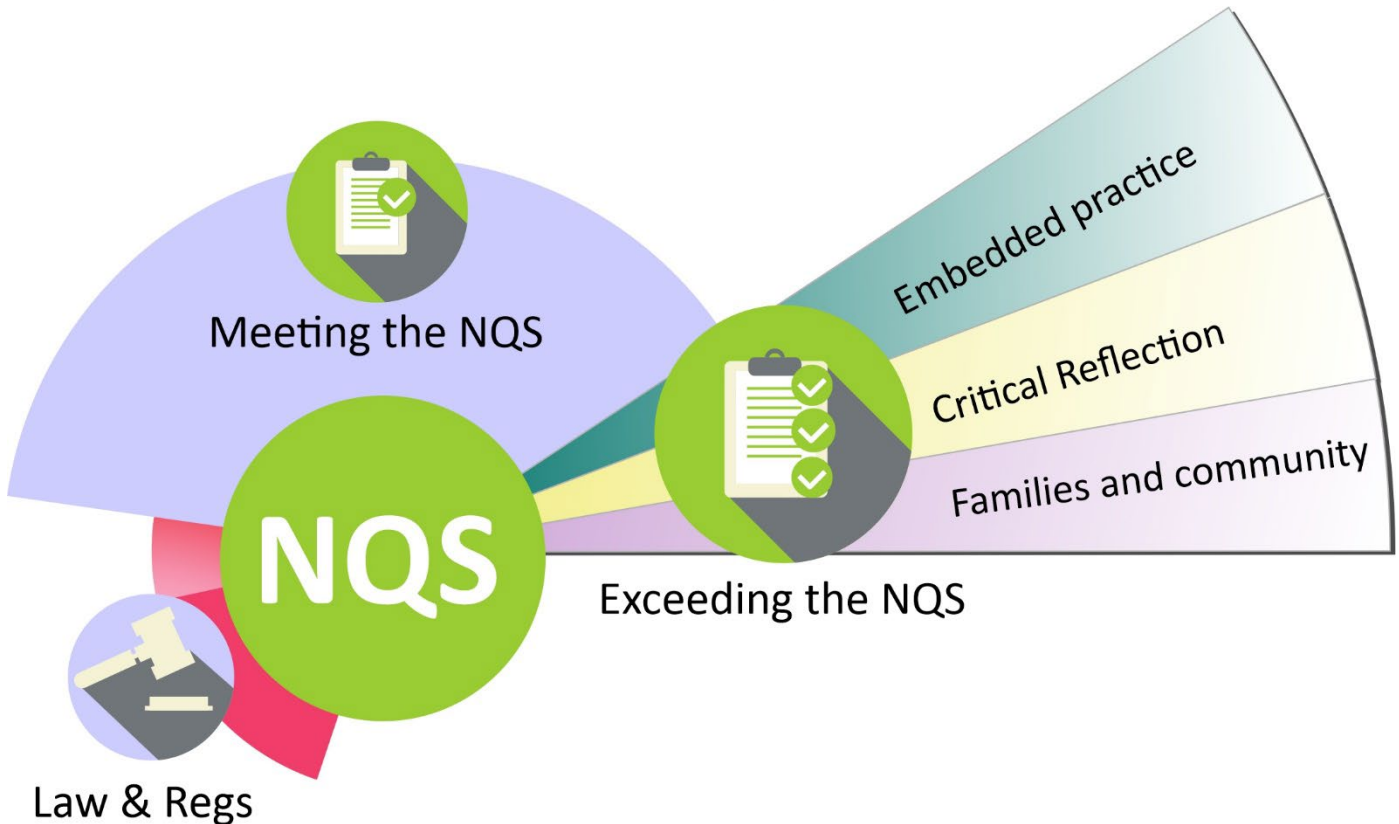


There is an effective self-assessment and quality improvement process in place.

Section 9 - Educational Leader and Nominated Supervisor



First step: We must ensure the Law and Regulations are always met. **Second step:** then we look at the NQS and work through the process of meeting the element. **Third step:** then we can look at and complete the exceeding themes.

The logo above shows the effort required to do these three components. It should be easy and take little time to meet the Law and Regulations once you know what is required. Meeting then can become everyday practice, while exceeding takes a lot more time, thinking, connecting to families and community and practice change.

There are **things** that you need to do with your service and educators.

- (1) Review the points from the Law and make yourself familiar with them. Conduct the compliance test with your educators to check their knowledge.
- (2) Add to your folder the daily planner so you can document and show the assessor how you are working with educators. Use documents provided in this section.
- (3) Guide your educators to ensure they are at the meeting level, use the examples in the educators' section and the checklist to help you know exactly what is required.
- (4) Explore the exceeding themes with the examples in the educators' section and your section for critical reflection and families and communities.
- (5) Work with your Nominated Supervisor and edit the QIP (SAT for NSW) template provided by Centre Support to ensure it is reflecting your service's practices.

Week 38, 27 November to 1 December 2023 – 7.2.1 Continuous Improvement

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Compliance test for educators

Instructions: Nominated Supervisor is to conduct the test. Ask one educator at a time in a location that other educators cannot hear or provide support to the educators being asked the question. Record the responses then analyse to see if the educators' responses would place you at risk of a fine. Finally, train the educators that fail to meet the regulations.

Name of educator:

Questions	Response	Pass or Fail
Miss Chloe asks how often the QIP must be reviewed? Please respond.		
Mr Jose asks if the Service needs to display the QIP? Do they?		
Miss Jackie asks what happens if the Departments asks for their QIP and it hasn't been updated for ages? Please respond.		

There is an effective self-assessment and quality improvement process in place.

Educational Leader weekly sheet

Date	Educational Leader activity	With whom?	Comments	Follow up
Monday 27.11.23	Conducting staff meetings	All Educators	Discussed upcoming curriculum changes	Discussed upcoming curriculum changes
Monday 27.11.23				
Tuesday 28.11.23				
Wednesday 29.11.23				
Thursday 30.11.23				
Friday 1.12.23				

General thoughts or ideas



Compliance test for educators ANSWERS for this week.

Instructions: Nominated Supervisor is to conduct the test. Ask one educator at a time in a location that other educators cannot hear or provide support to the educators being asked the question. Record the responses then analyse to see if the educators' responses would place you at risk of a fine. Finally, train the educators that fail to meet the regulations.

Name of educator:

Questions	Response	Pass or Fail
Miss Chloe asks how often the QIP must be reviewed? Please respond.	Reg 56 says the QIP must be reviewed at least annually. The Guide to the NQF says <i>“Quality services regularly update and maintain their Quality Improvement Plan as a dynamic document to guide progress towards improvement.”</i> (p. 304)	
Mr Jose asks if the Service needs to display the QIP? Do they?	<ul style="list-style-type: none"> No, but the Guide to the NQF says <i>“assessors may sight the service’s Quality Improvement Plan displayed so that families and staff can view the current goals and strategies for quality improvement”</i> (p 305) 	
Miss Jackie asks what happens if the Departments asks for their QIP and it hasn’t been updated for ages? Please respond.	Regs 55 and 56 say the approved provider must submit the QIP to the Regulatory Authority on request. If the QIP is not ‘ready to go’ the Service will need to discuss with the Authority who may/may not give them additional time. What’s submitted is unlikely to present the Service in the best possible light if it’s been updated in a rush.	