

INFORMATION SHEET: THE ASSESSMENT AND RATING PROCESS POST VISIT

This information sheet outlines the Assessment and Rating (A&R) process Post Visit and what happens after the 'Sight, Observe and Discuss' components of the A&R process are completed.

ACECQA provide a brief overview of the [Assessment and Rating process](#) online. We've developed this information sheet to build better understanding of the steps we take in Tasmania to:

- ensure that we are providing accurate and timely reports and
- give providers the opportunity to review, ask questions and provide feedback.

A&R reports provide an overview of the evidence considered in making the rating decision and some information to support services' continuous improvement. For more information about the A&R process, please see the [Assessment and Rating Information Sheet 2023](#).

What happens after the A&R visit?

Unpacking the evidence

After your assessment visit, the Authorised Officer (AO) will review and analyse the evidence they have observed, discussed and sighted against the [National Quality Standard \(NQS\)](#) and related regulatory requirements. The AO will also consider other available information including the:

- Quality Improvement Plan (QIP)
- service compliance history
- [Exceeding NOS guidance](#).

The AO connects with the ECU Quality team to make a rating recommendation against each of the elements, standards and quality areas included in the assessment.

The Draft Report

Developing the draft A&R report

The AO will include examples of practice at the service to demonstrate the rating recommendation. The A&R report is a 'snapshot' of the service and should reflect the service's typical practice and delivery of education and care.

The A&R report will contain information and examples for each of the elements, standards and quality areas included in the assessment. Quality Improvement Plan (QIP) notes are also included to identify potential priorities to support continuous improvement. The report will also include information about any minor adjustments, non-compliance identified and/or cautions issued during the A&R process.

ACECQA have developed an [Information sheet - The assessment and rating report](#) that we recommend reading.



About the A&R Report

The purpose of the A&R report is to give the approved provider notice of the outcome of the rating assessment and the rating levels for their education and care service. The goals of the report are to provide:

- an assessment of the education and care service in relation to the areas included in the assessment against National Quality Standard (NQS) and the National Regulations
- examples which demonstrate the service's practice and support the reader to understand the rating.
- support for the ongoing quality improvement of the education and care service.

How we decide the ratings

Information on how ratings are determined is available in the Guide to the National Quality Framework (Section 3 – National Quality Standard and Assessment and Rating) available on the [ACECQA website](#).

Moderating the draft A&R report and determining ratings

The Quality Team review and moderate the draft report.

The draft report and the rating recommendation is carefully reviewed and moderated by the Quality team. Moderating the report ensures that services are assessed and rated in a consistent and accurate manner.

The delegate approves the draft rating decision.

At the end of the moderation process, the report is approved by the Operations Manager - Assessment and Rating, then sent to the approved provider and service.

Issuing the draft A&R report

The draft A&R report is sent to the approved provider

Approximately 5 weeks after the A&R visit, the approved provider will receive the draft A&R Report via email from the Education and Care Unit (ECU). This email will include a copy of the A&R Report and information on how to provide feedback on any factual inaccuracies in the report.

Providing feedback on the draft report

The approved provider will have 10 business days to provide feedback on the draft report

Feedback should contain succinct, relevant and factual information that demonstrates how the service was meeting or exceeding the NQS at the time of the visit. For more information see the [ECU website](#), [feedback information sheet](#) and the [ACECQA website](#). If no feedback is received within 10 business days, the draft report will become the final report.

The Final Report

Issuing the final A&R report

The approved provider and the service will be emailed the final A&R report and notice of rating certificate. A Notice of Rating Certificate will also be posted to the service. If approved providers and services wish to receive a hard copy of the A&R Report, they must notify the ECU, and one will be posted to the service with the notice of ratings certificate.

Getting the most out of the A&R report

The A&R report includes QIP notes, to:

- identify suggested focus areas for the service and educators to reflect on
- inform the service's continuous improvement journey.

The image shows a screenshot of a form titled "National Quality Standard Assessment and Rating Report". At the top right, there is a field for "File Reference: (if applicable)". Below the title, there is a logo for "Department of Education, Children and Young People". The form contains several input fields: "Service Name", "Service Approval Number", "Provider Name", "Provider Approval Number", "Assessment & Rating Number", and "Report Status". There is also a "Date Report Completed" field. At the bottom right, it says "Page 1 of 1".

Further information about continuous improvement, including a [QIP template](#) and a [self-assessment tool](#), is available on the ACECQA website. If you're not sure where to start or how to best use your QIP to support continuous improvement, please talk to your point of contact AO or read ACECQA's advice on [Developing and Reviewing Your Quality Improvement Plan](#).

As part of the service's ongoing continuous improvement process, we encourage services to share their A&R report with the service community, including educators, families and children. This provides a valuable opportunity to share the service's achievements, strengths, and goals.

Reports for Partial reassessments

Services who have undergone a partial reassessment will be issued a report for the standards or quality areas included in the reassessment. This report should be read in conjunction with the service's previous assessment and rating report for other standards/ quality areas.

Notice of Rating

Services will be issued a Notice of Rating with their final A&R report. Under Section 172 (d) of the Education and Care Services National Law, services must display their current rating so that it is clearly visible from the main entrance to the service.

Further information and resources

[The ACECQA website](#)
[Guide to the National Quality Framework Quality Improvement Plan information sheet](#) [National Law and Regulations](#)
[Assessment and Rating report template](#) [Feedback template](#)

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