

*Evidence of link to Regulations  
(ECSNR):  
Division 4*

*Evidence of link to NQS: QA 4*

## **STAFF DEVELOPMENT AND TRAINING POLICY**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Change Description</b>
1	2/3/2016	Sharon Hales	New Policy
2	June 2018	Sharon Hales	Review and Update as necessary

### **PURPOSE:**

Medowie Gumnut Preschool is committed to providing the highest quality child care and education through ongoing staff training and development. It is our belief that the quality of the program depends on staff having knowledge of current theory and practice in the early childhood profession. Professional development is a joint responsibility of staff and management (QIAS). Management also encouraged staff to engage in their own professional development out of work hours.

### **IMPLEMENTATION:**

It is the responsibility of the Authorised Supervisor to meet regularly with the Certified Supervisor as well as individual team members to discuss, ascertain and suggest areas of each staff member's performance which may benefit from either formal in-service courses or staff development through reading, outside training or visits to appropriate settings.

### **IN-SERVICE TRAINING:**

It is the aim of management to provide regular in-service training. Performance Appraisals (individual professional development plans) will be used as a tool for identifying staff training and development needs of the individual as well as the centre as a whole.

### **OUT OF SERVICE TRAINING**

If it is deemed appropriate and of benefit to an individual and for the centre as a whole, out of house training during/after work hours can be arranged. Notice of 4 weeks to the centre's management will be necessary so that relief staff can be arranged to ensure continuity of care for the children. Staff attending out of house training will be required to report back to all staff at the next team meeting to share information obtained at the course/training session. All staff members are required to participate with the Director in both individual and group staff appraisals. New staff members will participate in their first appraisal within six to eight weeks of commencement of work. Existing staff members will be involved in an appraisal approximately every six months, or earlier if deemed necessary, in order to identify strengths and to plan for their professional development.

## PROFESSIONAL DEVELOPMENT

The Licensee and Director of Medowie Gumnut Preschool, is committed to the employment of trained staff and the continued employment of any untrained staff whose contribution to the team reflects their wealth of experience. Those untrained staff members who are prepared to undertake external studies in order to gain qualifications will be totally supported throughout the duration of their study.

All staff members are required to attend regular team meetings at which:

- \* Resources, skills, ideas, professional development experiences and expertise are shared
- \* Group Professional Strengths are identified and whole group goals for professional development are set
- \* Staff decisions are made with regard to seeking support and advice of resource people to further help them develop their skills and knowledge

## SOURCE:

Ethnic Communities Council

Community Child Care Co-Operative Ltd (NSW) Sloan & Kemp Consultants

<b>Policy Written by:</b> <i>Sharon Hales</i>	<b>Position:</b> Director	<b>Date:</b> June 2018
Approved by: Staff and families	<b>Approved Date:</b> June 2018	<b>Next review date:</b> June 2019