



# Woolooware Outside School Hours Care

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## EDUCATOR PROFESSIONAL DEVELOPMENT POLICY

### POLICY STATEMENT

Woolooware Outside School Hours Care believes that the quality of the service is developed through continual training and professional development of the staff. We will provide staff with encouragement and support to further their skills in the out of school hours care field.

### CONSIDERATIONS

National Standards and Regulations Section 3.2.

National Quality Standard 7

My Time Our Place

### PROCEDURES

- The Approved Provider will ensure that sufficient funds are made available in the budget for all in-service training and development.
- The Director will inform the Committee of any specific training and development needs of the staff.
- Staff appraisals and the centre requirements will be used to ascertain further training needs.
- The Director in conjunction with the Committee will access all training available and determine what will be attended and by whom.
- Where possible a yearly plan of training will be made, including dates, staff attending, and costs.
- All staff will be given the opportunity to be involved in some form of training throughout the year.
- All staff will be given opportunities to upgrade their qualifications in line with the National Standards and Regulations and opportunities to improve their skills to implement the National Framework My Time our Place.

### **A variety of training methods will be used including:**

- Internal workshops, which can be conducted by staff or outside presenters.
- External meetings with other centres, with exchange of ideas.
- Time allocation made to staff to review any new resources that may be of value.
- External workshops, conferences and seminars.
- Accredited short courses provided by registered training organisations.
- Staff are encouraged to share relevant skills and knowledge they obtained from any training with the other staff in staff meetings or where more time is required in an internal workshop.
  
- All permanent staff will be considered to be at work for the duration of any training activity they attend for the centre.
- The centre will cover the costs of all authorised training and permanent staff will be paid all training hours attended if these are outside of the centres operational hours.
- The individual however will cover tertiary study costs.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 25, 2023