

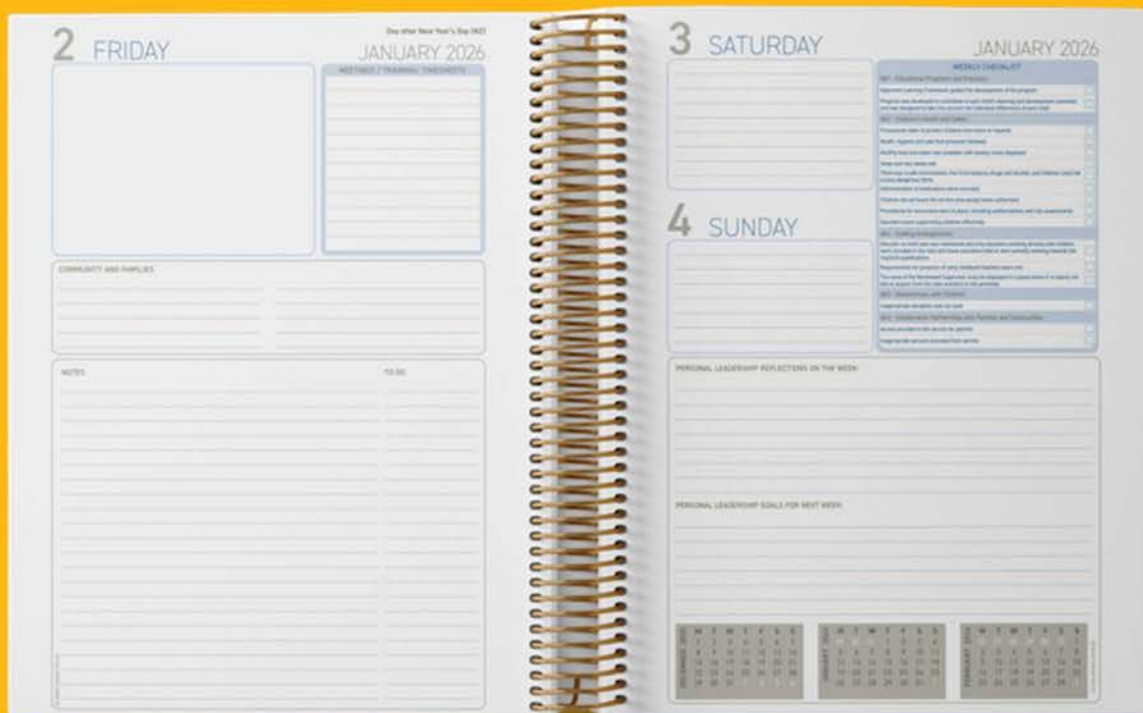


Look inside the

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)
- Children's 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)

[View in store](#)



**OR
BUNDLE
& SAVE**

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

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

3 SATURDAY

JANUARY 2

LOOK
INSIDE

WEEKLY CHECKLIST

QA1 - Educational Programs and Practices:

Approved Learning Framework guided the development of the program

Program was developed to contribute to each child's learning and development outcomes and was designed to take into account the individual differences of each child

QA2 - Children's Health and Safety:

Precautions taken to protect children from harm or hazards

Health, hygiene and safe food practices followed

Healthy food and water was available with weekly menu displayed

Sleep and rest needs met

There was a safe environment, free from tobacco, drugs and alcohol, and children could not access dangerous items

Administration of medications were recorded

Children did not leave the service area except when authorised

Procedures for excursions were in place, including authorisations and risk assessments

Educators were supervising children effectively

QA4 - Staffing Arrangements:

Educator to child ratio was maintained and only educators working directly with children were included in the ratio and those educators held or were actively working towards the required qualifications

Requirements for presence of early childhood teachers were met

The name of the Nominated Supervisor must be displayed in a place where it is clearly visible to anyone from the main entrance to the premises

QA5 - Relationships with Children:

Inappropriate discipline was not used

QA6 - Collaborative Partnerships with Families and Communities:

Access provided to the service for parents

Inappropriate persons excluded from service

4 SUNDAY

PERSONAL LEADERSHIP REFLECTIONS ON THE WEEK:

