



# INFORMATION SHEET

## Reviewing your Quality Improvement Plan

A service's Quality Improvement Plan (QIP) is an important part of its continuous quality improvement journey that will lead to better outcomes for children and families.

Service providers have described how developing and implementing a QIP has been useful in identifying their strengths and where they should concentrate their efforts.

Service providers are required to update their QIP annually. While many services reflect on and review their plans regularly, here are some tips to review your plan.

### QIP journey tips

- The progress notes column in the QIP template is there to make the document dynamic and allow for evolution as goals are achieved and new priorities are identified.
- You don't need to use the QIP template on the ACECQA website - use any format that suits your service, however, it should address the areas identified in the template as a minimum.
- Use the National Quality Standard (NQS) and the relevant regulatory standards to reassess your service and determine where goals have been achieved and where improvements are required.
- The reflective questions in the [Guide to the National Quality Framework](#) are a great starting point for the review and are useful discussion prompts for staff and parent meetings.

### Be smart with your time

- Reviewing your QIP does not need to be time consuming.
- Sharing the tasks then discussing, as a group, is a time efficient strategy.
- The insights and perceptions of others will enrich this process.

### Including the children is important

- As the improvements you are seeking to make are mainly to benefit children, it is particularly important to include their voices in these processes.
- The best plans are developed and reviewed collaboratively, involving, wherever possible, children, families, educators, staff members, management and other interested parties, such as those who assist children with additional needs.

### Important points to remember

- It is not about the length of your plan, but rather the quality.
- Identify the key priorities for your service and ensure the strategies and goals are achievable.
- Consider identifying short, medium and longer term priorities.
- There is no minimum or maximum number of pages required when completing your QIP.
- While it is important to reflect on practice, policies and procedures against the seven quality areas of the NQS, there is no expectation that all 15 standards and 40 elements will be addressed in the QIP.

- If your service is doing particularly well in one quality area you may choose to include statements about how this will be maintained and concentrate on other areas for improvement.
- The purpose of the QIP is to guide quality improvements to the service.

### **Keeping it updated**

Once you have revised your plan, it is important to review progress and update the plan regularly.

The [Guide to the National Quality Framework](#) on the ACECQA website is a useful resource to help in the planning and documenting stages. Pages 332-325 contain some guidance on 'self-assessment and quality improvement planning'.

### **More information**

In addition, Contact your state or territory regulatory authority for further information about Quality Improvement Plans. Contact details for regulatory authorities are available [on the ACECQA website](#).