

## C-5 Professional Development

### National Quality Standards (NQS)

4.1	Staffing arrangements enhance children's learning and development.
4.1.1	The organisation of educators across the service supports children's learning and development.
4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional standards guide practice, interactions and relationships.
7.1	Governance supports the operation of a quality service.
7.1.1	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
7.2.1	There is an effective self-assessment and quality improvement process in place.
7.2.3	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

### Education and Care Services National Regulations

Reg. 84	Awareness of child protection law
Reg. 136	First aid qualifications
Reg. 168	Education and care service must have policies and procedures
Reg. 261	General qualifications for educators-children over preschool age-centre based services.

### Policy Statement

We believe that the quality of the service is improved through continual training and development of the staff. We will provide staff with encouragement and support to further their skills in the out of school hours field.

### Related Policies

- Anaphylaxis Management Policy
- Asthma Management Policy
- Child Protection Policy
- Determining the Responsible Person on Duty Policy
- First Aid Policy
- Financial Management Policy

- Relief Staff Policy
- Role of Management Committee Policy
- Staff Review and Appraisal Policy
- Volunteers/students/visitors Policy

## Procedure

Management will ensure that sufficient funds are made available in the budget for all in-service training and development.

The Centre Director will inform the Management Committee of any specific training and development needs of the educators.

All educators will be given the opportunity to be involved in some form of training throughout the year. All educators will be given opportunities to upgrade their qualifications in line with the Education and Care Services National Law and Regulations.

Staff appraisals and the Centre requirements will be used to ascertain further training needs.

The Director, in conjunction with the Management Committee, will access all training available and determine what will be attended and by whom.

A variety of training methods will be used including:

- Internal workshops, which can be conducted by staff or outside presenters
- External meetings with other Centres, with exchange of ideas
- External workshops, conferences and seminars
- Accredited short courses provided by registered training organisations as approved by the National Authority
- Time allocation made to staff to review any new resources that may be of value

Staff are encouraged to share relevant skills and knowledge they obtained from any training with the other educators in meetings or, where more time is required, in an internal workshop.

All staff will be required to be at work for the duration of any training activity they attend for the Centre.

The Centre will cover the costs of all authorised training however the individual will cover costs of any tertiary study costs.

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children's Services Award 2010
- Children (Education and Care Services National Law Application) Act 2010



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Version Control			
Version	Changes Made	Initiated By	Director Sign-off
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