

13 Describe what is meant by the term non compliance  
non compliance means, "Failure to act in accordance with a wish or command, and failure to conform to rules or standards"

#### 14. Case Study A) #

##### Record Keeping -

One of the responsibilities of operators of child-care is maintenance of accurate and up-to-date records. These should be set up in the establishment phase of a service. If this has been done adequately, you will need to review existing record-keeping practices and implement changes to ensure that you are able to meet the requirements of government and statutory bodies. This is also a feature of effective and ethical management practice. Ensure that good records are kept.

##### Staff Qualifications -

At least 50% of the educators required to meet ratio requirements must have or be working towards at least an approved Diploma qualification. All other educators who are required to meet requirements must have or be working towards at least Certificate III level qualification

##### Health and Hygiene -

Health, hygiene and safe food practices

Food and ~~soft~~ beverages

Service providing food and beverages

Weekly menu

Sleep and rest

Tobacco, drug and alcohol-free environment

The approved provider of an education and care service must ensure that nominated supervisors are