

NQF Checklist Package Contents Table

The checklist table below is alphabetically ordered and shows the NQS Elements the checklist will cover.

Checklists to help you achieve exceeding

Our comprehensive set of over 100 checklists can be used by educators, room leaders, educational leaders and nominated supervisors to find issues *before* they become a problem and to achieve exceeding practice. Checklists cover all NQS elements so it's easy to focus on specific areas.

Checklists to save you time and money

Why wait until there's a problem? Our simple but comprehensive checklists will identify areas which aren't meeting Regs or NQS. Save time and money by fixing identified issues straight away before they escalate into bigger problems or pull your A&R rating down.

Checklists to get everyone working as a team

Our independent, professional checklists will help you get everyone working as a team by clearly showing what's expected from all relevant staff. Required actions are clearly based on Regs, NQS and EYLF/MTOP and no-one can suggest anyone is imposing their personal opinions or beliefs on others.



| NAME OF CHECKLIST | NQS Elements |
|---|--|
| A | |
| Access and Participation Director | 6.2.2 |
| Access and Participation Educators | 6.2.2 |
| Agency Educators | 1.2.3 |
| Assessment Cycle Educators | 1.1.1, 1.1.2, 1.3.1, 1.3.3 |
| Assessment Cycle Room Leader | 1.1.1, 1.1.2, 1.3.1, 1.3.3 |
| B | |
| Bathroom Safety and Hygiene Director | 2.1.2, 2.2.1, 3.1.1, 3.1.2 |
| Bathroom Safety and Hygiene Educators | 2.1.2, 2.2.1, 3.1.2 |
| Behaviour Management Director | 5.1.1, 5.1.2, 5.2.2 |
| Behaviour Management Educators | 5.1.1, 5.1.2, 5.2.2 |
| Behaviour Management Two Director | 5.1.2, 5.2.2 |
| Behaviour Management Two Educators | 5.1.2, 5.2.2 |
| Belonging at the Service Director | 5.1.1 |
| Belonging at the Service Educators | 5.1.1 |
| Blue Card QLD | 2.2.3 |
| C | |
| Child Centred Learning Director | 1.1.2 |
| Child Centred Learning Educators | 1.1.2 |
| Child Protection Director | 2.2.3 |
| Child Protection Educators | 2.2.3 |
| Children's Daily Lives Educators | 1.1.2 |
| Classroom Safety Director | 2.2.1, 3.1.1, 3.1.2 |
| Classroom Safety Educators | 2.2.1, 3.1.2 |
| Cleaning and Maintenance Director | 3.1.2 |
| Cleaning and Maintenance Educators | 3.1.2 |
| Collaborative Learning Director | 5.2.1 |
| Collaborative Learning Educators | 5.2.1 |
| Collaborative Partnerships Curriculum Educators (archived) | 1.1.1, 1.1.2, 1.3.3, 6.1.1, 6.1.2, 6.1.3 |
| Collaborative Partnerships Curriculum Room Leaders (archived) | 1.1.1, 1.1.2, 1.3.3, 6.1.1, 6.1.2, 6.1.3 |
| Collaborative Partnerships Service Operations Director | 6.1.1, 6.1.3 |
| Collaborative Partnerships Service Operations Educators | 6.1.1, 6.1.3 |
| Collaborative Partnerships with Families Director | 1.1.1, 1.1.2, 1.3.3, 6.1.2, 6.1.3 |
| Collaborative Partnerships with Families Educators | 1.1.1, 1.1.2, 1.3.3, 6.1.2, 6.1.3 |



