



Look inside the

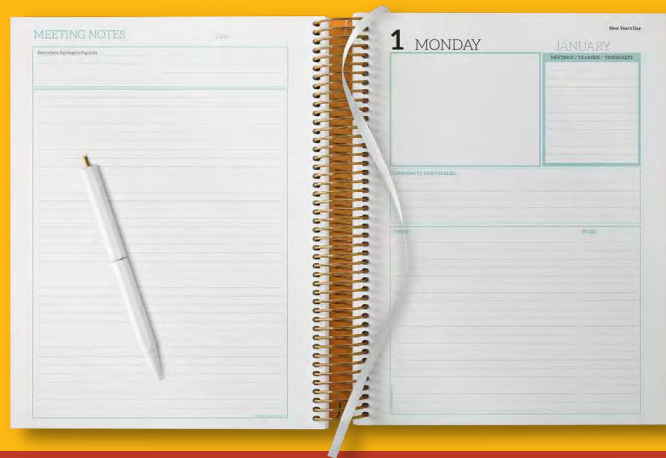
NOMINATED SUPERVISOR DIARY

This information ebook is designed to support you in identifying, reflecting on, and documenting how your service operations and practices are linked to:

- Frameworks,
- NQS,
- Theorists,
- Developmental Milestones, and
- Exceeding Themes.



THE NOMINATED SUPERVISOR DIARY



This diary is an indispensable tool for record-keeping and planning for compliance under the NQS. It teaches staff to be vigilant and takes the headache out of creating uniform compliance documentation.

**BUTLER
DIARIES**



Centre-based service ✓



Family day care services ✓



School aged children ✓



Birth to five ✓

THIS DIARY IS FOR

- Directors
- Nominated Supervisors
- Persons in Management and Control

WORKING IN

- Long Day Care
- OSHC / Occasional Care
- Preschool
- Kindergarten (incl. QLD Kindergarten Program)
- Family Day Care

IN

- Australia (all States)

DESIGNED TO BE USED WITH:

- Exceeding Guidance for the NQS: Evidence Summary (all States)
- Educational Leader Diary (all States)
- Childcare Centre Diary (all States)
- QLD Weekly Programming and Reflection Diary (QLD only)
- Weekly Programming and Reflection Diary (all States), OSHC Version (all States)
- Central Outdoor Weekly Programming and Reflection Diary (all States)



