# 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

**Letter of Appointment**

**Educational Leader – Sunnyvale Early Learning**

In line with the requirements of the Education and Care Services National Law (WA) Act 2012 it is with pleasure that I confirm your appointment as Educational Leaders for Sunnyvale Early Learning.

As the Educational Leader you will be responsible for coordinating the planning and programming requirements using the Early Years Learning Framework in accordance with the service’s Educational Program policy.

By signing this letter, you agree to your appointment as Educational Leader at Sunnyvale Early Learning.

Yours sincerely,

General Manager

Person with Management and Control

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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accept the position of Educational Leader at 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_