



Training and Professional Development

Policy Statement

This policy acts to ensure that:

- The ongoing quality improvement of all aspects of our Out of School Hours Care Service
- The promotion and provision of regular and ongoing training and professional development for all Staff and Educators

Goals

- Support Staff and Educators in their ongoing improvement through regular professional development

Roles and Responsibilities

Approved Provider and Coordinators

- Conduct comprehensive Induction Training with all new Educators that includes all aspects of the role as outlined in the Educators Position Description
- Conduct one-on-one training with new Coordinators in relation to their role
- Provide In-House training to new Educators prior to their commencement, including “Understanding the Child Safe Standards” and “What is Compliance? The Role of the Educator”
- Attend training and conferences to ensure ongoing professional development and continuous improvement of the service
- Distribute information about relevant training to Educators in a timely manner, including where to source online training
- Support all Educators studying through providing guidance with assignments and resources, where applicable
- Assist Educators and Staff to complete their Annual 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 regular training throughout the year
- Update any training completed by Educators and Staff on the Educator Training Record
- Provide information about Educator and Staff training, including training clips and movies on CKC’s Educator Networking Facebook Page
- Seek parent training needs and interests via regular surveys and communication

Policy Created
February 2016

Policy Last Updated
March 2022

Policy Review Date
July 2023



- 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

Educators

- Be involved in regular professional development throughout the year this could include:
 - Staff Meetings
 - In-house training
 - External training (including Be-You)
 - Practical training
 - Mentoring from Coordinators
- Set realistic goals and training plans each year and adjust these as required
- Share training needs and interests with Coordinators
- Where applicable, work consistently towards the completion of the Certificate IV in School Age Education and Care or other relevant study
- Share knowledge with other Educators through networks and mentoring
- Complete the Educators Performance Plan annually
- Regularly check CKC's Educator Networking 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 and Coordination Unit Staff accessing current relevant information
- Approved Provider, Coordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

LINKS TO:

→ [Education & Care Services National Law](#)

→ [Education & Care Services National Regulations: 168, 169, 170](#)

→ [National Quality Standards/Elements: 4.2.1, 4.2.2, 7.1.3, 7.2.1, 7.2.3](#)

→ [Child Safe Standards: 1, 4, 5, 6, 7, 9, 10](#)



SOURCES

- Education and Care Services National Regulations, December 2021
- Education and care Services National Law, January 2022
- 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, January 2020
- Implementing the Child Safe Standards: A Guide for the Early Education and Outside Schools Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- Be You

LINKS TO OTHER POLICIES:

- Continual Improvement and Monitoring
- Governance and Management
- Staffing