

## Quality Assurance Support Package Quick Start Guide

The package includes:

1. Introduction
2. Fostering Managers' Handbook
3. Core Policies and Procedures
4. Checklist of legislation and guidance
5. Fostering Services Quality Assurance Audit Framework
6. Quarterly Report Template
7. Foster Carer Case Records Audit Form
8. Child Case Records Audit Form
9. Staff Records Audit Form
10. Decision Maker's Form
11. Pro-Forma Letters from the Decision Maker

The Quality Assurance Support Package is available to be purchased digitally and print on demand via our Mimeo platform

<https://marketplace.mimeo.co.uk/fosteringnetworkpublications>. The package is updated annually in line with legislation and your digital purchase entitles you to 12 months of access to the online materials; items 1-4. Items 5-11 are downloadable as MS Word files.

### How to access the package

#### Ordering digital material

- In the Mimeo storefront, browse the options available via the categories in the menu
- Enter a quantity and select add to cart
- Enter your payment details and continue
- Finally, review the details of your order and select 'place your order'

#### Order confirmation

- The order confirmation page lists the content key(s). It also includes a link to download the keys in an Excel file. You will also receive this information in your order confirmation email.
- Printed material will be couriered to you via the delivery method chosen

#### Redeem your key

- Access Mimeo Digital via <https://mimeo.digital/login>
- Sign up for an account or if you have an existing account, log in.
- Once logged in, select the "Redeem Key" button at the bottom of your screen. Enter the alphanumeric code and click the "Add" button.
- Begin viewing content by selecting the course folder, then any item within the folder.

For additional support click the 'Live support' option on the left hand column of the platform.