

Policy Statement

This policy acts to ensure that:

- The ongoing quality improvement of all aspects of our Services
- 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 or Family Day Care Educator Induction Checklist
- Conduct one-on-one training with new Coordinators in relation to their role
- Provide In-House training to new Country Kids Club Educators prior to their commencement, including “Understanding the Child Safe Standards” and “What is Compliance? The Role of the Educator”
- Provide follow up online training to new Family Day Care Educators prior to their commencement, including Operating a Family Day Care Business, Health & Hygiene and Child Protection
- Ensure Educators are aware of any mandatory training requirements that they may need as part of their role with the service, such as Child Protection, First Aid, Food Safety Supervisor or Food Handling
- 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
- Where applicable assist Educators in sourcing relevant training in Certificate III in Children’s Services
- Facilitate and encourage networking between Educators studying the Certificate III in Children’s Services
- Support all Educators studying through providing guidance with assignments and resources, where applicable
- Assist new staff with the completion of the Commencement Performance Plan during their first 3 months of work

Policy Created
February 2016

Policy Last Updated
July 2023

Policy Review Date
July 2025

- Assist all new Educators with the setting of their first quarters operational and training goals
- Assist staff to complete their Annual Performance Plan
- Utilise the information in the Staff and Educators Commencement Performance Plans and the 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 through a variety of avenues, including emails, texts and Facebook
- Seek parent training needs and interests via community engagement 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

Educators

- Be involved in regular professional development throughout the year this could include:
 - Vacation Care Meetings
 - RP Networking Sessions
 - In-house training
 - External training
 - Practical training
 - Mentoring from Coordinators
- Complete any mandatory training as required in their role with their service
- 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 III in Children's Services, 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 correspondence from CCEL to access information about upcoming training, including training clips and movies

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

Continual Monitoring and Improvement

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

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 Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- The Early Years Learning Framework
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child

LINKS TO OTHER POLICIES:

- Continual Improvement & Monitoring
- Governance & Management
- Staffing