Centre Support

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| Communication Families Director | 6.1.1, 6.1.2 |
| Communication Families Educators | 6.1.1, 6.1.2 |
| Communication Children Educators | 5.1.1 |
| Communication Children Director | 5.1.1 |
| Communication with team Members and Families Educators | 4.2.1, 4.2.2, 6.1.1 |
| Community Connections Director | 6.1.3, 6.2.2, 6.2.3 |
| Community Directions Educators | 1.1.1, 6.1.3, 6.2.2, 6.2.3 |
| Community Engagement Educators | 6.2.3 |
| Continuity of Care Director | 4.1.1, 4.1.2, 6.1.1, 6.1.2, 6.2.1 |
| Continuity of Care Educators | 6.1.1, 6.1.2, 6.2.1 |
| Continuity of Care Room Leader | 4.1.2, 6.1.1, 6.1.2, 6.2.1 |
| Continuity of Staff Director | 4.1.2 |
| Continuity of Staff Educators | 4.1.2 |
| Cot and Sleep Safety Director | 2.2.1, 3.1.1, 3.1.2 |
| Cot and Sleep Safety Educators | 2.2.1 |
| Critical Reflection Director | 1.3.2 |
| Critical Reflection Educators | 1.3.2 |
| Curriculum participation Educators | 1.1.1, 1.1.2, 1.2.3 |
| D | |
| Daily Safety Check | 2.1.2, 2.2.1, 3.1.2 |
| Dignity and Rights of Children Director | 2.1.1, 5.1.1, 5.1.2 |
| Dignity and Rights of Children Educators | 1.2.1, 1.2.3, 2.1.1, 2.2.3, 5.1.1, 5.1.2 |
| Director Responsibilities Service Operations | 2.2.2, 3.1.1, 3.1.2, 4.2.2, 6.1.3, 6.2.3, 7.1.2, 7.2.1, 7.2.3 |
| E | |
| Educational Leadership | 7.2.2 |
| Educators Responsibilities Service Operations | 1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.2, 1.2.3, 1.3.1, 1.3.3 |
| Emergency Practices Director | 2.2.2 |
| Emergency Practices Educators | 2.2.2 |
| Emergency Evacuation Rehearsal | 2.2.2 |
| Emergency Lockdown Rehearsal | 2.2.2 |
| Engaging Families with Service Director | 6.1.2 |
| Engaging Families with Service Educators | 6.1.2 |
| Enrolment Director | 7.1.2 |
| Environment Safety | 2.2.1, 3.1.1, 3.1.2 |
| Environment, Resources and Equipment Director | 1.2.3, 3.2.1, 3.2.2 |
| Environment, Resources and Equipment Educators | 1.2.3, 3.2.1, 3.2.2, 5.1.1 |
| Environmental Sustainability Director | 3.2.3 |
| Environmental Sustainability Educators | 3.2.3 |
| Evaluations of Curriculum Areas Educators | 1.1.1, 1.2.1, 1.2.2 |



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| Excursion Director | 2.2.1, 7.1.2 |
| Excursion Educators | 2.2.1, 7.1.2 |
| Excursion Evaluation Educators | 2.2.1, 7.1.2 |
| F | |
| Families involved in Curriculum Director (archived) | 1.1.1, 1.3.3, 6.1.1 |
| Families involved in Curriculum Educators (archived) | 1.1.1, 1.3.3, 6.1.1 |
| Family Engagement with the Service Director | 6.1.1 |
| Family Engagement with the Service Educators | 6.1.1 |
| Fire Safety Director | 2.2.2 |
| Fire Safety Educators | 2.2.2 |
| Fit for Purpose Director | 3.1.1 |
| Fit for Purpose Educators | 3.1.1 |
| Food Practices Educators | 1.1.3, 2.1.3 |
| Food Safety and Hygiene Cook | 2.1.2, 7.1.2 |
| Food Safety and Hygiene Director | 2.1.2, 7.1.2 |
| Food Safety and Hygiene Educators | 2.1.2, 7.1.2 |
| G | |
| Governance Director | 7.1.2, 7.1.3 |
| Governance Educators | 7.1.2, 7.1.3 |
| Grievance Director | 7.1.2 |
| Grievance Educators | 7.1.2 |
| Grievance Room Leaders | 7.1.2 |
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| Hazardous Substances Director | 2.2.1, 3.1.2 |
| Hazardous Substances Educators | 2.2.1, 3.1.2 |
| Health Practices and Hygiene Director | 2.1.2 |
| Health Practices and Hygiene Educators | 2.1.2 |
| Healthy Eating and Physical Activity Director | 2.1.3 |
| Healthy Eating and Physical Activity Educators | 2.1.3 |
| Home Safety Kidsafe | 2.2.1 |
| Hygiene Director | 2.1.2, 3.1.2, 7.1.2 |
| Hygiene Educators | 2.1.2, 3.1.2, 7.1.2 |
| Hygiene Room Leaders | 2.1.2, 3.1.2, 7.1.2 |
| I | |
| Inclusion and Equity Educators | 1.2.1, 3.2.1, 5.2.3 |
| Inclusion Support Educators and Room Leaders | 6.2.1, 6.2.2 |
| Inclusive Environments Director | 3.2.1 |
| Inclusive Environments Educator | 3.2.1 |
| Indigenous Culture Director | 1.1.1, 1.1.2, 1.2.1, 6.2.3 |
| Indigenous Culture Educators | 1.1.1, 1.1.2, 1.2.1, 6.2.3 |



