

National Quality Standard

Assessment and Rating Draft Report Feedback template



Quality Area 7 – Governance and leadership

Standard 7.2 – Leadership: Effective leadership builds and promotes a positive organisational culture and professional learning community.

| Press tab to provide feedback against a new element | Element Insert element number | Content from report Copy the sentence or paragraph from the report that you are providing feedback on. <i>(Note: A limit of approx. 150 words applies per field)</i> | Factual and succinct reasons on how your service met the element or was Meeting at the time of the service visit <i>(Note: A limit of approx. 500 words applies per field)</i> | Evidence Factual 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. |
|---|--|---|--|--|
| Meeting evidence | <p>Identify the element</p> <p>Eg. 7.2.3</p> | <p>Insert content from the draft report that you are providing feedback on</p> <p><i>“However, not all educators’ performance has been evaluated and it was not evident that all educators have individual plans in place to support their learning and development.”</i></p> | <p>Provide factual statements which demonstrate how your service is Meeting NQS</p> <p>DO:</p> <p><i>“The service develops professional development plans, as outlined in the new staff induction booklet. Educators then have formal meetings arranged every six months by the director to discuss professional learning opportunities and receive feedback on their performance.”</i></p> <p>DON’T:</p> <ul style="list-style-type: none"> • <i>“Educators have catch-ups with the director to discuss their performance.”</i> • <i>“A documented grievance and complaints management procedure is in place.”</i> • <i>“The service was rated as Exceeding at the last A&R and we haven’t changed anything since then.”</i> • <i>“After the Assessment and Rating visit, educators completed professional learning.”</i> | <p>Number each attachment and provide some context on what the attachment outlines and relates too. Ensure that documentation and photographs are dated.</p> <p>DO:</p> <ul style="list-style-type: none"> • <i>“Attachment 1: Example of individual performance plans for educators, co-ordinators and staff members dated September 2023”</i> • <i>“Attachment 2: Examples of evidence of participation by educators, educational leaders, co-ordinators and staff members in professional development activities to update their knowledge and skills.”</i> • <i>“Attachment 3: Educator induction handbook detailing the performance development process and key dates dated September 2023.”</i> <p>DON’T:</p> <ul style="list-style-type: none"> • <i>“Photos of educators engaging in professional learning”</i> • <i>“Educator professional learning plans from 2019”</i> |
| | | | | |
| | | | | |

Example of providing feedback to demonstrate that your service is Meeting the NQS