

## INFORMATION SHEET- Submitting your QIP

### Why is the Education and Care Unit (ECU) requesting each service's QIP?

The ECU are requesting that each service submit their QIP in response to the reduced notice periods for Assessment and Rating (A&R) being implemented in May 2023.

### When does my service need to submit this by?

Services are requested to submit their most current QIP to the ECU before the 1<sup>st</sup> of May 2023.

### How should I submit my service's QIP?

Services should submit their QIP through the NQAITS/ ACECQA portal, using a RAI01 (RA requested information) form.

### How often will I need to submit my QIP?

The ECU will send reminders 3 times a year for services to submit their QIP if changes have been made. In line with the requirements of Regulation 56(a), the approved provider must review and revise their Quality Improvement Plan at least annually.

### How will my service's QIP be used?

Having access to your QIP provides Authorised Officers with the opportunity to be familiar with your service's goals and aspirations. This will support meaningful service engagement and inform assessment and rating visits.

### Will the ECU be providing feedback on my service's QIP?

No. However, your Authorised Officer may discuss your QIP and service goals during engagement and assessment and Rating visits.

### **Do I have to use a specific template?**

No. Whilst ACECQA have a QIP template available, you may choose to use a different format that works for your service.

### **Is it optional to provide my QIP?**

No. However, once you have provided your service's QIP, you will only need to submit the current version when updates have been made.

### **What should I do if my QIP is a really large file?**

The portal can accept files up to 20MB in size, if your QIP is larger than this, it can be submitted in separate sections. If you require assistance submitting a large file, please contact the ECU.

### **Can we submit multiple QIPs?**

Yes, if you have more than one QIP, we encourage you to submit these separately through the portal.

### **Can I just email my QIP?**

No. Due to the number of QIPs we will be receiving, we are unable to accept these via email. However, if you are having difficulty with the process, it can be considered as a last resort. Please contact the ECU if this applies to you.

### **Are there any resources available to support me in this process?**

Yes. The ECU have developed an instructional guide which is available on the [ECU website](#). ACECQA also has an [NQAITS User guide](#) to support services to log onto and use the portal.

#### **Contact details**

Education and Care Unit  
Department *for* Education, Children and Young People  
GPO Box 169  
HOBART Tasmania 7001  
Email: [ecu.comment@decyp.tas.gov.au](mailto:ecu.comment@decyp.tas.gov.au)