

Policy and Procedure Customisation/ Development Support

An essential component of any organisation is the quality and consistency of their policies and procedures. Along with being a legislative requirement for approved ECEC services to have specific policies and procedures, these documents provide a foundation for effective management and sound governance.

QCAN offers 2 levels of policy customisation support to its members, outlined below.

Customisation Options	Deliverables	Cost (GST inc)
<p>Policies and Procedures Customisation Package</p> <p>The Policy and Procedure customisation package offered by QCAN has been frequently requested by the sector as it offers an opportunity to conveniently individualise an OSHC service's critical workplace documentation. As a result of this service the Approved Provider will ensure their services policies and procedures align with both the workplace and education and care legislative frameworks.</p>	<ul style="list-style-type: none"> • Customised Policy and Procedures Manual • Comprehensive toolkit of forms, templates and guidelines • 2 hour face-to-face implementation training 	\$3250
<p>Policies and Procedures Development Support Package</p> <p>The Policy and Procedure development support package offers services who have already invested significant time and resources the opportunity to reflect on their policy manual. Supportive advice and recommendations will be given to enhance the overall quality and legislative compliance. This approach considers the work previously undertaken by the service and supports opportunity for guided policy writing skill development.</p>	<ul style="list-style-type: none"> • Agreed review/audit of current policies and procedures • Identified opportunities for development • Coaching and training recommendations where relevant 	\$88 per hour

Please complete your service details below and return to admin@qcan.org.au to express your interest in accessing this resource support.

Service Name:

Contact Person:

Service Address:

Telephone:

Postcode:

Email:

A 50% payment is required prior to customisation. A 25% payment is required upon practical completion. The final 25% payment is required upon completion. An invoice will be generated to reflect these amounts. All prices are inclusive of GST.

QCAN Management, Governance and Human Resources Consultancy Services are led by QCANs team of qualified professionals. Products offered by QCAN are developed and delivered by experienced and qualified Outside School Hours Care professionals. QCAN aims to deliver high quality resources and support opportunities to the OSHC sector in Queensland.