



SECTION 4

STAFFING POLICIES

4.2 Staff Training and Development Policy

Aim:

1. To provide our Educators with the knowledge and training to enable them to provide the highest quality of education and care.

Process:

1. The Director will allocate sufficient resources to meet the training priorities of the Centre.
2. Each staff member is required to work with the Director / Assistant Director to develop Training and Personal Development Goals.
3. The Educational Leader meets with each staff member regularly to update, implement and evaluate these training plans.
4. Staff Goals are based on staff individual needs, professional goals and on the Centre's training priorities.
5. This may include training opportunities provided in a variety of methods of training delivery such as:
 - internal workshops at staff meetings for staff to share their expertise with each other
 - internal workshops conducted by outside presenters/experts
 - attendance by staff at external workshops, short courses and conferences
 - presenting at workshops, short courses and conferences
 - visits and networking with other centres
6. Each staff member is expected to attend at least 3 training opportunities per year
7. Staff who attend external seminars or workshops are encouraged to report back to all staff at the next staff meeting, to share what they have learnt, and if, and how they will change their practice moving forward as a result of this training opportunity.
8. The Director / Assistant Director will ensure training and professional development programs provide opportunities for:
 - learning about best practice, and current research.
 - learning about changes to legislation, regulations and standards in childcare
 - enhancing knowledge and understanding of cognitive, social, emotional, physical, development of the children
 - expanding awareness and understanding of the physical, socioeconomic and cultural environment as these relate to the overall development of children.
 - establishing support and professional networks
 - enhancing interpersonal relationships between team members, parents, other early childhood professionals, the community, regulatory and funding bodies.

Relates to Quality Area 4: Staffing Arrangements, element 4.2.2

Date of Implementation: October 2013

Date of Last Review: February 2017

Date of Next Review: February 2020