

## 15 QUESTIONS TO ASK YOURSELF ABOUT DOCUMENTATION

Does your documentation:

1. Demonstrate that it is based on observations of children without assumptions or bias?
2. Include all areas of development, record challenge and measure children's learning?
3. Show that parents have contributed to the program in partnership with you?
4. Show evidence that it is evaluated regularly across all major areas of development?
5. Include indoor and outdoor elements, active and passive play, and flexibility to accommodate incidental events (e.g. unplanned visitors)?
6. Record incidental/child initiated experiences throughout the day to reflect actual events as they occurred?
7. Provide greater detail for children attending more frequently and build on what they already know?
8. Plan individuals and the group based on knowledge of each child, family, culture and the community?
9. Show clear links to centre philosophy and intended learning outcomes?
10. Demonstrate that children have contributed to the program?
11. Include the educators' roles – in the room and across the service?
12. Include reflections about teamwork, routine changes, why these happened and how?
13. Respect and include other cultures and languages, and is it culturally appropriate?
14. Record self-reflection on a range of intentional teaching activities?
15. Demonstrate that you have used a range of data-gathering methods and expand your assessment tools to enrich the understanding you have of each child and the group, family and community?

If you can confidently answer YES to each question, you are achieving what is required for the EYLF and QIAS documentation.

Any areas you find you are not as confident about – work on and develop further.