

# FAMILY DAY CARE AUSTRALIA

## CHECKPOINT SERIES

# QUALITY IMPROVEMENT PLAN

Under the National Regulations<sup>1</sup> all approved providers must ensure that a Quality Improvement Plan (QIP)<sup>2</sup> is in place. Each family day care service will need to undertake a process of self-assessment where their current practices are evaluated against the National Quality Standard to identify areas of competence and to highlight any areas requiring improvement. This evaluation process will provide information for inclusion in the service's QIP.

## Key Points

Key points for educators to note are listed below:

- All services should undertake a process of questioning how and why certain practices occur in order to provide quality services.
- The Guide to the National Quality Framework and QIP resources developed by ACECQA will assist services and educators with the self-assessment and planning process.
- Families, educators, staff, management and other relevant parties should be involved in the self-assessment process.
- Areas of strength as well as strategies to enhance those requiring improvement should be identified.
- Services must keep a copy of their QIP available for review at the coordination unit office.
- There should be a review of the service's QIP scheduled at least annually.

## Checkpoint Questions

- Are you aware that your service is required to have a Quality Improvement Plan?
- Are you aware of a process for assessing and reviewing your service's service performance and quality?
- Is there opportunity for educators to be included in the process?

Educator Self-Evaluation

- Do you undertake a process of evaluating your own service?
- Can you identify your service's areas of strength?
- Are there areas that you could improve on?
- Do you include others in your service evaluation process?

## Useful Resources

[Guide to the National Quality Framework](#)

### FAMILY DAY CARE AUSTRALIA

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Please note that the information in this Fact Sheet represents general guidance only to encourage critical reflection on your practice. If the content raises any concerns for you, please check with your Coordinator or Service.

<sup>1</sup> Regulations 31, 55 and 56, <sup>2</sup> Element 7.2.1