

Write your own policies and procedures

Making the NDIS work for your business



Date: 20 February 2019

Time: 5.30-7.30 p.m.

Venue: Level 2, 462 Chapel Road, Bankstown

Contact: 02 8713 9200

Register at: see link on this communication



Partnering with:-



Bring your laptop, tablet or pen and paper. We are going to write your first policy and procedure/s.

Learn to write your own policies and procedures

With the implementation of the new rules from 1/7/18, all registered Providers are facing re-verification or certification. New Providers will also have to go through either verification or certification.

One of the biggest problems is writing your own policies and procedures. The Commission's rules make it quite clear that they need to be relative to the individual Provider's business and that the auditors will be looking for your ownership of your policies and procedures. In other words, you need to write them yourself.

This workshop will set you well on the road to mastering the process.

Content:

What are policies and procedures?

How do you develop a written policy?

Creating procedures from them.

Using a real example for you to write during the workshop and take home.

Be at the forefront. Making the NDIS work for your business!

Be on time, we will start at 5.30pm sharp.