

Quality improvement plans

All services must complete the self-assessment and quality improvement planning process as part of the assessment against the National Quality Standard.

The self-assessment documentation should be available at the service to inform discussion of the assessment and rating process and it can be summarised in the relevant section of the Quality Improvement Plan (QIP) template.

Submission of self-assessment documentation to the Education Standards Board is not required; however, there needs to be evidence that the QIP is informed by the self-assessment process.

The QIP must include strategies to address those quality areas noted during the self-assessment or assessment process as not meeting the National Quality Standard or any regulatory requirement.

As the focus is on quality improvement at the service, it is important to be open, honest and critically reflective when undertaking the self-assessment and quality improvement planning processes.

Resources have been developed by the Department for Education and Child Development to assist with mapping/recording your self-assessment against the National Quality Standard.

<https://myintranet.learnlink.sa.edu.au/educating/curriculum-early-years-birth-8/national-quality-framework>
(staff login required)

Regulatory requirements

The Education and Care Services National Regulations 2011 require that the approved provider ensure a QIP is prepared for the service that:

- includes an assessment by the provider of the quality of the practices of the service against the National Quality Standard and the National Regulations; and
- identifies any areas that the provider considers may require improvement; and
- contains a statement of philosophy of the service.

How it works: the main points

Submit the plan: timeline for **new** services

- The QIP must be submitted to the Education Standards Board within three months of the granting of the service approval (see regulation 55).

Review the plan annually and submit it on request

- The approved provider must review and revise the QIP for the service at least annually, and submit the most current copy of the QIP to the Education Standards Board on request (see regulation 56).
- Keep a current plan on the premises.
- The QIP must also be made available on request for inspection by the Education Standards Board or an authorised officer and to parents of a child who is enrolled or who is seeking to be enrolled at the service (see regulation 31).

Revise the plan

The QIP is designed to be an evolving document. It is anticipated that services will have up to six weeks after receiving notification of the commencement of the assessment and rating process to undertake any necessary revisions to their existing plan before they submit it to the Regulatory Authority.

Collaborate widely when developing the plan

It is recommended that services adopt a collaborative approach to self-assessment and the development of their plan, involving wherever possible children, families, educators, staff members, management and other interested parties, such as representatives of a community agency that works with the service to support the inclusion of children with additional needs.

Update the plan after assessment and rating

It is recommended that the service update their QIP after the assessment and rating process is completed to reflect the outcomes of the assessment and rating process.

To assist in developing your QIP some example entries are provided in the National Quality Framework Resource Kit, Section 4, Guide to Developing a QIP. www.acecqa.gov.au

For more information, see:

"My Time, Our Place" Framework for School Age Children

http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/my_time_our_place_framework_for_school_age_care_in_australia.pdf