# Assessment Information - Overview

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| Student name: |  |

The assessment for this unit is split into sections.

1. Theory Questions
2. Projects (4 in total)

Each section needs to be completed in full and deemed satisfactory before a competency decision can be made by your Assessor. All work must be your own, any plagiarism identified may affect your enrolment into the course. Each section has individual instructions so please check these carefully each time.

The assessment sheets will track the satisfactory progress through each section while your competency declaration will be made directly into your electronic enrolment.

Sections may be completed in any order under direction from your Assessor. Sections may have to be completed to start or continue working on another. Sections may be worked on concurrently.

The information for each assessment section will be provided to you in advance. A proposed Due Date will be negotiated to guide you through to the completion of your assessment.

If at any time you require additional support, please do not hesitate to speak to your Assessor or our office.

## Proposed Completion Dates

Below is a guide for when each section is due to be completed. Keep track of your progress by filling in the actual date your work was submitted.

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| --- | --- | --- | --- |
| **Section** | **Proposed Due Date** | **Actual Completed Date** | **Notes** |
| Theory Questions |  |  |  |
| Project 1 – Interpret NQF |  |  |  |
| Project 2 – Self-Assessment |  |  |  |
| Project 3 – QIP |  |  |  |
| Project 4 – Site Visit |  |  |  |

# Theory Questions

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| Student name: |  |

**Instructions:** Complete the answer for each question in your own words. Unless advised in the questions itself there is no specific word limit however all aspects of each question must be addressed. The size of the answer box provided does not necessarily indicate the length of the required answer.

If you refer to a source document, please ensure that it is noted appropriately. **DO NOT** copy and paste information without referencing.

You may write your answers on a separate sheet of paper, if so please ensure to include the question number for easy reference. Use only blue or black pen. You may also complete the assessment electronically.

Your Assessor will verify the answers supplied through conversations held during monthly meetings, they may request you to orally recount or explain your answer.

This section of the assessment is not complete until all questions have been answered in full and deemed satisfactory by the Assessor.

| **Questions** | **✓ / 🗶** |
| --- | --- |
| 1. How do you access the National Quality Framework? |  |
|  | |
| 2. How do you access the National Quality Standards? |  |
|  | |
| 3. What is the approved learning framework for your service? |  |
|  | |
| 4. How do you access the approved learning framework? |  |
|  | |
| 5. List three other legislation, standards or regulations relevant to the children’s services industry. |  |
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| 6. Describe the processes you use for engaging stakeholders in the planning and consultation stage of quality assurance. |  |
|  | |
| 7. What support systems, including government and non-government consultants, resources and personnel are available to staff and services when working through quality assurance? |  |
|  | |
| 8. List and describe three best practice principles in the child care industry. |  |
|  | |
| 9. Describe an emerging trend for ensuring best practice in the child care industry. |  |
|  | |

**-END OF SECTION-**

**-SEE NEXT PAGE FOR RESULTS-**

## Student Declaration

I declare this my own work and that it was completed with integrity.

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| Student Signature: |  | Date: |  |

## Theory Questions Feedback / Notes

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## Theory Questions Result

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| **Outcome** | | **Assessor Name** | **Assessor Signature** | **Date** |
| **Satisfactory** |  |  |  |  |
| **Not Satisfactory** |  |

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| Project one – Interpreting the NQF | | | |
| Student name: |  |

**Instructions:** Understanding the NQF (National Quality Framework) is essential to be able to work in and create a quality improvement plan that is compliant and functional for all users.

Spend some time reading the NQF then complete the following activities.

**1.** List below the four components that make up the NQF. Describe how each component is relevant and facilitated in your service. Use examples of service practice to support your analysis.

|  |  |  |
| --- | --- | --- |
| **#** | **Title** | **Description & Analysis** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

**2.** When interpreting the Framework, you may need, at times, to contact a higher authority to seek clarification.

Please list below three places or people from who you can seek guidance.

Please note the process involved to get this guidance. (email, phone call, official form etc)

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**3.** All staff within the service need to understand the NQF and other legislation or regulations relevant to the service. As a Diploma qualified leader within the service it is important that you work with other staff to confirm their understandings.

Provide below evidence of a discussion or meeting you have had with a colleague / staff member.

Evidence can include meeting minutes, email follow up to a conversation, signed and agreed notes. All evidence must clearly show what was discussed and your role within the process.

|  |  |
| --- | --- |
| Evidence provided: |  |

**4.** Create a fact sheet to share with colleagues at a staff meeting clearly identifying the details and requirements for the assessment and rating process.

Provide a copy of your fact sheet for assessment. Your trainer will also request proof of how and when this fact sheet was shared with others in the service.

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| Evidence provided: |  |

**-END OF PROJECT-**

## Student Declaration

I declare this my own work and that it was completed with integrity.

