

ARMIDALE & DISTRICT FAMILY DAY CARE

Training and Professional Development Policy

Policy/policies:	Recruitment of Educator’s Policy Educational Program and Practice Policy
Regulation/s/ Standards:	Education and Care Services National Regulation <i>Clauses 118,119, 127, 128</i> www.acecqa.gov.au/national-regulations The National Quality Standard Elements 1.2, 4.2.2, 7.1, 7.2 www.acecqa.gov.au/Quality-Areas
Related procedures:	Flexitime Procedure
References:	The Manual (Managing a Children's Service (Community Child Care Cooperative 2009) NSWFDC Association Educator Induction Package
Date effective	July 2021
Date for review	July 2023
Purpose	<p>Armidale and District Family Day Care endeavours to develop and maintain the skills and knowledge of registered Educators and Staff in line with the current National Quality Standards.</p> <p>AFDC is committed to continual improvement and aim to build a professional learning community.</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</p> <p>(b) Designed to enhance collaboration, affirm practice, challenge and inform.</p>
Responsibility	Board of Directors, Staff, Nominated Supervisor, Co-ordination unit, Educators, Educator Assistants and Relief Educators.

Key information:

It is imperative that Armidale & District Family Day Care keep up to date with 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.

The Education and Care National Regulations require all Educators to either possess or be prepared to obtain at least a Certificate III in Early Childhood Education and Care (CHC30113) and all Coordinators to hold at least a Diploma in Early Childhood Education and Care (CHC50113). Ongoing professional development of Educators and Coordination Unit Staff is essential.

AFDC is committed to ensuring quality skill levels are achieved and supplemented through additional training opportunities. This service encourages Educators and Coordination unit to undertake professional development that is suited to their role, identified needs and interests.

Procedure:

- All prospective Educators and Relief Educators will be required to attend an induction and orientation program prior to registration.
- A professional development calendar will be designed annually according to events or changes within the early childhood sector to offer to Educators and Staff to allow them to determine their training needs.
- Appropriate professional development will be made available to both Educators and Staff relevant to Educators and Staff identified needs, skills and interests.
- Educators will receive a \$50 professional development bonus annually to assist with the cost of attending a professional development session of their choice.
- Educators are encouraged to complete at least 8 hours professional development per annum. To support educators in participating in training the Coordination unit offers Educators 4 hours flexitime to undertake professional development within their operating hours. (This excludes the mandatory renewal of First Aid and Child Protection training every 3 years).
- Educators registered without qualifications are required to actively work towards at least a certificate III in Early Childhood Education and Care. Educators need to provide AFDC with a record of completed study units quarterly.
- Educators will be kept informed of courses that are being offered locally, regionally or online.
- The sharing of information gained through professional development is encouraged to promote discussion, collaboration and reflection.
- The Educational Leader will endeavour to support the development and implementation of educational programs by sharing relevant information.
- Staff Members will be provided with an annually negotiated professional development budget to undertake relevant professional development training.
- AFDC will endeavour 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.