# 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.

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.

Dear

**RE: Responsible Person Appointment & Acceptance**

The Sunnyvale Pty Ltd, as Approved Provider for Sunnyvale Early Learning, 22 Happy Road, Swanson delegates the appointment of responsible Person (person on day-to-day charge) to you from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

By signing this letter, you accept your appointment and the associated responsibilities of the role as outlined in the Staffing policy which has been provided to you for review and consultation prior to accepting this appointment.

Yours sincerely,

General Manager

Person with Management and Control

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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accept the position of Responsible Person for Sunnyvale Early Learning from \_\_\_\_\_\_\_\_\_\_\_\_.

I understand that at any time I wish to withdraw my consent I can do this in writing to the Approved Provider.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2021.

Witnessed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_