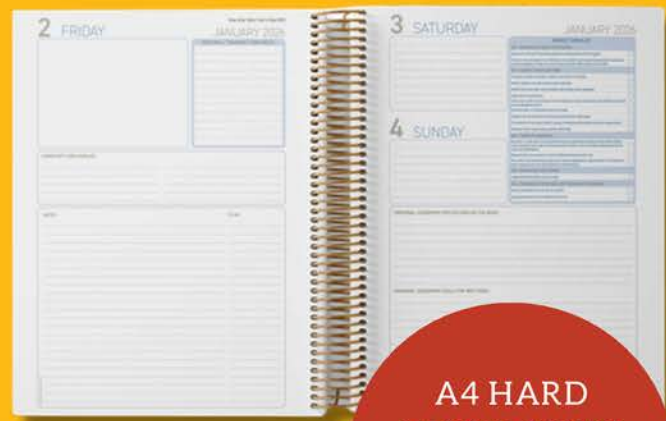
PERSONAL LEADERSHIP GOALS FOR NEXT WEEK:

DECEMBER 2025	M	T	W	T	F	S	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4

JANUARY 2026	M	T	W	T	F	S	S
	29	30	31	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1

FEBRUARY 2026	M	T	W	T	F	S	S
	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	1

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 SUPERVISOR RESPONSIBILITIES



SUMMARY OF NQS



PROFESSIONAL DEVELOPMENT SUMMARY



SUMMARY OF EYLF V2.0 FRAMEWORK



SUMMARY OF MTOP V2.0 FRAMEWORK



LINKING EYLF AND QKLG



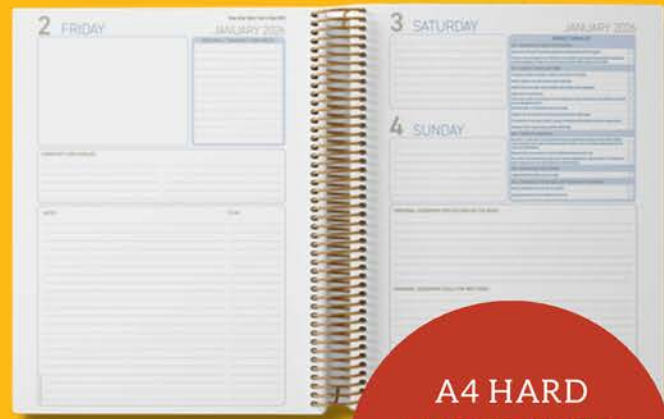
STAFF AND REPORTING REQUIREMENTS



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



A4 HARD COVER WITH SPIRAL BINDING

ARTIST COLLABORATION COVER ART



FIRST NATIONS COLLABORATION: LEARN MORE

The "Journey of Learning" project represents a collaborative vision between Butler Diaries and acclaimed First Nations artist Anne Leon - Nhuralama. This initiative brings together educational philosophy and Indigenous knowledge systems through a powerful artistic medium, creating diary covers that serve as both functional tools and cultural artefacts.

The collaboration with Butler Diaries Pty Ltd began with a creative brief seeking artwork that would represent educational journeys and interconnected learning pathways.

The commissioned piece would serve as covers for 2026 diaries, with the complete artwork divided into four sections to create distinct yet connected covers. The brief emphasised the importance of cultural knowledge, educational leadership, and community connections—themes that resonated deeply with Anne's artistic vision and personal experiences.

"Journey by Learning" is a visual narrative that explores the dynamic and interconnected pathways of education, leadership, and community engagement. The artwork is designed to be viewed both as a unified whole and as four individual sections, each telling its own story while contributing to the larger narrative.



THE NOMINATED SUPERVISOR DIARY



A4 HARD COVER WITH SPIRAL BINDING

BUNDLE AND SAVE WITH THIS DIARY

JOURNEY BY LEARNING COLLECTION



Featuring:

- Your Diary,
- Matching Notebook,
- Matching Pencil Case,
- Matching Lanyard,
- Matching Pen Holder, and
- Gold Pen



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.

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).



COVERS:

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



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

Use this diary in conjunction with our suggested diaries to evidence against more National Quality Standards and Elements.

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

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**BUTLER
DIARIES**



EXCEEDING GUIDANCE FOR NATIONAL QUALITY STANDARD: EVIDENCE SUMMARY



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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.

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Information sourced from:

ACECQA - [About Exceeding](#)

ACECAQ - [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.