

**From:** EC network coordination  
**Sent:** <<date>>  
**To:** <<e-mail address of service provider>>  
**Cc:** EC network coordination  
**Subject:** ASR-<<number>> - Self-Assessment for Quality Improvement for <<name of service>>

Dear Service Provider,

As you are aware your service has been scheduled for an Assessment and Rating visit (A&R) between <<date>> and <<date>>.

The Department has reflected on feedback from the sector in relation to A&R and is excited to announce a change in the way we undertake Assessment and Rating.

From February 2020 we will be incorporating service self-assessment as an integral part of the A&R process.

We believe that an increased focus on self-assessment in the A&R process will support services and ultimately increase quality outcomes for children. The Department would like to work with you by using your self-assessment as a key component in your upcoming Assessment and Rating visit.

If you are interested in participating in the transition phase of incorporating Self-Assessment for Quality Improvement, you can do so with additional guidance from the Department.

#### **What you need to do:**

**1. If you would like to opt into Self-Assessment for Quality Improvement – please send an email to** [eequalitysupport@det.nsw.edu.au](mailto:eequalitysupport@det.nsw.edu.au) by <<date>>.

In your email please include your provider number, service name and number, primary contact person and their contact details.

You can access the ACECQA self-assessment tool at <https://www.acecqa.gov.au/latest-news/acecqa-new-service-self-assessment-tool>. This will assist you to identify key practices.

Once you have let us know you'd like to use your self-assessment as part of your A&R process, further information will be provided to you regarding how and when to submit your Service Context and Self-Assessment form.

#### **2. If you would prefer not to opt in during this current assessment cycle**

You do not need to do anything different. Just submit your Service Context Form and QIP as outlined in your Assessment and Rating notification email by <<date>>.

If you have questions and wish to talk to our dedicated quality support team, please call the Information and Enquiries line on 1800 619 113 and provide them with relevant details so the support team can arrange to touch base at a suitable time.

Regards,

**ECE Quality Support Team | Statewide Operations Network | Education Futures and Governance**  
NSW Department of Education

☎ 1800 619 113 ✉ [eequalitysupport@det.nsw.edu.au](mailto:eequalitysupport@det.nsw.edu.au) 🌐 [www.det.nsw.edu.au](http://www.det.nsw.edu.au)

**From:** [ECNETWORKCOORDINATION@det.nsw.edu.au](mailto:ECNETWORKCOORDINATION@det.nsw.edu.au) <[ECNETWORKCOORDINATION@det.nsw.edu.au](mailto:ECNETWORKCOORDINATION@det.nsw.edu.au)>  
**Sent:** <<date>>  
**To:** <<e-mail address of service provider>>  
**Cc:** EC network coordination  
**Subject:** ASR-<<number>> - Notice of Quality Assessment and Request for Quality Improvement Plan for <<name of service>>

Dear <<name>>,

We are writing to inform you that your early childhood education and care service has been scheduled for assessment and rating against the National Quality Standard.

The quality assessment process requires an authorised officer to visit your service. Your service visit is scheduled to take place between <<date>> and <<date>>.

We will confirm the date/s of your assessment visit approximately 5 days before the visit takes place.

**What you need to do next:**

1. Provide a copy of your Quality Improvement Plan by <<date>>.  
Submit your Quality Improvement Plan through your NQA ITS portal at <http://www.acecqa.gov.au/national-quality-agenda-it-system>  
Your Quality Improvement Plan is considered as part of the assessment process.

2. Complete the online Service Context Details Form by <<date>>.  
To complete the online Service Context Details Form please use the link and unique log-on details below.

Link: OnlineForm

ASR-<<number>> and SE-<<number>> and ONLINE PASSWORD sent via a different email.

Completing your Service Context Details form will help:

- You to prepare for your quality assessment, and
- Us to plan and prepare for your visit.
- Once you have clicked the Submit button you will receive a confirmation email to confirm your Service Context Form has been submitted.

NOTE: When logging in to complete your online Service Context Details form copying and pasting will add an additional space at the end and will not allow you to log in. Please type all details provided including the letters/hyphen (ASR- & SE-).

The Service Context Form is an online application and internet connection is required.

The Service Context Details form will remain open until the outlined due date only. Please submit your online form before this time, to avoid being locked out of the system.

**Further Information about Assessment and Rating**

Visit the Early Childhood Education's website for information about the NSW Quality Improvement Plan and the NSW quality assessment processes.

Information about the National Quality Standard is available at the Australian Children's Education and Care Quality Authority (ACECQA) website

If you require information about this notification please contact our Information and Enquiries team on 1800 619 113 or by email at [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)

Yours sincerely,

Network Coordination Unit

Statewide Operations Network  
Early Childhood Education Directorate  
Department of Education  
<<date>>