

TRAINING AND DEVELOPMENT POLICY

AIM:

Clarence Family Day Care aims to ensure the highest quality of service to its clients through its support, training and development systems for carer/educators and staff.

On-going commitment to training and professional development by carer/educators and staff show a commitment to professionalism and continuing improvement.

RATIONALE: Clarence Family Day Care Scheme is committed to offering a quality service and recognises the need for carer/educators, educator assistants (co-carers), staff, those involved in management of the service and parents, to have access to continuing education to keep them informed and up-to-date with new developments in child care and education. All stakeholders are encouraged to attend training as it becomes available.

The service understands its responsibilities under Work Health and Safety law to ensure carer/educators and staff are given adequate guidance and training to enable them to work safely.

PROCEDURES:

Training and Development

- All carer/educators and staff will hold (or be actively working towards) a qualification as required by the Education and Care Services National Regulation 2011.
- All carer/educators and child care staff will hold a current approved First Aid Qualification.
- All carer/educators and child care staff will hold current approved Asthma management and Anaphylaxis management qualifications.
- All new carer/educators will complete the **NSW Family Day Care Inc. Educator Induction Package** upon the scheme's acceptance of their application for registration.
- Clarence Family Day Care will coordinate training and development for carer/educators and staff of the service and ensure that training opportunities are provided on an equitable basis.
- The Nominated Supervisor/Scheme Manager will ensure that all carer/educators and staff are given adequate access to support, development and training opportunities in line with the requirements of the regulations/standards and law.
- A training plan will be developed with input from the carer/educators and staff at the beginning of each year based on broad service professional development needs, and the professional development plans of each carer/educator and staff member.
- Training may be in one of the following formats:
 - carer/educators /staff share their expertise at training forums held within the organisation;
 - an outside presenter runs an in-service workshop for carer/educators and staff;
 - carer/educators and/or staff attend external workshops, conferences;
 - carer/educators / staff complete short courses relevant to their professional development needs;
 - study towards nationally recognised qualifications;
 - carer/educators / staff learn on the job through taking on new responsibilities within the organisation;
 - relevant resources eg. books, articles, DVDs, websites etc. are accessed in line with individual interests and/or professional development needs.

- Clarence Family Day Care will encourage carer/educators and staff to identify training or professional development that is:
 - relevant to the workers role;
 - a requirement of their position;
 - linked to performance appraisal outcomes; and
 - relevant to the forward planning needs of the service.

- Where it is agreed by the Scheme Manager that the training meets one or more of the requirements listed above, consideration will be given to covering or contributing to the cost of the training for carer/educators and staff.

- The approved provider will ensure provisions for educator/staff training and professional development are included in the annual budget of the service.

Relevant Legislation: *Education and Care Services National Regulation 2011*; 127, 128, 136
246, 247,

Children (Education and Care Services National Law Application) Act 2010;

Key Resources: *ECA Code of Ethics (2006) Early Childhood Australia* - www.eca.com.au
PSC Alliance Policy Template 2012. www.pscalliance.ogr.au