

The Kinder Garden



Professional Development and Training Policy

Aim

The Kinder Garden ensures the highest quality of early childhood education and care through its support systems for educators, which allow educators and other staff members to determine their work performance, provide high job satisfaction and opportunities for advancement, further training and development. This also includes professional development required by the National Standards to work in an education and care service.

Legislative Requirements

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
National Quality Standards 2011
NSW Department of Education & Communities
Children and Young Persons (Care and Protection) Act 1998
The Commission for Children and Young People Act 1998

Who is affected by this policy?

Educators
Staff
Management

Implementation

We employ caring, loyal and capable educators and other staff members who bring to this education and care service different qualities, qualifications and experiences to follow our education and care service philosophy and Quality Improvement Plan.

All education and care service educators and other staff members will have appropriate experience and expertise.

All education and care service educators and other staff members will be assessed to ensure they have the required abilities to care for children, understand their responsibilities under the child protection legislation and are fit and proper persons to care for children.

New educators and other staff members will be introduced to the appraisal system during orientation.

An initial educator and other staff appraisal will take place within 3 months of employment to ensure new educators and other staff are clear about their responsibilities and the service's expectations of them, and thereafter at least every 12 months.

A mutually agreed date for the performance appraisal will be set at least 2 weeks prior to the performance appraisal interview.

The appraisal process will be appropriately linked to the educator's and other staff members' Job Description and will include:

- appraisal of the employees job description & clarification of expectations of their role.
- self assessment.
- two way feedback.
- highlight future opportunities within the position.
- be positive and constructive.
- determine an action plan for further training and/or development.
- feedback about how the appraisal process could be improved.

Every 2 years the Approved Provider and staff will re-evaluate the appraisal process and determine ways it can be improved or changed.

Performance Appraisal will be used as a tool for identifying staff training and development.

Performance Appraisal is essential and best practice, to substantiate the necessity to issue a formal warning for continued poor work performance.

Ongoing training and support for staff will enhance the education and care service.

Regardless of previous training, experience and education, educators and other staff are expected to continue to update their knowledge on early childhood education, nutrition and first aid.

The Approved Provider will ensure provisions for staff training and development are included in the annual budget.

The Approved Provider and the Nominated Supervisor will be responsible for co-ordinating training for the Service, and ensuring that training opportunities are provided on an equitable basis to all staff.

The Approved Provider and the Nominated Supervisor will be responsible for preparing and maintaining a Quality Improvement Plan according to the National Quality Standards.

Training may be in one of the following formats:

- Educators and staff share their expertise in training events held at the education and care service.
- A qualified trainer delivers a workshop for all staff at the education and care service.
- Educators and staff attend external workshops, conferences and provide feedback to the rest at staff meetings.
- Educators and staff complete TAFE, College, approved RTO or University courses.
- Educators and staff are granted study leave to pursue further vocational studies.
- Educators and staff learn through changes in position within the education and care service.
- Educators and staff network with other education and care services.

Relevant resources e.g. books, articles, videos etc. are accessed.

Subscriptions and membership to industry peak bodies to receive newsletters and relevant resources.

Regular conferences and seminars will be arranged and staff will be encouraged to attend.

Educators and other staff need to respect the knowledge and skills that each staff member brings to the education and care service and to respect each other's feelings, views and opinions. It is important to compliment others for good initiatives and ideas and when things have gone well. It is also important to work as a team to plan and discuss the educational program.

At least one educator on the premises at any one time must ensure they have a current first aid certificate as well as Asthma and Anaphylaxis Training, and renew when required.

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Sources

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Guide to National Quality Standards 2011
Australian Children's Education & Care Quality Authority
NSW Department of Education & Communities

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: August 2018

Date for next review: August 2019