- ✓ LESS PAPERWORK
- ✓ ALL IN ONE PLACE
- ✓ EASY TO USE
- ✓ PROMPT AND INSPIRE

- ✓ EVIDENCE NQS
- ✓ REDUCE COMPLIANCE CONFUSION
- ✓ QUALITY IMPROVEMENT
- ✓ FAMILY OWNED

THE NOMINATED SUPERVISOR DIARY

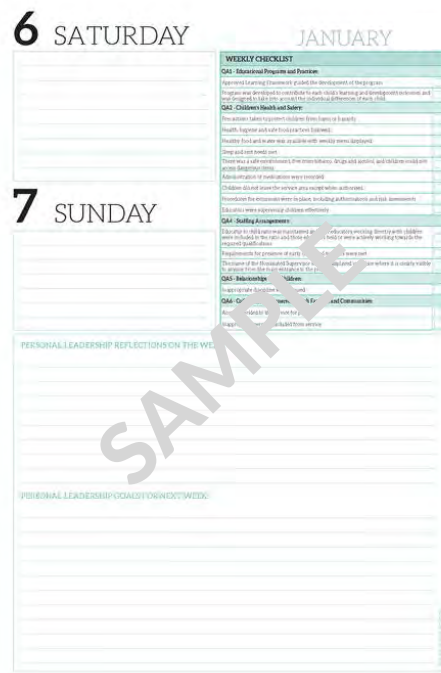


A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE EACH MONTH



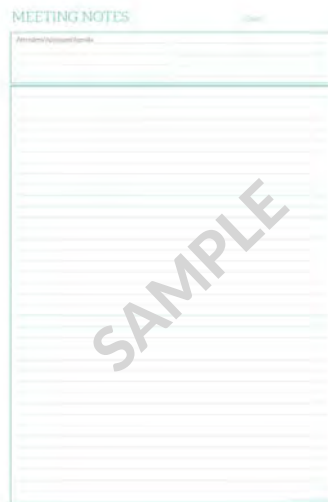
DAILY RECORDS



WEEKLY GOAL SETTING, REFLECTIONS & QA CHECKLIST



MONTH AT A GLANCE



MONTHLY MEETING NOTES



MONTHLY PROFESSIONAL GOALS

*These pages are sample pages only, some changes in design or layout may be present in the physical diary.

THE NOMINATED SUPERVISOR DIARY



A4 HARD COVER WITH SPIRAL BINDING

LOOK INSIDE FRONT PAGES

NOMINATED SUPERVISORS

Identifies a nominated supervisor's responsibilities and outlines the duties of the supervisor in the nominated supervisor's role.

Key responsibilities:

- Working in partnership with the nominated supervisor to ensure the nominated supervisor is supported in their role.
- Working in partnership with the nominated supervisor to ensure the nominated supervisor is supported in their role.
- Working in partnership with the nominated supervisor to ensure the nominated supervisor is supported in their role.

Key responsibilities (continued):

- Working in partnership with the nominated supervisor to ensure the nominated supervisor is supported in their role.
- Working in partnership with the nominated supervisor to ensure the nominated supervisor is supported in their role.
- Working in partnership with the nominated supervisor to ensure the nominated supervisor is supported in their role.

NOMINATED SUPERVISOR RESPONSIBILITIES

Revised National Quality Standard from 1 Feb 2020

Table with 4 columns: Standard, Description, Evidence, and Quality Standard.

Standard	Description	Evidence	Quality Standard
1.1	Children and young people are supported to be confident and competent in their learning and development.	Children and young people are confident and competent in their learning and development.	1.1
1.2	Children and young people are supported to be confident and competent in their learning and development.	Children and young people are confident and competent in their learning and development.	1.2

SUMMARY OF NQS

PROFESSIONAL DEVELOPMENT SUMMARY

Table with 4 columns: Date, Professional Development, Hours, and Location.

Date	Professional Development	Hours	Location

MARK HOURS AS: * FOR INTERNAL OR * FOR EXTERNAL

PROFESSIONAL DEVELOPMENT SUMMARY

Elements of the Early Years Learning Framework V2

Diagram showing the relationship between Learning Outcomes, Learning Practices, and Learning Experiences.

Learning Outcomes: Children are confident and competent in their learning and development.

Learning Practices: Children and young people are supported to be confident and competent in their learning and development.

Learning Experiences: Children and young people are supported to be confident and competent in their learning and development.

SUMMARY OF EYLF V2.0 FRAMEWORK

My Time, Our Place Framework for School Age Care Learning Outcomes V2.0

Table with 4 columns: Outcome, Description, Evidence, and Quality Standard.

Outcome	Description	Evidence	Quality Standard
1.1	Children and young people are supported to be confident and competent in their learning and development.	Children and young people are confident and competent in their learning and development.	1.1
1.2	Children and young people are supported to be confident and competent in their learning and development.	Children and young people are confident and competent in their learning and development.	1.2

SUMMARY OF MTOP V2.0 FRAMEWORK

The relationship between EYLF learning outcomes and Queensland Kindergarten Learning and Development areas (Revised for 2019)

Table showing the relationship between EYLF learning outcomes and Queensland Kindergarten Learning and Development areas.

EYLF Learning Outcome	Queensland Kindergarten Learning and Development Area
1.1	1.1
1.2	1.2

LINKING EYLF AND QKL

STAFFING AND REPORTING REQUIREMENTS

Table with 4 columns: Requirement, Description, Evidence, and Quality Standard.

