



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll in the 'Australia Aged Care Act, Regulations and Compliance' program to further enhance my knowledge in the aged care regulation framework and I would like to gain your approval to attend this program. By attending this program, it will help me gain expertise in the regulatory legislation of aged care in Australia which will enable me to help our organization to build a robust quality framework and service providing strategies ensuring compliance and enhanced quality standards.

Led by Paul Sadler and Arthur Koumoukelis, both award-winning aged care law experts, this program will equip me with up-to-date and in-depth knowledge about the intricate legal and regulatory requirements surrounding aged care reform, residential care and home care services in Australia. With this proficiency, I will be empowered to offer legally compliant strategies and robust framework for aged care services. I will also acquire insights into the pivotal legislation like Australian National Aged Care Classification (AN-ACC), Aged Care Royal Commission and the Aged Care Taskforce. In addition, this course will delve into the nuances of Residential care reforms, 24/7 RN requirement, and existing community care programs allowing our organization to build a robust compliance framework. Some of the key skills this program will bring include:

- National Aged Care Reform
- Australia Elder Law
- Aged Care Quality & Safety Act
- AN-ACC Funding Model
- Aged Care Diversity Framework
- Quality of Care (QOC) Principles
- Quality Indicator program (QIP)
- Standard of Care
- Serious Incident Response Scheme (SIRS)

I believe these skill sets will prove invaluable to me and you can be assured that after attending this virtual program, I will be able to contribute even further to our organization's compliance and quality assurance framework aligning to Australia's aged care reform and elder law standards. I strongly believe that these key skills will also significantly enhance our organization's credibility and improve the satisfaction of the elderly.

I look forward to gaining your approval to attend this virtual training program.

Sincerely,
Your Name