



Key improvements sought for Quality Area 7

Improvement Plan

Standard / element	Issue identified during self-assessment	What outcome or goal do we seek?	Priority (L/M/H)	How will we get this outcome? (Steps)	Success measure	By when?	Progress notes and evidence
7.1.3	<p>It is challenging for the PM team to effectively promote practice while also monitoring the administrative responsibilities of each educator.</p> <p>There can be contradiction between supporting educators to act autonomously and with accountability, while also "checking" business documents on a regular basis.</p>	<p>Clearer definition of role responsibility for the PM team.</p> <p>Focus for individuals on their specific role.</p> <p>Tailored and consistent support for educators in specific areas.</p> <p>Educators taking responsibility for their business requirements and implementing effective systems to support business delivery.</p>	<p>L</p> <p>L</p>	<p>Develop a specific PM role overseeing educator business practices.</p> <p>Develop tools and systems to support educators in implementing more effective administrative processes.</p>	<p>PM roles within the service, while able to support each educator holistically, are delineated so that certain functions are allocated to specific team members.</p> <p>Ed business requirements are more effectively monitored and recorded.</p> <p>With time, educators take a greater responsibility for their own business role and transition away from a more passive position.</p> <p>Educators take confidence in resources provided by the scheme (or created by themselves) and comply with business requirements competently.</p>	<p>Jan 2020</p>	<p>Nov 19 – Planning meetings to establish base role requirements and transition plans for home based visit allocation.</p> <ul style="list-style-type: none"> Governance, model and roles <ul style="list-style-type: none"> Review model and roles <p> 2020 Planning Days.docx</p> <p>Nov – Dec – Ed training package reviewed and updated to reflect BM role delineation.</p> <p>Staff member finished and roles were redefined with a new staff member (Michelle) being inducted.</p> <p>Development of support model that includes Business mentor role.</p> <p> POM Educator Support Model 2020</p> <p>February 20 – BM role and file audit commenced. Visit sheet for Feb to June developed. Intention is to see all educators and complete an audit for all prior to commencing Premise safety checks July to December. One person responsible for all with the support of the team and back</p>

up and mentoring from ESUL.



2 - 6 BM Visit Sheet
- Feb to June.docx

Note – COVID 19 outbreak and restrictions impeded initial role planning and implementation. While audits and keeping administrative tasks current continued to be completed the focus of all PMs was support through COVID restriction, Job Keeper, Child Care Relief Package and lockdowns.

26.05.20 Team meeting to discuss roll out of annual premises risk assessments within the COVID environment. Decision to update PSC document to digital and once we can visit in July and August get all visit done.

PSC completed in July and August and then September lockdown, October November supported transport law changes.

December reviewed support model in line with going digital and business mentor roles.



POM Educator
Support Model.doc

February 2021 – Business Mentor role well underway. BM responsible for all aspects of an educators administrative and reportability requirements

(excluding children's documentation).

March 2021 – BM currently undergoing Audit of educator forms and supporting educators to transition to all digital forms. This will be long and ongoing process.

March meeting discussed BM role – in July we are planning to start PSC digitally again. Over April and May copy all educators 2020 PSC records to corrected and error free form. This will be sent to the educator to review prior to BM (and possibility the ESUL) visiting to complete PSC.



Premise Safety
Checklist and Risk Ir