Requirement	Description	Evidence	Quality Standard
1.1	Children and young people are supported to be confident and competent in their learning and development.	Children and young people are confident and competent in their learning and development.	1.1
1.2	Children and young people are supported to be confident and competent in their learning and development.	Children and young people are confident and competent in their learning and development.	1.2

STAFF AND REPORTING REQUIREMENTS

3 Years at a Glance

Table showing the relationship between EYLF learning outcomes and Queensland Kindergarten Learning and Development areas.

Year	Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
2023					
2024					
2025					

3 YEARS AT A GLANCE

*These pages are sample pages only, some changes in design or layout may be present in the physical diary.

THE NOMINATED SUPERVISOR DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

FRAMEWORKS

- Supports you in making decisions around **Approved Learning Frameworks** with overview pages.

THEORETICAL LINKS

- By creating an **evidence record of each quality area**, you are supporting educators and your service in exceeding all quality areas. The National Quality Standards are built around evidence from theories of Early Childhood Development. With each area, you are applying top theories to guide your practice.
- Dewey emphasised the importance of children's cultural worlds. **Cultural celebration** is supported by a cultural and special day calendar for planning.
- Bronfenbrenner emphasised the importance of **interactions between environmental factors** on children's development. Interactions between parents and educators are encouraged with family/community records every day.



COVERS:

- EYLF
- MTOP
- QKLG
- Theorists
- Developmental Milestones
- NQS

DEVELOPMENTAL MILESTONES

Supports you implementing NQS, which links with children's development:

- physical (QA 1, 2, 3, 5, 6),
- social (QA 1, 5, 6),
- emotional (QA 1, 2, 5, 6),
- cognitive (QA 1, 5),
- language (QA 1, 5, 6, 7), and
- seeking advice when needed (QA 1, 5, 6, 7).



THE NOMINATED SUPERVISOR DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

NATIONAL QUALITY FRAMEWORK

Compliance under NQS

Supports general compliance with NQS:

- By encouraging **reflection and goal setting** supported by compliance overview pages
- With **policy and philosophy review records**
- By assisting you in meeting your nominated supervisor responsibilities with a **responsibility overview and monthly professional goals**
- With a weekly **QA checklist**

QA1 Educational program and practice

- Supports implementation of **approved learning frameworks** with overview pages and references (**QA1.1.1**)

COVERS:

- 1.1.1 Approved Learning Framework

QA2 Children's health and safety

- Supports each child's health with **allergy and anaphylaxis action plan and immunisation records (QA2.1)**
- Supports each **child's protection** with key information on reporting (**QA2.2.3**)

COVERS:

- 2.1 Health
- 2.2.1 Wellbeing and comfort
- 2.2.3 Child protection



THE NOMINATED SUPERVISOR DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

NATIONAL QUALITY FRAMEWORK

QA4 Staffing arrangements

- Supports efforts to ensure **continuity of staff** with staff leave planner and educator availability planner (**QA4.1.2**)
- Supports collaboration and **staff learning from** one another with a record of professional development and monthly meeting record (**QA4.2.1**)
- Supports you in meeting **professional standards** on practice, interactions, and relationships with a policy and philosophy review record and QA checklist (**QA4.2.2**)

COVERS:

- 4.1.2 Continuity of staff
- 4.2.1 Professional collaboration
- 4.2.2 Professional standards

QA6 Partnerships with families and community

- Supports the **respect of families** and encourages their input into general decision-making with a family/community record (**QA6.1.2**)
- Supports the service in **building relationships** and engaging with the community with a family/community record (**QA6.2.3**)

COVERS:

