

LMS (Learning Management System) Course Overview

Mandatory	Optional	N/A
These modules are to be completed within two weeks of commencement in HIPPY. We suggest you undertake them annually to ensure you have a sound understanding of your role requirements.	These modules are made available to you as additional information, but you are not required to do them.	These modules do not apply to your role.

Title	Link	Line Manger	Coordinator	Tutor
Safeguarding Fundamentals	Click to access	N/A	Optional	Mandatory+
Safeguarding and Your HIPPY Sublicence	Click to access	Mandatory#	Mandatory+	N/A
HIPPY Australia Cultural Training	Click to access	Optional	Optional	Optional
Line Manager Training Course	Click to access	Mandatory	N/A	N/A
Coordinator Training Course	Click to access	Optional	Mandatory	N/A
Tutor Training Course	Click to access	Optional	Optional	Mandatory
ETO Training	Click to access	Mandatory	Mandatory	N/A
Enrichment Topics for Tutor Training	Click to access	Optional	Optional	N/A

+ This module is mandatory in the first year of employment. In subsequent years, staff must undertake this or similar safeguarding training available locally.

Line Managers must complete this module annually as part of the Annual Statement of Safeguarding Compliance.

LMS Online Library Resources

Section	Description	Contents
Site Management	Guidelines, policies, enhancement funds, compliance and reporting tools to assist in managing your site	HIPPY Australia Sublicence and Funding Agreement HIPPY Operations guide Critical incident guidelines Safe home visiting guidelines Priority of Access guidelines • Safeguarding guidelines • Coordinator reporting: (Jan-Jun) (Jul-Dec) • Line Manager reporting: (Jan-Jun) (Jul-Dec) • Financial reporting (Data collection guide, Financial report template)
Curriculum	Program materials to support you to deliver Age 3 and Age 4 HIPPY	• Age 3 curriculum • Age 4 curriculum
ETO Info and Forms	Forms and resources for use with the ETO database	• Enrolment form and guides (Enrolment form guide, Enrolment and journey form, End of Age 3 journey form, Graduation journey form) • Family forms (Pack delivery, Gathering enrichment, Family support, Family referral, Family early exit) • Staff forms (Staff demographic information, Tutor training, Professional development, Staff exit form, Supervised home visit) • Data collection guide • Quality and Sublicence dashboard forms (HIPPY Story, Coordinator report form Jan-Jun, Jul-Dec & Line Manager reports Jan-Jun, Jul-Dec, Compliance checklist, Finance reporting template 2024, 2025) • Privacy guides (Respecting your privacy: HIPPY Australia collection notice for families, Respecting your privacy prompt cards, Respecting your privacy: Staff)

Section	Description	Contents
Program Delivery	Resources to support delivery of HIPPY program at Home Visits and Gatherings	• Home Visit resources (Delivery cycles, Safe home visiting policy, Pack delivery form, Pack delivery guide) • Gatherings resources (HIPPY Gatherings handbook, HIPPY Gatherings Planning Tool, Promotional templates for Gatherings, Gathering Feedback form for children, Gathering Feedback form for parents/carers, Gathering Enrichment topic survey, Gathering Enrichment form) • Graduation resources (Graduation Certificate for Children, Graduation certificate for Parents) • Pre-service Tutor Training (How to Plan & Deliver Tutor Training tips, Home Tutor Training template, Child Development resource, HIPPY Tutor Position Description guidelines, Tutor Training form) • Pathway to Possibilities guide • ETO P2P forms (First year Tutor: Skills Development Activity form, First year Tutor: Pathways to Possibilities Plan, First year Tutor: Review form, Second year Tutor: Skills Development Activity form, Second year Tutor: Pathways to Possibilities Plan, Second year Tutor: Review form) • Working Together Statement • Work-Life Balance Wheel • My Network Map • Time Management Skills Scheduler • Growth Model
News and Info	A collection of published bulletins and newsletters, including findings from the 'Children's voices' project (2017-2019).	• Compliance bulletins • Policy & Procedures bulletins • Newsletters • Children's Voices: Children's experiences, Adults' experiences (Engaging Children's Voices in the Early Years practice guidelines, Children's voices: children's experiences, Children's voices: adults' experiences, Children's Voices Listening Project reports)

Section	Description	Contents
Media and Promotions	A range of promotional templates and videos for sites to use in their promotion of HIPPY in their communities.	• Templates on brochures, flyers, posters, postcards • Promoting using social media • Files for professional printing (Outcomes brochure, A5 notebook, Postcard, Bookmark) • HIPPY artwork & images (Interim Artwork guidelines for Curriculum, Curriculum Animal Artwork, HIPPY tagline sticker, HIPPY branding animal images, HIPPY branding animals colouring in sheets) • Promotional videos (The HIPPY Australia advertisement, The Five Essential Features: Role play, Parents & carers as Tutors, Home visits & group meetings, Everywhere Learning)