

Training and Professional Development Policy

Published	February 2017
Review Date	August 2018
Sources	Education and Care Services National Regulations, October 2017 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017 Guide to the National Quality Standard, February 2018 Kidsafe "Family Day Care Safety Guidelines", 2008

Aim:

To ensure the ongoing quality improvement of all aspects of the Out of School Hours Care Service through the promotion and provision of regular training to Co-ordination Unit Staff and Educators.

In relation to the Approved Provider & Co-ordination Unit Staff:

- Abide by their obligations under the current Education and Care Services National Regulations and the National Quality Standard (in relation to the provision of training and development)
- Conduct comprehensive Induction Training with all new Educators that includes all aspects of the role as outlined in the Educators Induction
- Conduct one-on-one training with new Co-ordination Unit Staff in relation to their role
- Provide follow up online training to new Educators prior to their commencement, including Health & Hygiene and Child Protection
- Attend training and conferences to ensure ongoing service professional development
- Distribute information about relevant training to Educators in a timely manner, including where to source online training
- Assist all Educators in sourcing suitable training in Certificate III in Children's Services
- Support all Educators studying through providing guidance with assignments and resources
- Facilitate and encourage networking between Educators studying the Certificate III in Children's Services
- Support all Educators in other relevant Children's Services studies (e.g. Diploma)
- Assist Educators to complete the annual Educators Performance Plan
- Assist Staff Members to complete the annual Staff Performance Plan
- Utilise the information in the Educator and Staff Commencement Performance Plans and the Educator and Staff Performance Plans to assist with further training and mentoring
- Support Educators with their professional development by ensuring they complete at least 1 professional development course each quarter
- Provide information about Educator and Staff training, including training clips and movies on CKC's Facebook Page
- Seek parent training needs and interests via regular surveys and communication
- Provide information about parent training to families through newsletters and emails
- Provide information about parent training, including parent training clips and movies on CKC's Facebook Page

In relation to Educators:

- Complete at least one professional development course every 3 months
- Set realistic goals and training plans each year and adjust these as required
- Share training needs and interests with Co-ordination Unit Staff

- Work consistently towards the completion of the Certificate III in Children’s Services or other relevant study
- Share knowledge with other Educators through networks and mentoring
- Annually complete the Educators Performance Plan
- Regularly check CKC’s Facebook Page to access information about upcoming training, including training clips and movies

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider & Co-ordination Unit Staff accessing current relevant information
- Approved Provider, Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments
February 2017	Scheduled Policy Review – No changes made