

# Policy and Procedure Customisation

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's Policy and Procedure manual template is a highly popular resource adopted widely throughout the sector. It provides uniform suggested documentation for the delivery of school-age care in a Queensland context. The standardised documents require content contextualisation in order to reflect each service's individual requirements.

The 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.

## Deliverables:

- Customised Policy and Procedures Manual
- Comprehensive toolkit of forms, templates and guidelines
- 2 hour face-to-face implementation training

**Cost \$3,250 (inc GST)**

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Service Name:

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Contact Person:

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Service Address:

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Telephone:	Postcode:
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Email:

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QCAN Management, Governance and Human Resources Consultancy Services are led by QCAN's 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.