



## Law & Regs

### Keeping the QIP Accessible (Regulation 31)

As educators, you need to:

4. **Know where the QIP is kept** at the service so you can access it if needed.

5. **Be prepared to show the QIP** to authorised officers or the Regulatory Authority during an inspection.

6. **Provide information about the QIP to families** if they ask, especially if they're enrolled or considering enrolling their child.

### Contributing to the QIP (Regulation 55)

Your role in the QIP process includes:

4. **Reflecting on practices:** Work with your team to assess how well the service meets the **National Quality Standard (NQS)** and regulations.

5. **Identifying areas for improvement:** Share observations, ideas, and feedback during team discussions or meetings to help identify where the service can grow.

6. **Understanding the service philosophy:** Be familiar with the service's philosophy so it guides your practices and decisions.

### Reviewing and Updating the QIP (Regulation 56)

As an educator, you should:

4. **Take part in regular reviews of the QIP**, which happen at least once a year or when required by the Regulatory Authority.

5. **Provide input:** Share feedback from families, children, and your own observations to keep the QIP relevant and focused on quality improvement.

6. **Stay informed about changes:** Know when updates to the QIP are made and understand how they affect your daily practices.

#### Your Role:

- Be involved in QIP discussions and updates.
- Use your knowledge of the QIP to explain it to families if they ask.
- Ensure your daily practices align with the QIP and contribute to continuous improvement.

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.



## 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.		

### Week 38, 25 to 29 November 2024 – 7.2.1 Continuous Improvement

Copyright Centre Support Pty Ltd 2024 The service who has purchased this product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it.

# 7.2.1

## Continuous improvement

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



Week 38  
25.11.2024

### Section 8. Role of the Educational Leader (Educational Leader)

Detailed guidelines for the Educational Leader.

### Educational Leader weekly sheet

Date	Educational Leader activity	With whom?	Comments	Follow up
Monday 25.11.24	Conducting staff meetings	All Educators	Discussed upcoming curriculum changes	Discussed upcoming curriculum changes
Monday 25.11.24				
Tuesday 26.11.24				
Wednesday 27.11.24				
Thursday 28.11.24				
Friday 29.11.24				

General thoughts or ideas

#### Week 38, 25 to 29 November 2024 – 7.2.1 Continuous Improvement

Copyright Centre Support Pty Ltd 2024 The service who has purchased this product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it.



## 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"> <li>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)</li> </ul>	
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.	

### Week 38, 25 to 29 November 2024 – 7.2.1 Continuous Improvement

Copyright Centre Support Pty Ltd 2024 The service who has purchased this product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it.