Centre Support

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| Indoor and Outdoor Storage Director | 2.2.1, 3.1.1 |
| Indoor and Outdoor Storage Educators | 2.2.1, 3.1.1 |
| Indoor Safety Director | 2.2.1, 3.1.1, 3.1.2 |
| Intentional Teaching | 1.2.1 |
| Interactions Director | 5.1.1, 5.1.2, 6.1.1 |
| Interactions Educators | 5.1.1, 5.1.2, 6.1.1 |
| Interactions Room Leaders | 5.1.1, 5.1.2, 6.1.1 |
| K | |
| Kitchen Safety Cook | 2.1.2, 2.2.1, 3.1.1, 3.1.2 |
| Kitchen Safety Director | 2.1.2, 2.2.1, 3.1.1, 3.1.2 |
| Kitchen Safety Educators | 2.1.2, 2.2.1, 3.1.1, 3.1.2 |
| L | |
| Laundry Safety Director | 2.1.2, 2.2.1, 3.1.1, 3.1.2 |
| Laundry Safety Educators | 2.1.2, 2.2.1, 3.1.1, 3.1.2 |
| Learning Documentation Educators | 1.3.1 |
| Learning Environment Equipment and Resources Director | 1.1.3, 1.2.3, 3.2.1, 3.2.2 |
| Learning Environment Equipment and Resources Educators | 1.1.3, 1.2.3, 3.2.1, 3.2.2 |
| Learning Story Educators | 1.3.1 |
| M | |
| Management Systems Director | 7.1.2 |
| Management Systems Educators | 7.1.2 |
| Medication Director | 2.1.2, 7.1.2 |
| Medication Educators | 2.1.2, 7.1.2 |
| Medication Room Leaders | 2.1.2, 7.1.2 |
| Menu and Dietary Needs | 2.1.3 |
| Menu Planning LDC VIC | 2.1.3 |
| N | |
| Nappy Change Safety and Hygiene Director | 2.1.2, 2.2.1, 3.1.2 |
| Nappy Change safety and Hygiene Educators | 2.1.2, 2.2.1, 3.1.2 |
| New centre Director | 2.2.1, 7.1.2 |
| Nominated Supervisor Responsibilities | 1.3.1, 2.2.1, 2.2.2, 2.2.3, 3.1.2, 6.2.2, 7.1.2 |
| O | |
| Office Safety Director | 3.1.1, 3.1.2 |
| Organisation of Educators (Educators) | 4.1.1 |
| Organisation of Educators Director | 4.1.1 |
| Orientation for Children Director | 6.1.1, 6.2.1 |
| Orientation for Children Educators | 6.1.1, 6.2.1 |
| Orientation for Children Room Leaders | 6.1.1, 6.2.1 |



Centre Support

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| Outdoor Safety Director | 3.1.1, 3.1.2 |
| Outdoor Safety Educators | 3.1.1, 3.1.2 |
| P | |
| Partnerships with Parents Director | 6.1.2 |
| Partnerships with Parents Educators | 6.1.2 |
| Philosophy Director | 7.1.1 |
| Philosophy Educators | 7.1.1 |
| Physical Activity Director | 2.1.3 |
| Physical Activity Educators | 2.1.3 |
| Physical Activity Babies and Toddlers Director | 2.1.3 |
| Physical Activity Babies and Toddlers Educators | 2.1.3 |
| Positive educator to Child Interactions Educators | 5.1.1 |
| Professional Collaboration Director | 4.2.1 |
| Professional Collaboration Educators | 4.2.1 |
| Professional Collaboration and Practices Educators | 1.3.1, 4.2.1, 4.2.2, 7.1.2 |
| Professional Development Director | 7.2.3 |
| Professional Development Educators | 7.2.3 |
| Professional Standards Director | 4.2.2 |
| Professional Standards Educators | 4.2.2 |
| Program Information for Families Director | 1.3.3 |
| Program Information for Families Educators | 1.3.3 |
| Q | |
| Quality Improvement Plan Educators | 7.2.1 |
| Quality Improvement Plan Director | 7.2.1 |
| R | |
| Records and Privacy Director | 7.1.2 |
| Records and Privacy Educators | 7.1.2 |
| Resources Support Play-based Learning Director | 3.2.2 |
| Resources Support Play-based Learning Educators | 3.2.2 |
| Responsive teaching and Scaffolding | 1.2.2 |
| Rest Practices Educators | 2.1.1 |
| Roles and Responsibilities Director | 7.1.3 |
| Roles and Responsibilities Educators | 7.1.3 |
| Room Leader Responsibilities | 1.3.1, 1.3.3, 4.2.1, 4.2.2, 7.1.2 |
| Routines and Activities Educators | 1.1.3, 5.2.1 |
| S | |
| Supervision Director | 2.2.1, 2.2.3, 7.1.2 |
| Supervision Educators | 2.2.1, 2.2.3, 7.1.2 |
| Supervision Room Leaders | 2.2.1, 2.2.3, 7.1.2 |
| T | |



Centre Support

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|-------------------------------------|----------------------------|
| Teaching Practices Educators | All QA1 elements |
| Teamwork Director | 4.2.1, 4.2.2 |
| Teamwork Educators | 4.2.1, 4.2.2 |
| Toilet Safety and Hygiene Director | 2.1.2, 2.2.1, 3.1.1, 3.1.2 |
| Toilet Safety and Hygiene Educators | 2.1.2, 2.2.1, 3.1.1, 3.1.2 |
| Transitions Director | 6.2.1 |
| Transitions Educators | 6.2.1 |
| Transitions Director OSHC | 6.2.1 |
| Transitions Educators OSHC | 6.2.1 |
| Trusting Relationships Director | 5.1.1 |