

3.3 (i) Training and Professional Development Policy

Policy number: 3.3 (i)
Date last reviewed: March 2023
Reviewed by: Child Care Team

This policy relates to	
Human Services Quality Framework	
National Quality Standards Early Childhood Education & Care	7.2.1, 7.2.3

Purpose

Educators' conditions and responsibilities are clearly stated to ensure new and existing educators are fully aware of their responsibilities

Policy

Beucare encourages and promotes training and professional development for all coordinators and educators, and undertakes an annual individual review with coordinators regarding their planned personal and professional development. A Professional Development plan for all coordinators and educators is documented each year. Coordinators and Educators are encouraged to participate in formal qualifications as well as accessing other training opportunities.

The service views training for educators as valuable in ensuring that high quality care is consistent throughout the service and in providing professional development for the educator. Training is essential for educators to keep up to date with knowledge and industry trends.

Induction training is provided to new educators and covers the Role of the Educator, Communication, Health and Hygiene, Nutrition and Food Handling, Safety, Risk Assessment, Emergency Procedures, Guiding Children's Behaviour, Child Development, Child and Educator Protection, National Quality Standards, Early Years Learning Framework and Administration (forms and fees). The educator is required to have a good understanding of the service policies and this will be part of the assessment process- coordinator will assess knowledge prior to commencement.

All new educators are expected to engage in training with the coordination unit regarding the National Quality Standards. NQS Workshops are held throughout the year, and individual support is offered. NQS training counts as 1 training session for the year.

All educators are required to develop an annual Professional Development Plan which outlines their personal goals and plans for future professional development. Individual support needs are also identified collaboratively with the coordinator and documented.

Educators are required to access and complete training to maintain a current approved Senior First Aid and CPR qualification in accordance with the Education and Care Services National Regulations including:

- Approved anaphylaxis management training; and
- Approved emergency asthma management.

First Aid needs to be completed with an approved provider according to the Australian Children's Education & Care Quality Authority (www.acecqa.gov.au has a full list of approved providers).

Educators will also need to meet the professional development requirement of 3 sessions per year as part of Beucare policy. Specific training requirements may apply to ensure currency of knowledge. Sessions need to be a minimum of 2 hours. Sessions that run for more than 2 hours will count as 1 session. Whole day training with different speakers/ topics will count as 2 sessions. Certificate studies will not be included in training sessions but are encouraged and acknowledged by the service on Individual Professional Development Profile as significant achievements. Diploma qualification will count as the 3 Professional Development workshops for the year upon completion.

Child Protection/risk assessment is to be completed for new educators prior to commencing and renewed every 2 years. This is not counted as one of the 3 Professional Development workshops required for the year.

Emergency Evacuation/lockdown procedures need to be developed and approved by the service prior to educators starting with plans displayed at each exit. Plans will be reviewed at annual review by coordinators and prompted for educator training and educator review in January each year. The training can occur through the links that will be sent out in January or other training suitable that the educator has found with the certificate sent to office.

SIDS Safe sleeping training is to occur for all educators prior to commencing if caring for children under the age of 2 years and be renewed every 2 years this is not counted as one of the professional development sessions as it is part of risk management.

The service will promote training opportunities to educators via various mediums. The service is a member of the Workforce Council, which also provides training opportunities for educators.

Educators can access a range of resources in the service library, from Workforce Council and from Family Day Care and Child Care Services library (Refer Section 9 Community Resource list).

Coordinators and management plan and implement training programs to meet service needs and the needs of educators. Procedures are established to ensure that educators have input into the planning of training with a variety of training types offered. National Quality Standards are used as a minimum standard for training updates. Training plans are also guided by the services quality improvement plan and current research and information on early childhood. Analysis of service complaints and feedback and issues raised by coordinators also guides training plans. Evaluation of all training occurs with surveys of participants at the close of the session and verbal feedback encouraged. Evaluation is analysed and used to guide future planning. Quality Improvement Plans are an on-going process utilised to ensure a continuous practice of reflection and improvement.

Professional development will focus on acknowledging and building on existing knowledge and experiences and encouraging ownership with a self-empowering approach. Reflection, self-evaluation and self-direction processes will be promoted in formal evaluations as well as team meetings and discussions.

Educator input is sought for planning training through yearly survey and email communication.

Associated Beaucare Policies and Documents

Relevant Legislation

National Law

National Regulations

National Quality Standard

Nutrition Australia - <http://www.nutritionaustralia.org/>

Asthma Australia - <https://www.asthmaaustralia.org.au/>

Allergy & Anaphylaxis Australia - <https://allergyfacts.org.au/allergy-anaphylaxis/>

Staying Healthy in Childcare Edition 5 - <https://nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>

Kidsafe Qld - <https://www.kidsafeqld.com.au/>

Child Protection Act 1999 -

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1999-010>

ACECQA - <https://www.cecqa.gov.au/>