

PROFESSIONAL DEVELOPMENT POLICY

Professional development is a term used which includes workshops, conferences, in-services, training sessions, formal studying, readings, and professional research. The contribution of professional development to developing practice can be a source of deep professional satisfaction, for both individual practitioners and Out of School Hours Care Services collectively.

A commitment to ongoing professional development is the key to effective continuous improvement and the provision of quality school age care. Engaging in professional development helps to identify individual educator's areas of strengths and areas requiring improvement.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinations and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
84	Awareness of child protection law
118	Educational Leader
126	Centre-Based services – general educator qualifications
136	First Aid qualifications
138	Application for qualification to be assessed for inclusion on the list of approved qualifications
168	Education and care service must have policies and procedures.



RELATED LEGISLATION

Child Care Subsidy Secretary’s Rules 2017	Family Law Act 1975
A New Tax System (Family Assistance) Act 1999	Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook in Appendix G https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook

RELATED POLICIES

CCS Governance Policy CCS Personnel Policy Code of Conduct Policy Child Protection Policy Enrolment Policy First Aid Policy	Payment of Fees Policy Record Keeping and Retention Policy Recruitment Policy Staff Arrangement Policy Work, Health and Safety Policy
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PURPOSE

Professional development allows individuals to build and improve their knowledge and skills within the early childhood and school age care sector whilst keeping up to date with current research and recommended practice. The School Age Care sector continues to grow and change and these changes impact on licensing and assessment requirements as well as our interactions and documentation of individual children. To comply and improve we implement procedures for identifying areas in which our educators and staff can enhance skills and knowledge through relevant and effective professional development and training. We aim to review and update individual professional development plans based on performance appraisals detecting strengths, interests, and goals.

SCOPE

This policy applies to educators, staff, approved provider, nominated supervisor and management of the Out of School Hours Care Service.

IMPLEMENTATION

The Early Childhood Australia (ECA) Code of Ethics suggest that in relation to being professional, educators will take responsibility for reflecting on and assessing their professional values, knowledge and practice, and the positive contribution to the early childhood profession. Educators will engage in critical reflection, ongoing professional learning and support research that builds knowledge and that of the profession.



THE APPROVED PROVIDER/ MANAGEMENT WILL ENSURE:

- the nominated supervisor and administration staff are aware of Family Assistance Law legislation, enrolment processes and management of Child Care Subsidy as detailed in the *Child Care Provider Handbook* and keep up to date with changes and additions to the administration of Child Care Subsidy
- the roster supports at least one nominated supervisor and person in day-to-day charge of the service, who holds the following qualifications is in attendance at all times at the service when children are being educated and cared for and immediately available in an emergency:
 - ACECQA approved and current first aid qualification including CPR
 - ACECQA approved and current emergency asthma management training
 - ACECQA approved and current anaphylaxis management training
 - child protection training
- the Nominated Supervisor undertakes professional development in accordance with National Regulations, Family Assistance Law, Child Care Subsidy and their individual professional development plan
- the policies, practices, systems and processes within the Service align with the requirements of the Child Safe Standards
- all educators and staff are provided with professional learning for the Child Safe Standards to continually improve their child safe capabilities
- a budgeted amount is allocated and available to provide relevant training to educators and staff
- approve all professional development prior to booking (for events which are paid for or subsidised by the Service). Only professional development which are beneficial to the Service and other educators will be approved for payment, at the discretion of the Educational Leader
- all professional development completed by educators and staff is recorded in individual staff records via the Professional Development Record and relevant materials and information to enhance skills and knowledge is shared with colleagues
- a variety of professional development for educators and staff is provided and encouraged
- professional development is linked to the Quality Improvement Plan
- educators and staff have the opportunity to experience different rooms and/or locations of OSHC premises. This will be achieved through rotation of educators and staff at the discretion of management but will not have adverse effects on the continuity of care experienced by children. Individual needs will be considered when rotation occurs, but the final decision should not hinder other staff members from the opportunity to develop their skills and knowledge.



- continuity of care for the children will be the primary consideration when moving staff to different rooms. Where possible, one person familiar to the children will remain at the OSHC service
- mentoring programs and management support networks are implemented for educators and staff to receive guidance and inspiration
- opportunities are provided for educators to work closely with more experienced colleagues to assist skills in observations, questioning, critiquing and responding to children's experiences
- they are positive role models for educators and staff
- educators are supported to attend professional development by committing time and resources in order to develop new skills and knowledge that can be shared within the OSHC Service.

THE NOMINATED SUPERVISOR/ RESPONSIBLE PERSON WILL ENSURE:

- Child Protection training is valid and updated every 12-18 months and whenever significant changes are made to the child protection law or reporting requirements, to maintain skills and knowledge required by National Regulations and best practice
- keep up to date with changes and additions to the administration of Child Care Subsidy as detailed in the Child Care Providers Handbook (Australian Government Department of Education)
- hold a current ACECQA approved first aid, qualification and ACECQA approved emergency asthma and anaphylaxis management qualifications at all times
- CPR refresher training is completed annually
- complete annual adrenaline auto injector training through ASCIA
- provide documentation of all qualifications to the Approved Provider
- attend a minimum of 4 professional development/ in-service training events over a 12-month period
- the practices, systems and processes within the Service align with the requirements of the Child Safe Standards
- be a positive role model for educators and staff
- collaborate with the Educational Leader to identify training needs across the service and source appropriate training and mentoring for educators
- strategies are implemented by educators to make practical use of the information gained from professional development
- develop a culture of learning through reflective practice
- review Job descriptions as part of the Professional Development Agenda before establishing the Professional Development Plan
- facilitate educators to complete the *Ambitions and Reflections Form* to assist with allocation of training and development



- once completed review *Ambitions and Reflections Form* with Educational Leader to gain an understanding of each team members personal goals and aspirations.

