

Quality Improvement Plan Nominated Supervisor

NQS Element 7.2.1 Continuous Improvement

Name of the person conducting the checklist: _____ Date: _____

QIP Content and Practices

Do you make sure your QIP doesn't just include the things you have to do under the Regs?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does the QIP reflect what your service actually does?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all employees regularly contribute to the QIP? It must not just be written by the Nominated Supervisor.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Can all employees discuss what's in the QIP eg with families or an authorised officer?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does the QIP include activities which show what children know, can do and understand, and how educators have extended the learning?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does the QIP include activities which show service strengths eg developing community connections, promoting children's agency, reflecting critically, helping children manage their behaviour etc?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are the strengths written as a story eg with names of educators, child, room, location of evidence?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does your QIP show how you meet the three exceeding themes: embedded practices, critical reflection and engagement with families and community?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does your QIP give examples of how all educators and rooms meet the three exceeding themes?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does your Improvement Plan show how you've changed practices to improve outcomes after reviewing:			
• how well the service meets the NQS?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• the performance of all employees?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• children's learning outcomes against those in the EYLF or MTOP?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• feedback and complaints from employees, children, families and the community?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does your QIP include your professional development activities and explain how these contribute to improved practices?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does your QIP include examples which highlight the unique nature of its environment and community?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does your QIP include examples that show how a sense of inclusiveness and belonging is fostered at the service?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does the QIP include progress notes where items mentioned are ongoing?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do progress notes include dates, comments and examples of new outcomes?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
QIP Location			
Do your employees know where the QIP is located, either electronically or in hard copy?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Can the QIP be easily accessed by families?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you encourage families to look at the QIP?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA



Actions required