



## Educator Policy Handbook Rollout

As outlined during our last Educator meeting, we are pleased to share the revised Enhance Educator Policy Handbook, Training Plan and quiz.

The rollout of the Educator Handbook includes updated policies for ease of reference during your everyday practice.

To ensure the safety and well-being of children and the Approved Providers' obligation to ensure employees and educators follow policies and procedures (R170) is met, we have designed a quiz to confirm policy knowledge.

**Educator Policy Handbook**

### **Why have we revised the Handbook?**

- To condense into one Educator Handbook, for ease of reference
- To streamline our Training Plan
- To further our continuous improvement and ensure our policies, training and guidelines are informed by best practice, legislative requirements and recommendations
- To ensure the wellbeing and safety of children are at the heart of our daily decisions and operations

- To support, guide and safeguard you as an Enhance Educator providing exceptional home-based education and care

### What next?

1. Read and review the Educator Policy Handbook and Training Plan
2. As an existing Educator you only need to complete the Policy Handbook Acknowledgement and Quiz, by **Tuesday 11 April**
3. When finished, download the certificate of completion, save for your personal records and email a copy to your Practice Mentor.

## Quiz & Policy Acknowledgement

For assistance, please refer to the handy training video or connect in your Practice Mentor. The quiz will take approximately 30 to 45 minutes to complete and is self-paced, so you can save your progress and recommence as required.

Kind regards



Meegan Walsh  
General Manager, Enhance