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| **Assessment and Rating –** Providing feedback on the Draft Assessment and Rating Report |
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| **Service name** |  | **Service number** |  |
| **Approved provider name** |  | **Approved provider number**  |  |
| **Assessment and Rating number**  |  | **Date**  |  |
| This template will help you provide all the information the regulatory authority needs to consider your feedback. Alternatively, feedback can be provided online via the [NQA ITS portal](https://www.acecqa.gov.au/resources/national-quality-agenda-it-system). You may wish to contact the authorised officer who conducted your visit if you require clarifications on the draft report. Once your service receives its draft assessment and rating report, you will have 10 working days to provide feedback on the report.When providing feedback on your service’s draft report you should: * provide written feedback that is focused, relevant and easy to review that shows how your service met the element or was Meeting or Exceeding the standard, by ensuring evidence is:
	+ succinct, clearly organised and aligned to the standard/element
	+ recent and dated
	+ supported by evidence (if photos or attachments are provided, each one must be referenced and explained in the evidence section below)
	+ linked to the Guide to the National Quality Framework
* only describe factual inaccuracies or factors that existed during the assessment and rating, for example, something that the authorised officer missed on the day of the visit
* keep in mind that for a standard to be rated Exceeding National Quality Standard (NQS), your evidence should clearly demonstrate how each example you provide, might **embed, inform or shape practice** for the [three Exceeding NQS themes below](https://www.acecqa.gov.au/media/23811#page=331):
	+ Theme 1: **Practice** **is embedded** in service operations
	+ Theme 2: **Practice is informed** by critical reflection
	+ Theme 3: **Practice is shaped** by meaningful engagement with families and/or the community
* Note: excessive feedback will not be reviewed in detail or considered by the Regulatory Authority.

If no feedback is received during the 10-day period, your draft report will be considered final and your notice of the final rating will be issued.Complaints or comments about the Assessment and Rating process should not be provided through your feedback on the draft report. Instead, these should be directed separately to your regulatory authority. |
| **Details of person authorised by Approved Provider to give feedback** |
| Name and role  |  |
| Contact number |  |

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| Quality Area 1 – Educational program and practice  | **Standard 1.1 – Program: The educational program enhances each child’s learning and development.**  |
| Press tab to provide feedback against a new element | ElementInsert element number | Content from reportCopy the sentence or paragraph from the report that you are providing feedback on.*(Note: A limit of approx. 150 words applies per field)* | Factual and succinct reasons on how your service met the element or was Meeting at the time of the service visit*(Note: A limit of approx. 500 words applies per field)* | EvidenceFactual and relevant evidence, which clearly demonstrates how your service met the element or was **Meeting** the standard at the time of the service visit.If attachments are provided, clearly number, reference and explain how each attachment corresponds with the evidence for each relevant element/standard. |
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| Quality Area 1 – Educational program and practice  | **Standard 1.2 – Practice: Educators facilitate and extend each child’s learning and development.**  |
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| Quality Area 1 – Educational program and practice | **Standard 1.3 – Assessment and planning: Educators and co-ordinators take a planned and reflective approach to implementing the program for each child.**  |
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| Quality Area 2 – Children’s health and safety | **Standard 2.1 – Health: Each child’s health and physical activity is supported and promoted.** |
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| Quality Area 2 – Children’s health and safety | **Standard 2.2 – Safety: Each child is protected.** |
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| Quality Area 3 – Physical Environment | **Standard 3.1 – Design: The design of the facilities is appropriate for the operation of a service.** |
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| Quality Area 3 – Physical Environment | **Standard 3.2 – Use: The service environment is inclusive, promotes competence and supports exploration and play-based learning.** |
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| Quality Area 4 – Staffing arrangements | **Standard 4.1 – Staffing arrangements: Staffing arrangements enhance children’s learning and development.** |
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| Quality Area 4 – Staffing arrangements | **Standard 4.2 – Professionalism: Management, educators and staff are collaborative, respectful and ethical.** |
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| Quality Area 5 – Relationships with children | **Standard 5.1 – Relationships between educators and children: Respectful and equitable relationships are maintained with each child.** |
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| Quality Area 5 – Relationships with children | **Standard 5.2 – Relationships between children: Each child is supported to build and maintain sensitive and responsive relationships.** |
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| Quality Area 6 – Collaborative partnerships with families and communitiesCollaborative partnerships with | **Standard 6.1 – Supportive relationships with families: Respectful relationships with families are developed and maintained and families are supported in their parenting role.** |
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| Quality Area 6 – Collaborative partnerships with families and communitiesCollaborative partnerships with | **Standard 6.2 – Collaborative partnerships: Collaborative partnerships enhance children’s inclusion, learning and wellbeing.** |
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| Quality Area 7 – Governance and leadership | **Standard 7.1 – Governance: Governance supports the operation of a quality service.** |
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| Quality Area 7 – Governance and leadership | **Standard 7.2 – Leadership: Effective leadership builds and promotes a positive organisational culture and professional learning community.**  |
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