flooding and bushfires.

Employees, including casuals, can take unlimited community service leave for certain activities such as voluntary emergency management activities or jury duty.

An employee engages in a voluntary emergency management activity if:

- it involves dealing with an emergency or natural disaster
- they engage in the activity on a voluntary basis
- they were requested to engage in the activity, or it would be reasonable to expect that a request would have been made if circumstances had permitted, and
- the employee is a member of, or has a member-like association with a recognised emergency management body.

A recognised emergency management body is:

- a body with a role under a Government plan for coping with emergencies/natural disasters
- a fire-fighting, civil defence or rescue body
- any other body which is mainly involved in responding to an emergency or natural disaster eg fire authorities, State Emergency Service (SES), the RSPCA (animal rescue during emergencies or natural disasters).

An employee is entitled to take community service leave while engaged in the activity, and for reasonable travel and rest time. There is no limit on the amount of leave an employee can take. All leave is unpaid except for jury duty.

Employees taking the leave must give employers notice of their absence as soon as possible and the expected length of the leave. Employers may request evidence to support the leave application.

Fair Work has a short [video](#) explaining what Community service leave is, what activities apply, how much leave an employee is entitled to and what information they need to give their employer.

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