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| Student Signature: |  | Date: |  |

## Project one Feedback / Notes

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## Project One Result

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| **Outcome** | | **Assessor Name** | **Assessor Signature** | **Date** |
| **Satisfactory** |  |  |  |  |
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| Project Two – organisation Self-Assessment | | | |
| Student name: |  |

**Instructions:** A organisation self-assessment is a motivating procedure that is complete collaboratively with all stakeholders to the service. During this project you will work with your colleagues and peers to complete an organisation self-assessment. You can either use the tools provided in this assessment of a suitable tool from within your service.

**1.** Identify how you will collect information to inform your self-assessment from each of the following groups on a regular ongoing basis.

|  |  |
| --- | --- |
| Group | Information Collection Techniques |
| **Staff** |  |
| **Children** |  |
| **Families** |  |
| **Community** |  |

**2.** Outline how you share ideas with colleagues on information collection for self-assessment.

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**3.** Where are self-assessments kept in the service?

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**4.** How and when is the self-assessment used to inform discussion of the assessment and rating process.

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**5**. Complete the below tool for recording your self-assessment. Ensure that you complete all the sections to show how you have involved colleagues with the collection of information, where the information was gathered, and links back to the NQF. Print as many copies as required.

# Self-Assessment Recording Tool

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Source**  *(Stakeholder Group)* | **Collection Method**  *(Who, How, Frequency)* | **Feedback**  *What is the result of the self-assessment* | **Link to NQF** |
| *Example:*  *23/05/2017* | *Families* | *Communication Book* | *Information about the program and children’s progress is not shared with families.* | *1.3.3* |
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# Project Three – Quality Improvement Plan

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| Student name: |  |

**Instructions:** A QIP (Quality Improvement Plan) is made to encourage continuous improvement in all registered services across the country. The QIP is designed as a tool to assist providers in documenting the strengths within their centre while also allowing recognition for areas to improve.

Developing and reviewing a QIP is a regulated requirement for all child care services.

Using the corporate self-assessment that you have completed in Project Two to build a QIP.

You will need to provide a copy of a completed QIP, evidence of collaboration activities and discussions and the agreed review plan.

You may use a template from your service or the one provided by Gold Star.

Evidence provided:

|  |  |
| --- | --- |
| Completed Qip: |  |
| Collaboration: | *Might include meeting minutes, email correspondence etc.* |
| Ongoing Plan: |  |

**-END OF PROJECT-**

**-SEE NEXT PAGE FOR RESULT-**

## Student Declaration

I declare this my own work and that it was completed with integrity.

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| Student Signature: |  | Date: |  |

## Project Three Feedback / Notes

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## Project Three Result

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| **Outcome** | | **Assessor Name** | **Assessor Signature** | **Date** |
| **Satisfactory** |  |  |  |  |
| **Not Satisfactory** |  |

# project Four – Prepare the Service for a site visit

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| Student name: |  |

**Instructions:** When a service has been selected for assessment and rating it is important that all stakeholders are made aware to ensure a smooth process for all involved.

As a Diploma qualified leader, it’s important you can complete the process to coordinate the site visit.

Please complete the below activities.

**1.** Create a newsletter article, email, or other appropriate method of communication to inform all stakeholders that the service has been selected for assessment and rating and that the process has commenced. Ensure that your communication includes all the correct explanatory information and offers meetings for those wishing to have more information.

Attach a copy of your communication. If different methods were used, please provide a copy of each. E.g. newsletter for parents, email for staff etc.

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| Evidence Supplied: |  |

Once all stakeholders are aware that the assessment and rating process has begun you will need to ensure that all staff understand what may be required of them during the assessment visit itself.

**2.** Create an information sheet or hand-out for staff. In it detail what may be required of them during the assessment visit. You may go over this during a staff or other scheduled meeting to be certain that staff have a full understanding.

Attach a copy of the information sheet you have developed.

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| Evidence Supplied: |  |

Finally, you will need to check all documentation required for the assessment and rating for accuracy and completion.

**3**. Create a checklist and perform the check to monitor the accuracy and completion of all required documentation. If you have a checklist within your service you may use this, otherwise please use the Gold Star tool provided.

Attach a copy of the checklist you have completed.

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| Evidence Supplied: |  |

**-END OF PROJECT-**

## Student Declaration

I declare this my own work and that it was completed with integrity.

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| Student Signature: |  | Date: |  |

# Document Checklist

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| **Required Document** | | **Accurate** | **Complete** | **Date** | **Notes** |
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| **Completed by:** |  | | | **Signature:** |  |

## Project Four Feedback / Notes

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## Project Four Result

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| **Outcome** | | **Assessor Name** | **Assessor Signature** | **Date** |
| **Satisfactory** |  |  |  |  |
| **Not Satisfactory** |  |