Consultant Bulletin Consultant Name:

**I. Month @ a glance** Date completed:

\*This section is a great insight into the monthly practices with our educators. The new format will help us identify the educators that take most of our time, the areas we need support with as well as help us exceed Regulation 153 (instrument)b. To best manage the time required for this report is important to work with it organically and complete it regularly rather than all of it at the end of the fortnight as it will become a huge job and important details will be missed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Completed | Week 1 | Week 2 | Week 3 | Week 4 |
| Consultancy Visits*(ed name, date & time)* |  |  | *)* |  |
| Follow ups*(what specific follow up; email, phone for what purpose & how long they took you?)* |  |  |  |  |
| Administration*(what specific task)* |  |  |  |  |
| Marketing*(what specific strategy)* |  |  |  |  |
| Playgroups *(what, where, why & how long))* |  |  |  |  |
| Projects*(what specific activity was undertaken towards the project)* |  |  |  |  |
| Travel notes;*(note anything that affected your load due to the additional travel time? How did you optimise your time?)* |  |  |  |  |
| Upcoming leave:  |
| SM Comments/Feedback:  |

**II. HAFDC Focus**

\*This section looks at aligning consultants’ visits, HAFDC resources and state meetings agendas.

|  |  |  |
| --- | --- | --- |
| Focus of the month | Newsletters/Resources | State Meetings/Forum |
| What did you focus on?How did you implement your approach? What critical reflection evidences have been recorded?How are you hoping to measure the progress? | **What are your suggestions/recommendations!**  | **What are your suggested agenda items?**  |
| Policies & Procedures(suggestions and/or amendments required) |  |
| What do you feel you have learnt/achieved this month?Who would you like to acknowledge this month? |   |

**III. Zone Feedback**

\*This section is all about meaningful critical reflection and reporting back to the SM with important highlights of each zone. It is also a great evidence in line with the new revised NQS and the important aspect of embedded Critical Reflection.

|  |  |  |  |
| --- | --- | --- | --- |
| Critical Reflection Question | Zone 1 west | Zone 2 central  | Zone 3 east  |
| What?*(what were the significant events in the zone; achievement and/or challenges)* |  |  |  |
| Why?Why have these occurred? What were the main causes? Do you have specific facts/data recorded? |  |  |  |
| How?*What specific strategies have you or will you implement?* *How are you going to measure progress?* |  |  |  |

**IV. HAFDC educators.**

**Ceased Educators:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educator Name** | **Zone/Area** | **Resignation date****(Last day)** | **Reason for Resignation** | **Exit Checklist completed** |
|  |  |  |  |  |
|  |  |  |  |  |

**Prospective Educators:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Educator** | **Zone** | **Suburb** | **Phone/email** | **Application received** | **Progress** |
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