

The first section of the document, structured to guide your team through the Assessment and Rating process. These documents are designed to assist your team in navigating the Assessment and Rating process, addressing all 40 elements of the National Quality Standards. This year, we've tailored specific sections to various roles within your service. Here's an overview:

**Section 1. Meeting** (Educators) - Learn what is required for the meeting.

**Section 2. Evaluation and Reflection** (Room Leaders and Educators) - Conducted by the room leader along with their educators.

**Section 3. Document Meeting Practice** (Room Leaders and Educators) - Responsibility of room leaders to work with their educators to document their meeting practices.

**Section 4. Policy Review** (All Employees) - Participation required from all staff members.

**Section 5. Exceeding Standards: Embedded Practice** (Nominated Supervisor) - Specifically for the Nominated Supervisor's attention to ensure they document the services exceeding practice or identify how to become exceeding.

**Section 6. Exceeding Standards: Critical Reflection** (Educational Leader) - Educational Leader to manage whole service critical reflection.

**Section 7. Exceeding Standards: Family and Community Links** (Second in Charge) - Task for the Second in Charge to manage with the service educators.

**Section 8. Role of the Educational Leader** (Educational Leader) - Detailed guidelines for the Educational Leader.

**Section 9. Management vs Leadership** (Nominated Supervisor, Educational Leader, Room Leaders) - Targeted at Nominated Supervisor, Educational Leader, and Room Leaders to improve their management and leadership skills.