



# Core Funding Quality Action Plan

## FAQ's Frequently Asked Questions



## FAQ – Core Funding, Quality Action Plan

This Frequently Asked Questions (FAQ) document is designed to answer questions Partner Services may have in relation to filling out their Core Funding Quality Action Plan template. In a separate document there are some sample plans for you to have a look at to assist you with the process.

If you still have some questions you can contact your City/County Childcare Committee or your relevant Voluntary Childcare Organisation (Barnardos, Bláthú, Childminding Ireland, ECI, NCN, and St Nicholas Montessori)

### 1. GENERAL

- **Why is there a need for a quality action plan?**

The new Core Funding model commits to driving high-quality service provision. To support this all services who sign up to Core Funding are required to complete the quality planning template in which they set out quality actions to be undertaken in the contract year. This is a survey type document that gives five options for services to choose from. Services should select the option that best meets the individual service's needs and capacity in 2022/2023. Services can seek support from the agencies listed in appendix I of the Guidance for Completing the Core Funding Quality Action Plan Template document.

- **Will it become part of Pobal compliance visits?**

Yes, as quality improvement it is part of the Core Funding Contract. In year one, the template needs to be created, the actions implemented with a report at the end of the contract year. These documents will need to be retained on file.

In year 2 the quality action plan element will be developed further and eventually the plan and the reporting will become a part of the Core Funding compliance.

- **Who will have access to the completed template?**

DCEDIY, Pobal, and County & City Childcare Committees (CCCs). The Core Funding Quality Action Plan is a requirement of Core Funding. As the service provider you can also share your template with any of the support agencies you choose to engage with.

- **Where will it be stored?**

Once you have completed the survey that creates your action plan, in year one **you must print it off** and store it safely with your own files. You will be given the option to print it once it is submitted.

**PLEASE REMEMBER TO PRINT IT.**



- **Will the information be shared with anyone**

Your completed template will be made available to your local CCC, Pobal, and DCEDIY.

In addition, aggregate data will be shared with the relevant support agencies as identified in the template. Once all services have completed their template, the information will be collated in order to inform the agencies of the numbers and type of supports that will be required. This information will help support agencies with planning their supports. No identifying data will be shared with the agencies.

- **Will the support agency contact me?**

No, support agencies will only be informed of the number of services selecting their support service, no individual information will be passed on. It is up to the individual services to seek the support they require.

### **Who can support me with the quality action plan?**

- Better Start Early Years Specialists.
- City & County Childcare Committee teams
- National Childcare Voluntary Organisations (NVCOs full listing in the Appendix)
- Childminding Development Officers

### **Who can I contact if I am interested in NSAI CPD?**

- If you are interested in Aistear and Play CPD you can contact Better Start at [nsai@betterstart.ie](mailto:nsai@betterstart.ie).
- If you are interested in An Introduction to Síolta, Aistear and the Practice Guide or any of the Síolta Awareness Raising workshops please contact your local city or county CCC or alternatively [nsai@education.gov.ie](mailto:nsai@education.gov.ie)
- In 2023 there may be opportunities to avail of other NSAI training through other agencies such as Barnardos or NCN for example.

- **Can I put down for support even if I haven't approached a support agency yet?**

Yes, all of the Department's support agencies are aware of the Core Funding quality action plan. If the agency is not in a position to support you in this year, you may choose another one. There will be time to amend your plan in February 2023. The information obtained here will also support the development of year 2 Quality Action Plan.

- **What if I put down one agency but decide to go with another?**



It is ok to change support agencies based on your need and your quality requirement, for example if you have an inspection early in 2023 that changes your quality development priorities, and you need to amend your plan. This change of plan can be recorded in February 2023 at the mid-point review.

- **What if I put down an agency and they don't have capacity?**

It is hoped that between all agencies there will be capacity for support for those who require it. If there is no agency available to you, there is the option to independently engage in self-evaluation and quality improvement using the *Síolta* Standards and/or the *Aistear-Síolta* Practice Guide under option 3.

