



MQAP REGISTRATION STATUS REVIEW POLICY

FIRST LEVEL REVIEW OVERVIEW

If a school or centre disagrees with the final registration status or the period of registration they receive following their MQAP Registration Visit, the school or centre may seek a review from the Montessori Quality Assurance Council (MQAC). This review of registration status and period of MQAP Registration by the MQAC is referred to as a First Level Review.



HOW TO APPLY FOR A FIRST LEVEL REVIEW

A school or centre must request a First Level Review within 14 calendar days of receiving the MQAP Registration Report.

The request for a First Level Review must be made in writing and submitted by email to the MQAC through the MQAP Coordinator.

The request must set out the grounds as to why a review is sought and be accompanied by the supporting information relating to the MQAP Quality Area/s to which the grounds for a review relate.

GUIDELINES FOR A FIRST LEVEL REVIEW

Appropriate grounds for First Level Review would include (but are not limited to) a situation where a school or centre:

- disagrees with their registration status or their period of registration based on the evidence described in the final MQAP Registration Report
- has additional contextual information about the evidence described in the final MQAP Registration Report

- believes the MQAP Assessors did not take into account all of the relevant evidence available at the time
- believes the school or centre was not given adequate opportunity at the time of the MQAP Registration Visit to demonstrate how it meets MQAP Indicators or Standards.

A First Level Review is a review of the initial 'point-in-time' assessment of the school or centre against the MQAP Quality Components; it is not a reassessment of the school or centre. The MQAC can take into account new information during a First Level Review, but any information must relate to the facts at the point in time when the MQAP Registration Visit was conducted. Any changes made at the service since the registration visit, which might improve the school or centre's registration status, cannot be taken into account at a First Level Review.

Any members of the MQAC conducting the review must not have been involved in the MQAP Registration Visit.



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TIMEFRAME FOR CONDUCTING A FIRST LEVEL REVIEW

The MQAC must conduct a First Level Review within 30 calendar days of receiving the request.

The timeframe may be extended by up to 30 calendar days by agreement between the school and the MQAC, if the MQAC requests further information.

FIRST LEVEL REVIEW PROCESS

The process MQAC follows includes (but is not limited to) the following steps:

- acknowledge receipt of application from school or centre for a MQAP First Level Review
- validate and review application: this process involves ensuring that the application is complete and all supporting documentation referenced in the application has been included
- seek further information from the school or centre to support grounds for requesting a review, excluding information that was available to the original MQAP Assessors at the time of the MQAP Registration Visit
- seek comment from the MQAP Assessors and any others involved in the original MQAP registration assessment
- seek any other relevant information from individual persons as required

- assess the application to determine the correct MQAP registration status and the correct MQAP registration period
- notify the school or centre of the outcome of the review for each relevant MQAP Quality Area, including reasons for the decision. The decision notification should also include information about review rights
- inform the school or centre if the overall MQAP registration status and period of MQAP Registration is to be confirmed or amended
- notify the original MQAP Assessors of the grounds for review and outcome of the review

DETERMINING A FIRST LEVEL REVIEW

Following the review, the MQAC may confirm or amend the MQAP registration status and period of MQAP Registration under review and must give the school or centre notice in writing of the outcome of the review and the reasons for the decision made, within 30 calendar days.

The First Level Review decision should contain sufficient detail for the school or centre to ascertain the MQAC reasons to amend or confirm the relevant MQAP Quality Areas and period of registration.

The MQAC will ensure that the MAF website is updated as applicable within 14 calendar days of the school or centre being notified of the First Level Review decision, unless an application for a Second Level Review is made.





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SECOND LEVEL REVIEW OVERVIEW

If the school or centre is still not satisfied after the First Level Review, application may be made for a further review (a Second Level Review) by a MQAP Registration Review Panel.



WHO CAN APPLY

A school or centre may only apply for a Second Level Review if the MQAC has conducted a First Level Review.

A school or centre can only apply for a Second Level Review on the grounds that the MQAC:

- failed to take into account or give sufficient weight to special circumstances existing or facts existing at the time of the MQAP Registration Visit, or
- did not appropriately apply the prescribed processes for determining a registration status and period of MQAP Registration.

HOW TO APPLY FOR A SECOND LEVEL REVIEW

The school or centre may apply to MQAC within 14 calendar days after the school or centre receives the notice of the outcome of the First Level Review. The request must set out the grounds on which a review is sought and be accompanied by the supporting information.

An application must not include information or evidence that was not presented as part of an initial MQAP Registration Visit or First Level Review.

A fee of \$330 (including GST) is payable to cover the administration costs of a Second Level Review.

GUIDELINES FOR CONDUCTING A SECOND LEVEL REVIEW

The MQAC must decide on at least three panel members to form the MQAP Registration Review Panel. Any members of the MQAC Registration Review Panel must not have been involved in the MQAP Registration Visit, the First Level Review or in any way determined the final registration status and period of registration of the school or centre for which the review relates.

TIMEFRAME FOR CONDUCTING A SECOND LEVEL REVIEW

The MQAC must give written notice to the school or centre of an application for review within 7 calendar days after receipt of an application.



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The MQAP Registration Review Panel must make a decision within 60 calendar days to confirm or amend the registration status and period of MQAP Registration under review. The panel must give the school or centre notice in writing of its decision and the reason for the decision within 14 calendar days.

The chairperson of the panel may extend the period for decision-making if the chairperson considers there are special circumstances that warrant that extension, or by agreement between the chairperson and the school or centre.

CONDUCTING A SECOND LEVEL REVIEW

The MQAC must establish a Registration Review Panel to conduct the review.

The MQAP Registration Review Panel is responsible for confirming or amending the registration status and period of MQAP Registration given to a school or centre.

The MQAC will establish a Registration Review Panel for each review.

Persons approved, as members of the panel must have expertise or expert knowledge in:

- Montessori education, early learning and development research or practice
- a prescribed area, such as the assessment of quality in education and care services or other relevant services
- best practice regulation

The MQAP Registration Review Panel may consider the following when conducting a Second Level Review:

- documents, information, plans, photographs, video or other evidence available
- any submissions made by the school or centre as part of the First Level Review
- the outcome of the First Level Review
- any submissions made by the school or centre as part of the Second Level Review

DETERMINING THE SECOND LEVEL REVIEW

In most cases, MQAP Registration Review Panels will conduct reviews via teleconference or other electronic means.

Panel members must act in all proceedings with fairness, equity and impartiality.

The MQAP Registration Review Panel will review all available evidence before confirming or amending the school or centre's registration status and period of MQAP Registration. Minutes of the deliberations of the review will be kept and the panel will set out its decisions on the review.

FOLLOWING THE SECOND LEVEL REVIEW

The MQAP Registration Review Panel may decide to confirm the registration status and period of MQAP Registration determined by the MQAC at First Level Review, or amend the registration status and period of MQAP Registration.

Registration status and period of MQAP Registration determined by the MQAP Registration Review Panel will be the registration level for the school or centre.

The MQAP Registration Review Panel must provide written notice of its decision, setting out the panel's findings on each review ground. The MQAP Registration Review Panel will send the decision notice to the school or centre and the MQAC, on behalf of the panel, within 14 calendar days of the decision being made.

The MQAC will ensure that the MAF website is updated as applicable within 14 calendar days of receiving formal notice of the MQAP Registration Review Panel's decision.

