



EARLY YEARS TRAINING GROUP PTY LTD

RESOURCES, TRAINING, CONSULTANCY

Do you need help with your management systems? Policies, Procedures, Checklists

You can now purchase a Child Care Management System consisting of 5 folders which are customised with your centre name on each document. The folders have in excess of 500 pages which include job descriptions, surveys, checklists, procedures, time lines, etc along with sample policies for you use when developing your own centre specific policies. The folders cover Human Resources, Child and Family Information, Program and Progress Records, Compliance and Policies. This is designed to provide Centres with paperwork required for the ongoing management of your service and to assist you through QIAS. Documents required to support the new QIAS are included.

To order:- simply complete the order form below and send, along with your Cheque or Money Order, to:-

The Early Years Training Group
PO BOX 1752,
Tuggeranong, ACT 2901
Fax:- 07 5537 8211

For Direct Credit Payments simply deposit your payment into our bank account (details below) and fax your completed order form.

For more information call
Gwynn Bridge:- 0418 764 779 or
Jenny Lenard:- 0417 686 708

Disclaimer

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Poster Set \$150 + GST
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Please note: - orders cannot be filled unless payment accompanies your order.

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		Postage and Handling	\$40.00
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Direct Credit Payments - (Please remember to fax the completed form)

Account Name: Early Years Training Group

Account Details: BSB 062 914, Acc No 10481196

Centre Name: - _____ 26 letters only including spaces

Name: _____ Address: - _____

State:- _____ Postcode:- _____ Tel:- _____ Fax:- _____

Email:- _____ Signed _____

Office use only:-

Payment method:- Cash

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BSB

Account number

Account Name