- **What if I completed EDI training in September 2022, will that count?**

Yes, anything undertaken since the signing of your core funding contract can be included.

## **2. OPTIONS**

- **Will these always be the options for the quality plan?**

The development of the Core Funding Quality Action Plan is an evolving process. The planning template and reporting will evolve and be amended in year two and subsequent years. There will be an opportunity for feedback on the process prior to the year two tool being developed.

- **Can I pick more than one option?**

Yes, a service may choose more than one option. The option or options selected should be realistic and within the service's current capacity for the coming year.

- **If I am already engaged with Better Start Quality Development Support, will this count?**

Yes, you can select option 2; Participate in quality engagement actions through the Better Start Quality Development Service.

- **If I recently finished with the BSQDS team, but I am working through their recommendations can I use them?**

Yes, select the pillars of practice to be worked on.

- **I am a childminder are there options for me under the quality action plan?**

Yes, working with their local CCC and Childminding Development Officer. There are specific supports offered for Childminders by these agencies that will support childminders with their quality development plan. Childminders can also choose to engage with *Síolta* and *Aistear*.



- **I am a school age childcare service, are there options for me under the quality action plan?**

Yes, Standalone school age childcare services can select option 4 or 5. Full day care services who provide School Age Childcare may also choose these options.

- **Option for Irish Language settings.**

NSAI provide resources available in Irish that are accessible to all online.

- **If I choose Option 5, is there a minimum number of workshop sessions I must attend**

No, there is no minimum number of workshop sessions that must be attended, though a service must attend at least one session if they select this option. There will be a requirement to report on how the learning was taken back to the service and implemented in practice.

- **If I choose Option 5, is there a minimum number of staff that must participate in the quality improvement action.**

While there is no minimum number that should attend, the actions outlines in your CFQAP should be appropriate to the capacity and needs of your service.

- **Does everyone in my service have to participate?**

While it is preferred that all a whole team approach would be taken, it is recognised that for year one services may not be in position to take a whole service approach.

- **If I am completing Corrective and Preventive Action (CAPA) is this sufficient under the Core Funding Quality Action Plan?**

No, CAPA is not considered as part of the Core Funding Quality Action Plan

- **Will the CPD have to be approved in any way?**

CPD recorded through the template should be with one of the Department's funded agencies as outlined in Appendix I of the Guidance for Completing the Core Funding Quality Action Plan Template document.

- **Will just one 3 hour CPD session for one member of staff be sufficient?**

There is no minimum number of workshop sessions that must be attended, though a service must attend at least one session if they select this option. There will be a requirement to report on how the learning was taken back to the service and implemented in practice

- **Will it need to be evidenced? (*Communities of Practice will need a certificate of attendance*)**



Yes where possible certificates of attendance will be required or a signed declaration from agencies. Where certification is not offered, services are asked to keep a record of the CPD themselves, for example they may choose to use the CPD record templates on First 5.

- **Where can I find out more about Communities of Practice?**

Your local CCC or NVCO can give you more information on communities of practice.

## **REPORTING**

- **What is the mid-point review?**

This will take place in quarter one of 2023 in order for services to re-evaluate their plan if they wish to do so. It will be an opportunity to report if there have been any changes to your plan. For example you may need to change the agency you have chosen for support.

- **I am a pre-school only service, so I do not work in the summer, can I report earlier?**

Yes, reporting templates will be provided in sufficient time for services that close for the summer months to report before they close.

- **What happens if the action is not completed?**

Services are required to complete a planning template, and to complete a reporting template at the end of the year. As this is year one, there will be no negative sanctions if an action/s is not completed, but a valid reason will need to be included as to why it was not completed when reporting at the end of the year. For example it may be that your service circumstances changed. A reflective piece will be required, asking you to identify what were the reasons that you did not or could not complete the actions as you had planned.

- **Will I get feedback on my report?**

In year one there will not be the facility to give feedback to all reports, but this will change in future years. If you are engaging with a support agency they may be in a position to give you feedback.

- **What will be required in the report?**

The end-of-year reporting template is still being finalised.