

Information Sheet - Assessment and Rating (A&R) report format changes

Why have there been changes to the report format?

The Education and Care Unit (ECU) have made some changes to improve the readability and accessibility of our Assessment and Rating reports. We recognise that we are writing for a wide audience with diverse experiences, cultural backgrounds, and literacy levels, including:

- Managers
- Educators
- Support staff
- Students
- Families
- Children

What has changed?

The changes we have made include:

- Increasing use of plain English language
- Writing shorter sentences
- Using bullet points to list examples of practice
- Including additional examples of practice to better demonstrate service quality
- Formatting lists vertically
- Using clearer and more direct language in QIP notes
- Including hyperlinks to resources (services can also request hard copies of resources.)

We aim to still include service-specific terms and promote the professional language used in the National Quality Standard but will avoid unnecessary jargon where possible.

When will the changes come into effect?

All A&R reports issued from January 2022 will be written in the new report format.

Have the changes been tested?

The ECU have collaborated with several providers and services to pilot the new report format. Services who participated in the pilot reported that they found the new report format easier to read and share with the wider service community.

We hope these changes make A&R reports more meaningful and easier to share and incorporate into your service's continuous improvement processes.

Where can I find out more information about the changes?

The Authorised Officer who is conducting your Assessment and Rating, or Point Of Contact Authorised Officer can tell you more about the new A&R Report format.

You can also email the Quality Team at Quality.ECU@education.tas.gov.au for more information.

Contact details

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