

Quality Area 7



Governance and leadership

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7 Multiple Choice

Incident, injury, trauma and illness records need to be kept until the child is how many years of age?

- a) 18 years old
- b) 10 years old
- c) **25 years old**
- d) 85 years old

(Regulation 183 of the National Regulations)

7 True or False?

The National Regulations specify that a service's philosophy must be reviewed every 12 months at the same time as the Quality Improvement Plan is reviewed.

False. The National Regulations do not specify how often a philosophy must be reviewed. It is suggested that educators, families and children are involved in the development and review of the service's philosophy statement. Regular review of the philosophy against new research, against the approved learning frameworks, and against families' views and expectations will support the service's goals for continuous improvement.

7 True or False?

A service's records must be kept at the premises in hard copy form.

False. Records may be kept in hard copy or electronic form, provided that they are accessible as required (Regulation 181 – 184 of the National Regulations).

7 Discussion Point

How does your service's philosophy inform and guide your practice?

Who is involved in its development?

When was the last time it was reviewed?

7 Discussion Point

What forms of leadership operate within your service?

How does this contribute to positive outcomes for children and families?

7 Discussion Point

In what ways do you learn and develop as a professional?

Can you provide an example of a time when new knowledge or an experience has influenced you or your practice?

7 True or False?

A service's Quality Improvement Plan (QIP) must contain a statement of the service's philosophy?

True. (Regulation 55 of the National Regulations)

7 Multiple Choice

It is mandatory under the National Law and Regulations that information such as a service's provider approval and rating of the service be displayed in which location?

- a) **Visible from the entrance to the premises**
- b) The bathroom
- c) The staffroom
- d) The National Regulations do not prescribe a location

(Section 172 of the National Law, Regulation 173 of the National Regulations)

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7 True or False?

It is an offence to impersonate an authorised officer.

True. The penalty is \$8000 (Section 210 of the National Law).

7 Trivia Question

Question: Where should families direct their complaints regarding an education and care service?

Answer: If a family has concerns about an education and care service, the family should contact the service's approved provider or their local state or territory regulatory authority (Section 260 of the National Law).

7 Multiple Choice

Emergency and evacuation procedures must be rehearsed:

- a) Once a year
- b) Once a month
- c) Once every six months
- d) **Once every three months**

Emergency and evacuation procedures must be rehearsed at least every three months that the service is operating. (Regulation 97 of the National Regulations)

7 Discussion Point

Think about the service's management and administration systems. How do they contribute to delivering a quality service for children and their families?

Would any areas benefit from improvement?

7 Discussion Point

Discuss how your service strives for and sustains quality practice through continuous improvement and forward planning.

7 Discussion Point

What is the difference between management and leadership?

Share an example of a time when either or both is needed.

7 Discussion Point

How might a director's or coordinator's role be different to that of an educational leader?

7 Discussion Point

As an educator, time management skills are essential to developing a healthy work/life balance.

Do you have any effective time management tips or strategies you can share with the group?

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7 True or False?

The Quality Improvement Plan (QIP) must be visible from the entrance of an education and care service.

False. The QIP does need to be displayed, but not necessarily at the entrance. The QIP must be available at the service to be accessed by families and regulatory authorities upon request (Regulation 31 of the National Regulations).

7 Discussion Point

Does your service use electronic programs or software platforms for documenting and programming?

What are some of the benefits and/or disadvantages of this form of programming?

7 Trivia Question

Question: Who can be appointed as an educational leader?

Answer: The National Law and Regulations are not prescriptive about the qualifications, experience or skills required in order to be appointed as educational leader. This flexibility allows approved providers to choose the person in the service best suited to take on this role.

7 Discussion Point

Using complaints from families is a good starting point for reflection on practice and continuous improvement.

Share an example of when your service has (or should have) changed a practice, program or policy based on a complaint.

7 True or False?

The performance of co-ordinators, educators and staff members needs to be regularly evaluated and individual plans developed to support improvement.

True. (Element 7.2.2 of current NQS and 7.2.3 in the revised NQS; effective from February, 2018).

7 Discussion Point?

What self-assessment policies and procedures does your service currently have in place for educators and staff?

How do opportunities for self-assessment influence future professional development and training opportunities?

7 Scenario

You are the leader of a centre-based education and care service with five other educators working on a rotating roster. As per service policies and procedures, the educators on the early shift are to complete a safety checklist before allowing children access to the outdoor environment. You have noticed, however, that the safety checklists are consistently left unchecked each time a particular educator is on the early shift.

How will you ensure that this educator understands and is clear about expectations, roles and responsibilities within the service?

7 True or False?

Only services rated as *Significant improvement required* or *Working towards the NQS* are required to continually update their Quality Improvement Plan (QIP)?

False. All services are required to review and revise their QIP at least annually (Regulation 56 of the National Regulations).