

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

### Related Policies

- Sylvania Heights BASC Policy A-3: Philosophy
- Sylvania Heights BASC Policy A-16: Financial Management
- Sylvania Heights BASC Policy A-19: Nominated Supervisor
- Sylvania Heights BASC Policy C-6: Staff Review and Appraisal
- Sylvania Heights BASC Policy C-9: Relief Staff
- Sylvania Heights BASC Policy C-10: Volunteers/Students/Visitors
- Sylvania Heights BASC Policy D-10: First Aid
- Sylvania Heights BASC Policy D-16: Asthma
- Sylvania Heights BASC Policy D-17: Anaphylaxis
- Sylvania Heights BASC 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 staff.

Prior to a new staff member's first shift they will be required to complete the following webinars:

1. Child protection overview
2. WHS
3. Food Handling
4. Behaviour Management

All staff will be given the opportunity to be involved in some form of training throughout the year. All staff 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

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

All staff 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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