# Sample document shared at ECRU Roadshows

Helpful sample documents

During the 2022 Roadshows presented by the Education and Care Regulatory Unit (ECRU), sample documents were shared with attendees to adapt for their own purposes.

The documents are not prescribed by ECRU for use by services and providers but have been shared from other services amongst the sector to assist with development of best practice.

Services are encouraged to review updated legislation to ensure documentation is compliant.

Our thanks go to those education and care services who shared their sample documents to educate our sector and share our best practice, tips and tricks.

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**ACECQA templates**

You can view and download template documents, that were discussed at ECRU Roadshows, on the [ACECQA website](https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates). See below for a list of some useful documents that are available to assist with development of best practice:

1. Compliance history statement for a person to be person in day-to-day charge (PIDTDC) or nominated supervisor.
2. Compliance history statement for a prospective family day care educator.
3. Prohibition notice declaration for prospective staff members.
4. Record of staff engaged or employed by family day care service (Reg 154)
5. Record of visitors to family day care residence or approved venue
6. Register of family day care educators, co-ordinators and assistants
7. Staff Record

The ACECQA templates for Quality Improvement Plan and Self-Assessment Tools can be found on the [ACECQA website.](https://www.acecqa.gov.au/assessment/quality-improvement-plans)

## This ACECQA Quality Improvement Plan (QIP) template may be used by services and providers when writing the QIP; however the QIP does not have to be provided in any specific format. Services may have a range of documents to assist with completing the QIP, a summary of the key areas prioritised for improvement.

* This ACECQA [self-assessment tool](https://www.acecqa.gov.au/assessment/quality-improvement-plans) shares strategies and examples that an approved provider may consider to ensure the most effective improvements to service delivery are initiated from within the service.

**Guide**

Six reasonable steps to ensure staff follow policies and procedures [guide](https://www.acecqa.gov.au/sites/default/files/2022-11/13-Six-steps-staff-policies-procedures%20v3.pdf)