

Training and Professional Development Policy

Published	July 2020
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Sources	<p>Education and Care Services National Regulations, December 2019</p> <p>Education and Care Services National Law, February 2018</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Framework, January 2020</p> <p>Kidsafe “Family Day Care Safety Guidelines”, 2008</p>

Aim:

To ensure the ongoing quality improvement of all aspects of the Family Day Care service through the promotion and provision of regular training to Co-ordination Unit Staff and Educators.

In relation to Co-ordination Unit Staff:

- Abide by their obligations under the current Education and Care Services National Law, Education and Care Services National Regulations and the National Quality Standards in relation to the provision of training and development
- Conduct comprehensive Induction Training with all new Family Day Care 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 Operating a Family Day Care Business, 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 new Educators with the completion of the Educators Commencement Performance Plan during their first 3 months of work
- Assist Educators to complete the annual Educators Performance Plan
- Assist new Staff Members with the completion of the Staff Commencement Performance Plan during their first 3 months of work
- 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. This will occur through:
 - Co-ordination Unit staff discussing each Educators training needs prior to an Educators Scheduled Visit
 - During the Scheduled Visit the Educator and Co-ordination Unit Staff Member will make a list of training goals and record these in the Educators Diary

- Once these goals have been set the Co-ordination Unit will research relevant professional development courses for each Educator and send through training options to the Educator
- The Co-ordination unit will monitor Educators progress to ensure that they are completing the training
- Provide information about Educator and Staff training, including training clips and movies on CCEL's Website and 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 CCEL's Facebook Page

In relation to Educators:

- Complete at least one professional development course every 3 months, ensuring a combination of CCEL provided online training and external courses
- 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
- Within the first 3 months of starting as an Educator complete the Educators Commencement Performance Plan
- Annually complete the Educators Performance Plan
- Regularly check CCEL'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
- Co-ordination Unit Staff accessing current relevant information
- 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
May 2012	Added relevant regulations and quality standards in relation to the new Education and Care Services National Regulations and National Quality Standard, added in the use of commencement performance plans and performance plans for educators and staff.
August 2012	Added information regarding CCEL's Facebook Page
January 2013	Added information for In Home Care
February 2014	Scheduled Policy Review – added follow up training, educators sourcing training every 3 months
May 2015	Added procedure for assisting Educators with setting training goals and accessing professional development courses
August 2015	Scheduled Policy Review – No changes made
February 2017	Scheduled Policy Review – No changes made
June 2018	Update Sources
July 2020	Scheduled Policy Review – No changes made