

ACE QA Arrangements

Self-review Checklist – *What we are already doing*

The first step in meeting the requirements of the ACE QA arrangements is to conduct a self-review. This Self-review Checklist helps you by

- providing a framework for you to use when reviewing your current ACE practice
- assisting you to gauge how well your current practice meets the ACE QA requirements
- providing direction for the preparation of an Action Plan that will include the things to be done and their priority status

Everyone in your organisation involved in ACE should participate in the completion of the Self-review Checklist.

You may choose to prioritise your QA activities around Areas 1, 5 and 6 as many of these requirements will relate closely to the requirements for the new ACE Funding Framework.

Understanding the Self-Review Checklist

Requirements	Taken directly from the six Areas of the QA Arrangements	Rating scale for each requirement
What are we doing now?	List all the activities you are doing in relation to each requirement	Exceeded: You can demonstrate that you have met the requirement and have done additional relevant work
What evidence do we have?	List all relevant documents, manuals, policies and procedures etc and where they can be located	Met: You can demonstrate that the requirement has been met
What needs to be done?	List the things you need to do to achieve a rating of 'Met' for each requirement	Partially met: You can demonstrate that you are attempting to meet the requirement but have not yet reached the level required
		Not met: You have not attempted to meet, or have only minimally met the requirement
		Not applicable: Meeting the requirement is not appropriate because of the type of your organisation or level of provision
		Priority for action
		Not everything can be done at once, therefore decisions need to be made about what you:
		A: must do urgently
		B: must do but can wait a little while
		C: would like to do but will have to wait.