



NQS Self Review

- Want a simple, time-saving NQS self-review tool?
- Need time to do staff appraisals?

This is the review tool for you! This tool can be used for individuals and/or whole staff teams. The NQS are the job specifications for educators:

- The tool is used to do a whole service NQS review.
- The tool is also used for an individual Performance Development review against the NQS elements.
- It is used to identify evidence for both strengths and deficits.
- Educators will feel prepared for the NQS Assessment and Rating Process by reviewing against all 40 NQS elements.
- You will be confident that your daily practice is highly visible to an Assessor.

TIP NQS Assessors collect evidence of quality practice using Observations, Discussions and by sighting Documentation.



Observe What can be seen and heard whilst in your service that provides evidence of quality care



Discuss Provide examples of incidents that support your practice of high quality



Sight Sight documentation as evidence of quality practice.

This Self-Review tool to be used in conjunction with:

- NQF Educational Consultancy *Performance and Development Plan*
- ACECQA Site *Quality Improvement Plan (QIP)*
- www.acecqa.gov.au *Assessment and Rating Tool*
- NQF Guide 03 *Guide to the NQS*

Individual or Team Review

Step 1	Reflect on each NQS element, and assign a number from 1-3.
Step 2	For each element, identify areas of strengths and then document the evidence to support this. (Use the key indicators for an Assessment and Rating visit – observable in daily practice, documentation, and anecdotal evidence.)
Step 3	Convert your total for each Quality Area in to a percentage. For example in QA 1, if your score is 23, divide it by 27 and multiply it by 100 to get a percentage. Add this to your graph in order to gain a visual of your NQS progress.
Step 4	For individual Review: Transfer training needs into your personal Professional Development Plan (PDP). For whole team review: Transfer identified training needs into the site QIP/Professional learning needs plan.

Score 1	Emergent This is an area for growth
Score 2	Capable Not yet consistent
Score 3	Proficient This is consistent practice



Centre Name

Date of Review

Name

NQS Leadership and Service Management

QA 7.2.3 Development of Professionals

This document addresses

- Staff Performance Reviews
- QIP Development

It allows you to

- Maintain NQS compliance AND
- Showcase educator strengths that assist quality outcomes for children

The difference with this Professional Development Plan is

- Staff use the 40 NQS elements to review their progress.

Staff

- The 40 NQS elements describe your responsibilities and daily practice
- Use a variety of methods to build upon your professional knowledge. Consider
 - Team appraisals
 - Peer review
 - Feedback from families

SAMPLE





Summary of Site Professional Learning Plan

Centre Name

Date of Review

Name

SAMPLE





Quality Improvement Plan Summary

Purpose

- An ongoing cycle of review and planning promotes continuous improvement.
- Regular documentation provides evidence that all educators are involved in the cycle of self-review, decision making and program delivery in line with the goals of the Quality Improvement Plan (QIP).

How to use this document

1. **QIP Summary** Write a summarised version of your annual QIP key goals and improvements for your service.
2. **Progress Notes** All educators are encouraged to contribute to the progress notes regularly. Frequently update the action you have taken to address items on the QIP agenda. Acknowledge your achievements periodically through the year.
3. **Ongoing items/ New items**
 - a. Add new items for review into this column as they arise during the year. For example: In June this year a parent in the Kindy room (who currently works in National Parks) has offered to head up a planting program for the outdoor play area re-development. Action: Add to the QIP Quality Area 3: Physical Environment as an ongoing improvement as a site goal for this year. Secondly add it to Quality Area 6: Partnerships with Families. Record this item as evidence of parental involvement. This makes your quality practice more visible for an Assessment and Rating visit. One project is recorded in two Quality Areas.
 - b. **Person responsible** This column allows you to delegate an educator amongst your team who is responsible to continue working on new QIP action items.
4. **Annual Report** The QIP Progress Notes are used to inform the annual report required for Management/Governing Council purposes. In addition, items completed can be transferred to a strength based QIP for the following year. Completed tasks provide valuable evidence of your commitment to improve quality outcomes for children.

