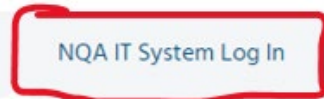
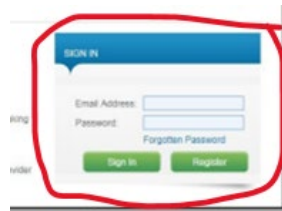


Submitting your QIP through the NQAITS portal – Tip sheet

1. Go to www.acecqa.gov.au and click on 'NQA IT System Log In.'



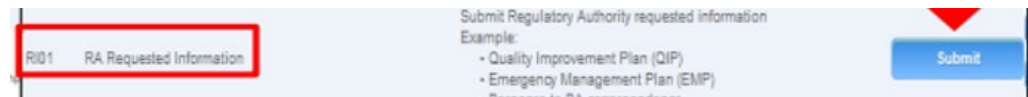
2. Enter your email address and password.



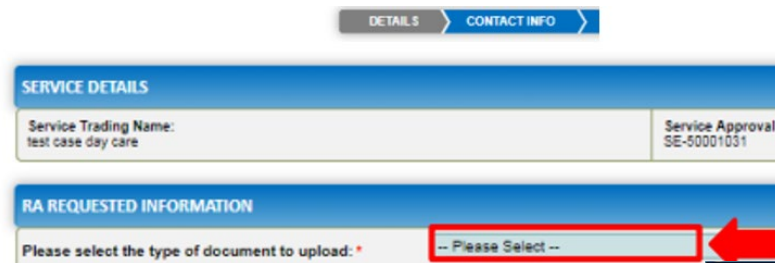
3. In the 'My details' page select the service and click on 'New forms.'



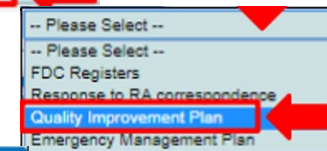
4. On the 'Submit a Service Form' page, click 'Submit' next to the RAI01 'RA Requested Information' form.



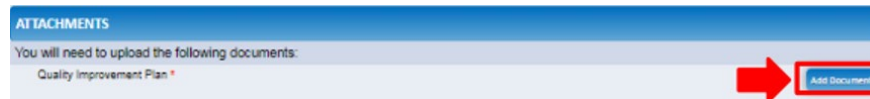
5. In the 'Details' stage go to 'RA requested information.'



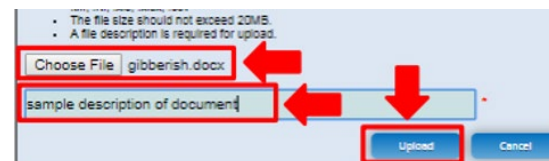
6. Select 'Quality Improvement Plan' from the drop down list.



7. Click on 'Add document' then 'choose file'



8. Select your service's QIP document/s and add a description.



9. Make sure all fields with a * are filled in and click on 'Upload' then 'Next.'

Document Type	File	Description
Quality Improvement Plan	gibberish.docx	sample description of document

Total Files: 1

Save and Close **Next**

10. In the 'Contact info' stage complete details for the contact person.

Name: *

Phone Number: *

Email Address: *

Save as application/notification default contact

Previous Save and Close **Next**

11. Tick the 'Save as application/ notification default contact' box if required and click on 'Next.'

DETAILS CONTACT INFO SUBMISSION

RA REQUESTED INFORMATION **Edit**

12. In the 'Submission' stage, review the information and click on 'Edit' if you need to modify anything.

NOTIFIER'S DETAILS **Edit**

Name Sample User	Phone Number 0411111111	Email Address sampletestuser2100@gmail.com
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DECLARATION

I declare that: *

1. The information provided in this application form (including any attachments) is true, complete and correct;
2. I have read and understood the Applicant agrees to the conditions and the associated material contained in this form;
3. The Applicant understands that the Regulatory Authority and/or ACECQA will have the right (but will not be obliged) to act in reliance upon the contents of the application form, including its attachments;
4. I have read and understood a Provider's legal obligations under the Education and Care Services National Law;
5. The Regulatory Authority is authorised to verify any information provided in this application;
6. Some of the information provided in this application may be disclosed to Commonwealth for the purposes of the Family Assistance Law and may be disclosed to other persons/authorities where authorised by the Education and Care Services National Law or other legislation; and
7. I am aware that I may be subject to penalties under the Education and Care Services National Law if I provide false or misleading information in this form.
8. I agree that the regulatory authority may serve a notice under the National Law using the contact details provided in this application, including the postal, street or email address or fax number (in accordance with section 293 of the National Law).

Previous Save and Close **Submit**

Submission in progress...

13. Read the declaration carefully and tick the box stating 'I declare that*.'

14. Click 'submit.'

15. Please email nqaits@acecqa.gov.au if you're experiencing technical issues with the NQAITS.

Visit www.acecqa.gov.au or www.educationandcare.tas.gov.au for information about Assessment and Rating and QIPs.

