

A Director's Guide to introducing the Committee Induction Package to your committee

This package has been designed to introduce committee members to the key areas of governance and management in the early childhood sector.

On completion of the package, committee members will have a better understanding of their role and responsibilities, and be better able to support you in your role as Director.

Follow these steps to get started



1 Introduce your committee to CCSA

Your committee members may not be aware of your membership of CCSA, and the important ways that we support you and your service. Explain that we are here for your service ... focusing on providing vital information and support in the areas of governance, management, compliance, business support and workplace relations.

2 Discuss the Committee Induction package features

Explain to your committee how completing the package will help them in their role, help them support you in your role, and benefit the service. Good governance and management are essential to achieve best practice service delivery, and ultimately the best outcomes for children.

Features:

- 5 modules, approx. 30 mins each
- Fun, interactive learning experience
- Self-paced: start, stop and resume progress
- Compatible on various devices
- Access from any location
- Access at any time
- Personalised Certificate of Completion

Topics Covered:

- Corporate Governance
- Financial Management
- The National Quality Framework (NQF)
- Human Resources and Industrial Relations
- Service Operations

Compatible Devices:

- laptop
- mobile phone
- desktop computer
- tablet



Take advantage of our Committee Induction Package promotional video to play to Committee members.



Certificate of Completion is a great addition to a resume!

3 Agree to participate

At a committee meeting, vote for your committee to register for the package.

Ideally all committee members should complete the package; to ensure they have the same information and understanding of their responsibilities.

You can implement the Committee Induction Package as part of your onboarding process. New committee members can be registered to complete the package as they join your team.

4 Register your committee members

For easier registration, we recommend that you collect each member's name and email address, and have your administration officer complete a bulk registration at www.ccsa.org.au/product/ccsa-committee-induction-package

Please note: One package per person will need to be purchased to allow individuals full access to the learning package and to obtain a personalised certificate of completion. Personal, individual email addresses should be used.



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5 Get started

Your committee members will be emailed logon details and can start the modules straight away.

On completion of the package participants will receive a certificate, have a greater understanding of the key elements of governance and management, and be ready to work as part of an effective management team.

Consider including completed module topics as an agenda item at committee meetings ... this is a great way to share feedback and generate ideas.

6 What next?



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Ensure each Committee Member has access to a Governance and Management Snapshot Guide to build on the foundations provided in the Committee Induction Package.



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Ensure Committee members are subscribed to receive our eConnect newsletter to read current sector information and find out about CCSA webinars, training and development activities.



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Visit our Learn with Us page to find out more about the training and consultancy we offer to build on the foundations provided in the Committee Induction Package.

Contact us if you need any further information
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