

## ARMIDALE & DISTRICT FAMILY DAY CARE

### *Training and Professional Learning Policy*

<p><b>Policy/policies:</b></p> <p><b>Regulation/s/ Standards:</b></p> <p><b>Related procedures:</b></p> <p><b>References:</b></p>	<p>Education and Care Services National Regulation (Clauses 118,119, 127, 128) <a href="http://www.acecqa.gov.au/national-regulations">www.acecqa.gov.au/national-regulations</a></p> <p>The National Quality Standard Elements 1.2, 4.2.2, 7.1, 7.2 <a href="http://www.acecqa.gov.au/Quality-Areas">www.acecqa.gov.au/Quality-Areas</a></p> <p>Recruitment of Educator’s Policy</p> <p>The Manual (Managing a Children's Service (Community Child Care Cooperative 2009)</p>
<b>Date effective</b>	March 2017
<b>Date for review</b>	March 2019
<b>Purpose</b>	<p>Armidale &amp; District Family Day Care Ltd endeavours to build and maintain the skills and knowledge of registered Educators and Coordination Unit Staff in line with current National Standards. We aim to build a professional learning community committed to continuous improvement.</p> <p>We aim to provide regular training opportunities that are:</p> <p>a) relevant to the identified needs and interests of Educators and Staff and</p> <p>b) designed to enhance collaboration, affirm practice, challenge and inform.</p>
<b>Responsibility</b>	Educators, Staff, Educator Assistants and Relief Educators

**Key information:**

**Policy:** It is imperative that the Service keeps abreast of current Early Childhood trends and best practice. As Family Day Care evolves into a high quality and professional education and care option for families, ongoing training of Educators and Coordination Unit Staff is essential. The National Regulation requires all Educators to have at least Certificate III and all Coordinators to have at least Diploma. This Service is committed to ensuring basic skill levels are achieved and supplemented through additional training opportunities. We are committed to high quality, home based care and professionalism that allows us to remain competitive as education and care providers.

## Procedure:

- All prospective Educators will be required to attend an induction and orientation program prior to registration. The number of sessions necessary will depend on the prospective Educator's level of training and experience.
- The training calendar for the year will be designed according to events or changes within the industry and after consultation with Educators and Staff to determine needs and interests.
- Appropriate training will be made available to both Educators and Staff.
- All registered Educators and Relief Educators will be required to attend at least **8 hours professional development** per calendar year to maintain their registration. **This excludes the renewal of First Aid and Child Protection which is a mandatory requirement every 3 years.**
- On occasion, certain training will be deemed mandatory for all Educators and Staff.
- **A requirement for gaining your basic qualification (Certificate 3 in Child Studies) is that you are enrolled and working towards completing the course in a satisfactory time frame. Educators need to provide us with evidence of completed study units every three months.**
- Educators and Staff are encouraged to undertake professional and personal development when it is offered.
- Educators will be kept informed of courses that are being offered locally, regionally or online.
- The sharing of information or insights gained through professional development is encouraged to promote discussion and reflection.
- The Educational Leader will endeavour to support the development and implementation of educational programs delivered to children by sharing and disseminating information about educational program and practice with Educators and Staff.
- All Staff Members will be provided with an annually negotiated professional development budget to undertake relevant professional development training
- Educators and Staff are encouraged to attend Regional, State or National Conferences.
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