

## 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 <i>Clauses 118,119, 127, 128</i> <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) NSWFDC Association Educator Induction Package</p>
<b>Date effective</b>	March 2019
<b>Date for review</b>	March 2021
<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:**

It is imperative that the Service keeps abreast of current Early Childhood Education and Care knowledge, research and best practice. AFDC aims to provide a high quality education and care option for families and to maintain a high level of professionalism. Ongoing professional development of Educators and Coordination Unit Staff is essential.

The Education and Care National Regulations require all Educators to either have or be prepared to gain at least a Certificate III qualification and all Coordinators to hold at least a Diploma qualification. This Service is committed to ensuring basic skill levels are achieved and supplemented through additional training opportunities.

## **Procedure:**

- All prospective Educators and Relief 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 on application.
- A professional development calendar for the year will be designed according to events or changes within the early childhood sector and after consultation with Educators and Staff to determine training needs and interests.
- Appropriate professional development 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 mandatory renewal of First Aid and Child Protection training every 3 years.
- Certain training, apart from courses previously mentioned, will be deemed mandatory for all Educators and Staff.
- Educators registered without qualifications are required to gain their basic qualification (Certificate III) in a reasonable time frame. Educators need to provide AFDC with evidence of completed study units every three months to demonstrate they are actively working toward their qualification.
- 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 will receive a \$50 professional development bonus annually to assist with the cost of attending a professional development session of their choice.
- AFDC will endeavor to plan and host an annual conference developed around identified needs and interests offering a full day's program with invited guest presenters.
- Educators and Staff are encouraged to attend Regional, State or National Conferences.