

## C-5 Professional Development

### NQS

QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of educators.
QA. 4.2.1	Professional collaboration.
QA. 4.2.2	Professional standards.
QA. 7.1	Governance.
QA. 7.1.1	Service philosophy and purpose.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.
QA. 7.2.2	Educational leadership.
QA. 7.2.3	Development of professionals.

### 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 Educators. We will provide Educators with encouragement and support to further their skills in the OSHC field.

### Related Policies

- Normanhurst West OSHC Policy A-3: Philosophy
- Normanhurst West OSHC Policy A-16: Financial Management
- Normanhurst West OSHC Policy A-19: Nominated Supervisor
- Normanhurst West OSHC Policy C-6: Educator Review and Appraisal
- Normanhurst West OSHC Policy C-9: Relief Educators
- Normanhurst West OSHC Policy C-10: Volunteers/Students/Visitors
- Normanhurst West OSHC Policy D-10: First Aid
- Normanhurst West OSHC Policy D-16: Asthma
- Normanhurst West OSHC Policy D-17: Anaphylaxis
- Normanhurst West OSHC Policy D-22: Child Protection

## 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.

Educator 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 educators or outside presenters
- External meetings with other Centres, with exchange of ideas
- External workshops, webinars, conferences and seminars
- Accredited short courses provided by registered training organisations as approved by the National Authority

Educator 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 Educators will be considered 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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