

COMMUNITY CHILD CARE

WRITING AND SUBMITTING A PROPOSAL TO MANAGEMENT

In the course of their professional work, educators, coordinators and staff in education and care services may need to develop and submit a formal proposal to management.

Proposals are usually written for a range of reasons, including:

- ▶ Wage reviews or incremental increases
- ▶ Financial assistance
- ▶ Grant applications
- ▶ Permission to hold events
- ▶ Changes to service operations, policies and procedures
- ▶ Alterations to a position description, hours of work or responsibilities
- ▶ Changes in legislation or quality assurance
- ▶ Addressing specific issues arising within the service

Proposals are generally presented to an individual member of management, a subcommittee, committee of management, school council or board of directors. When submitting a proposal it is important to consider the management structure of the service as this will assist in determining who the proposal should be submitted to and if there are specific pathways or processes that need to be followed. They can be made informally through phone calls and discussions or more formally through planned meetings and written submissions.

Developing a proposal

When writing and submitting a proposal, consider the following points:

- ▶ Follow service's procedures and requirements and seek clarification if necessary
- ▶ Outline the purpose and benefits of the proposal
- ▶ Access information required for completing and submitting the proposal. Cite relevant legislation, references and resources where applicable
- ▶ If dealing with a specific issue, provide solutions and strategies to address the issue
- ▶ If applicable, provide relevant costs
- ▶ Find out to whom the proposal needs to be addressed, as this can affect how quickly the proposal is processed
- ▶ Submit the proposal in a timely manner because this will give management sufficient time to consider the proposal
- ▶ If appropriate, engage and involve other educators, staff and parents to ensure the proposal has wide support
- ▶ Use clear language that can be easily understood. Avoid

jargon, complex wording and keep the proposal brief and succinct. Always proof read the proposal or ask a peer to review the proposal before submission

- ▶ Consider the layout and presentation of the proposal. Use of headings and other formatting such as bold, italic and lists can assist in highlighting key points and make the proposal easier to read
- ▶ Be prepared to meet with management to discuss the proposal further or provide additional information if required
- ▶ Acknowledge the proposal outcome in a professional manner by writing a letter of appreciation, making a phone call or meeting with management in person
- ▶ Evaluate the development, submission and outcome of the proposal because this information can be useful for future submissions

Proposal content:

The proposal should contain the following information:

- ▶ Contact details
- ▶ A brief introduction and overview
- ▶ The purpose and benefits of the proposal
- ▶ A range of options, if relevant, and the pros and cons of each
- ▶ Expected outcomes of the proposal
- ▶ Proposed timelines for implementation
- ▶ Resources and equipment, if applicable
- ▶ Other issues that may arise or need to be addressed as a result of the proposal
- ▶ A brief conclusion, including a date or timeframe for a response
- ▶ Documents that support the proposal such as quotes, legislation, costs and budgets
- ▶ References

Other details may need to be included that are specific to the nature of the proposal.

Ensure that a copy of the proposal is distributed to all stakeholders to allow time for each person to read and seek clarification before a decision is required.

Useful contacts:

Community Child Care

Professional Support Consultants
Phone: 1800 177 017

The following draft pro forma can be used to develop a proposal template specific for each service.

PROPOSAL TO COMMITTEE OF MANAGEMENT

Date:**Proposed by:****Purpose:**

- ▶ To request a policy decision
- ▶ To alert the committee of changes to the operation of the service
- ▶ To present an issue for discussion
- ▶ To review a policy

Background:

Some background as to why a decision needs to be made.

For example:

- ▶ An issue has arisen
- ▶ Changes in government policy
- ▶ Changes in legislation
- ▶ Changes in services operation
- ▶ Policy review

Overview of the proposal:

Including issues such as:

- ▶ Benefits of the proposal
- ▶ Options available (include pros and cons of each)
- ▶ Expected outcomes of the proposal
- ▶ Further issues that may arise as a result of the proposal

Resources required to implement the proposal:

- ▶ The amount of time required
- ▶ Finances — costs and sources of funding

Recommendations:

This could include:

- ▶ Making a policy decision
- ▶ Referring the matter to a subcommittee for further investigation
- ▶ Seeking further advice
- ▶ Proceeding with the implementation of the proposal

Date Ratified:

- ▶ If a policy has been adopted or changed, a copy should be attached



CCC provides leadership, advocacy and support to build the capacity of the children's services sector and promote public support for community owned, not for profit services.

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