



National Law and National Regulations underpinning Element 6.1.3

Law & Regs

Section 175 Offence relating to requirement to keep enrolment and other documents.

175 Offence relating to requirement to keep enrolment and other documents

(1) An approved provider of an education and care service must keep the prescribed documents available for inspection by an authorised officer in accordance with this section. Penalty: \$4500, in the case of an individual. \$22 900, in any other case.

(2) Documents referred to in subsection

(1)— (a) must, to the extent practicable, be kept at the education and care service premises if they relate to—

(i) the operation of the service; or

(ii) any staff member employed or engaged by the service; 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.

There are **5 things** that you need to do with your service and educators.



Video
Training

(1) To help your educators learn watch this online video explaining Child Centred practice for element 1.1.2. Click below.

<https://vimeo.com/530174054/4e7dab416a?share=copy>

- (2) Add to your folder the daily planner so you can document and show the assessor how you are working with educators. Use documents provided in this section.
- (3) Guide your educators to ensure they are at the meeting level, use the examples in the educators' section and the checklist to help you know exactly what is required.
- (4) Explore the exceeding themes with the examples in the educators' section and your section for critical reflection and families and communities.
- (5) Work with your Nominated Supervisor and edit the QIP (SAT for NSW) template provided by Centre Support to ensure it is reflecting your service's practices.

Week 13, 6 to 10 May 2024 – 6.1.3 Families are supported

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6.1.3

Families are supported

Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.



Week 13
6.5.2024

Section 8. Role of the Educational Leader (Educational Leader)
Detailed guidelines for the Educational Leader.

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 Faith says sometimes the National Law uses the word 'prescribed' eg 'prescribed documents.' She asks what this means. Please explain.		
Mr Jordan asks why Law section 175' Offence relating to requirement to keep enrolment and other documents' is relevant for element 6.1.3 Families are supported. Why do you think it is?		
Miss Thando asks if element 6.1.3 relates in any way to implementing EYLF. What do you think?		

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Educational Leader weekly sheet

Date	Educational Leader activity	With whom?	Comments	Follow up
Monday 6.5.24	Demonstrate how to talk to parents about accessing resources in the community.	Educators	While we were practicing talking to families, we were lucky enough to have a real situation to talk to new family requiring assistance with suspected child with autism.	Having more conversations to identify when educators could provide further community support information.
Monday 6.5.24				
Tuesday 7.5.24				
Wednesday 8.5.24				
Thursday 9.5.24				
Friday 10.5.24				

General thoughts or ideas

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Name of educator:

Questions	Response	Pass or Fail
Miss Faith says sometimes the National Law uses the word 'prescribed' eg 'prescribed documents.' She asks what this means. Please explain.	The word 'prescribed' means 'outlined in the Regulations eg so in Law section 175 which says "An approved provider ...must keep the prescribed documents available for inspection, Reg 177 'Prescribed enrolment and other documents to be kept by approved provider' lists/outlines the documents that must be kept. The relevant reg will always refer back to the particular section of the Law. For example, Reg 177 starts out with "For the purposes of section 175(1) of the Law....."	
Mr Jordan asks why Law section 175' Offence relating to requirement to keep enrolment and other documents' is relevant for element 6.1.3 Families are supported. Why do you think it is?	It's important because a lot of the prescribed child-related records provide information about families and children's wellbeing, and can therefore be used to help implement element 6.1.3.	
Miss Thando asks if element 6.1.3 relates in any way to implementing EYLF. What do you think?	Yes it does. The EYLF/MTOP include the Principles 'Partnerships with Families' and 'High Expectations and Equity' and the Practice 'Holistic Approaches,' all of which are improved when element 6.1.3 is properly implemented.	

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