- 6.1.2 Parent views are respected
- 6.2.3 Community engagement

QA7 Leadership and service management

- Supports you **guide your practices and service operations** by your service philosophy with service philosophy review records (**QA7.1.1**)
- Supports you in implementing **management systems** to ensure a quality service through policy review records, educator records, and allergy and anaphylaxis action plan records (**QA7.1.2**)
- Supports you in ensuring **roles and responsibilities** are understood with a nominated supervisor responsibility guide (**QA7.1.3**)
- Promotes **continuous improvement** with service review pages, monthly goals, and weekly reflections (**QA7.2.1**)
- Supports you in the development of a **professional team** with a professional development summary and meetings record (**QA7.2.3**)

COVERS:

- 7.1.1 Service philosophy and purpose
- 7.1.2 Management systems
- 7.1.3 Roles and responsibilities
- 7.2.1 Continuous improvement
- 7.2.3 Development of professionals

THE NOMINATED SUPERVISOR DIARY



HOW DOES OUR DIARY HELP WITH COMPLIANCE?

EXCEEDING THEMES FOR YOUR QUALITY IMPROVEMENT PLAN

THEME 1

Embedded in Service Operations

Our Nominated Supervisor Diaries are designed to work with our programming and reflection diaries to ensure **consistency of practice** across all staff and **provide evidence for intentional practices** that are being implemented by all staff.

THEME 2

Informed by Critical Reflection

To ensure your practices are informed by critical reflection, our diary includes **weekly and monthly reflections and goal setting, and policy and philosophy assessments** to promote ongoing analysis, that goes beyond evaluation and review.

THEME 3

Shaped by Meaningful Engagement with Families and/or the Community

Our diary supports meaningful engagement with families and the community by encouraging input, guidance and feedback through a daily correspondence record designed to keep inclusiveness and a **sense of belonging** for your service families a daily practice.

For Exceeding Guidance and an Evidence Summary for each Quality Area, use this Diary with the [Exceeding Guidance and Evidence Summary Booklet](#).

ORDER YOURS
WWW.BUTLERDIARIES.COM

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2

3

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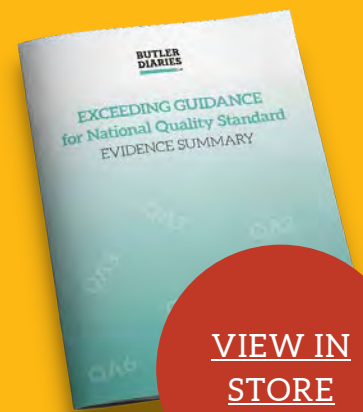
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6

7



EXCEEDING GUIDANCE FOR NATIONAL QUALITY STANDARD: EVIDENCE SUMMARY



[VIEW IN
STORE](#)

EXCEEDING GUIDANCE AND EVIDENCE PAGES FOR NQS

The Exceeding Guidance for the National Quality Standard: Evidence Summary Booklet includes Guidance Pages on the three exceeding themes and Evidence Pages to capture details of the evidence you've collected and where it is kept.

The Evidence Summary is the perfect Assessment and Rating Tool, keeping a detailed record of your compliance that can easily be shared with Assessors. It also strengthens the Quality Improvement Plan by highlighting areas requiring additional attention.

As a separate booklet, it can be kept in the Staff Room so the entire team can contribute and be familiar with the exceeding themes and where the Service keeps evidence of each Standard and Element.



[VIEW THE
FULL
CHILDCARE
COLLECTION](#)

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Information sourced from:

ACECQA - [About Exceeding](#)

ACECQA - [National Quality Standard](#)

Australian Government - [Developmental milestones and the EYLF and NQS](#)

Australian Government - [The Early Years Learning Framework for Australia](#)

Australian Government - [My Time, Our Place](#)

Queensland Curriculum & Assessment Authority - [Queensland Kindergarten Learning Guideline](#)

Disclaimer:

Butler Diaries provide evidence for some, but not all parts of frameworks and NQS. Butler Diaries cannot promise our products will get you a better assessment. This information is general information only and must be considered inside the context of your own practices and service operations.