THE EDUCATIONAL LEADER WILL:

- review the Professional Development cycle with Nominated Supervisor for the OSHC service
- support educators to further their professional growth and achieve accreditation under the Australian Professional Standards for Teachers
- meet with educators and discuss outcomes of the *Ambitions and Reflections Form*
- complete the simple SWOT analysis for each educator (Strengths, Opportunities, Weaknesses and Threats).
- maintain the Professional Development Record for each educator following the completion of training and workshops
- complete a Professional Development Plan with each educator and discuss with the Nominated Supervisor
- source and schedule in-services, webinars, workshops and other professional development opportunities as per educator Professional Development Plan taking into consideration the service training budget
- facilitate educators to share new knowledge and skills learnt at training and workshops
- facilitate reflective practice as a form of ongoing professional learning for all staff
- support educators to undertake WHS training as a part of their in-service training.

EDUCATORS WILL:

- keep up to date with Child Protection '*refresher*' training ensuring currency and compliance
- participate in training to build capacity to implement the Child Safe Standards
- hold a current ACECQA approved first aid qualification and ACECQA approved emergency asthma and anaphylaxis management qualifications (as required)
- ensure CPR refresher training is completed annually
- complete annual adrenaline auto injector training through ASCIA
- attend a minimum of 4 professional development/ in-services training over a 12-month period for permanent-part time and casual staff
- seek assistance and direction from the OSHC service's Educational Leader regarding options for in-services and other professional learning opportunities
- participate in professional learning about Family Assistance Law and Child Care Subsidy



- engage in the Professional Development Plan activities with the Educational Leader as per the Professional Development Agenda, including completing the Ambitions and Reflections form, and completing in the Professional Development Plan with the Educational Leader
- following the attendance of training and workshops, complete a Professional Development Review form
- with the assistance of the Educational Leader, share skills and knowledge learnt from professional development with other team members.

EXAMPLE OF PROFESSIONAL DEVELOPMENT AND IN-SERVICE OPPORTUNITIES

Networking with other services and professionals	Mentoring and coaching programs
In-house or external training (workshops, courses)	Self-paced training packages
Sharing information gained from formal studies	Hands-on job training
Knowledge and skills sharing	Conferences
Visitors from local areas	Meeting discussions
Reading professional publication and websites	Viewing professional DVD's
Engage in professional reflection (journals)	Reading recently published ECE texts
Subscribing to professional newsletters	Inquiry conversations
Formal TAFE, college or University courses (check with ACECQA for list of approved qualifications)	

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Professional Development Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Ambitions and Reflections Form	Professional Development Record
Professional Development Guide and Procedure	Professional Development Reflection- Form
Professional Development SWOT	Professional Development Audit
Professional Development Plan- Template	

SOURCE

Australian Children’s Education & Care Quality Authority. (2014).
 Australian Government Department of Education (2022). [My Time, Our Place- Framework for School Age Care in Australia.V2.0](#)
 Australian Government Department of Education Child Care Provider Handbook
<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>



Australian Government Department of Education. [Leading Learning Circles for Educators Engaged in Study. \(2016\).](#)
 Early Childhood Australia Code of Ethics. (2016).
[Education and Care Services National Regulations.](#) (Amended 2023).
 Guide to the National Quality Framework. (2017). (Amended 2023).
 Revised National Quality Standard. (2018).
[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY	Libby Haines	Director	May 2023
POLICY REVIEWED	MAY 2023	NEXT REVIEW DATE	MAY 2024
VERSION NUMBER	V8.05.23		
MODIFICATIONS	<ul style="list-style-type: none"> • policy maintenance • minor formatting edits within text • hyperlinks checked and repaired as required • link to Western Australian Education and Care Services National Regulations added in 'Sources' • Continuous Improvement/Reflection section added • Childcare Centre Desktop Resource section added 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
MAY 2022	<ul style="list-style-type: none"> • policy maintenance - no major changes to policy • minor formatting edits within text • hyperlinks checked and repaired as required 	MAY 2023	
AUGUST 2021	<ul style="list-style-type: none"> • Update of Related Legislation • Update of Related Policies • Check of links within policy 	MAY 2022	
MAY 2021	<ul style="list-style-type: none"> • merged Curriculum (Pedagogy) and Educators Training Policy into this policy to prevent duplication of information/policy • sources checked for currency 	MAY 2022	
DECEMBER 2020	<ul style="list-style-type: none"> • Additional information related to Family Law and CCS training for all staff • Update of Policy Name • Removal of requirement of professional development to be NESQA approved • Additional references to Professional Development resources • Addition of Educational Leader content 	MAY 2021	
MAY 2020	<ul style="list-style-type: none"> • re-wording of some sentences to improve flow of text • additional content added 	MAY 2021	



Bay Care
Incorporated

	<ul style="list-style-type: none">• additional regulation related to Child Protection law	
MAY 2019	New policy drafted for Out of School Hours Care	MAY 2020