

POLICY: 8.4 Induction and Professional Development Policy

Procedure: 8.10 Educator and Educator Assistant Professional Development and Training

This procedure aims to ensure Educators and Educator assistants continue to develop their knowledge and skills to operate a home-based child care service and offer a learning environment.

8.10.1 Linking to Policy

This procedural guidance should be read in conjunction with the service **8.4 Induction and Professional Development Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) Educators, Educator Assistants and parents to implement the policy. The procedure covers:

[8.10.2 Role and Responsibilities of the Service](#)

[8.10.3 Professional Development](#)

[8.10.4 Compulsory Training](#)

[8.10.5 Requirements for First Aid](#)

[8.10.6 Actively Working Towards a Qualification](#)

8.10.2 Role and Responsibilities of the Service

Provision of Information & Assistance

The Nominated Supervisor and Coordinators will provide information, mentoring, and assistance to Educators and Educator Assistants to ensure they are equipped to deliver quality outcomes for children through one or more of the following:

1. Home Support Visits.
2. Provide information about local toy libraries
3. Identify and provide information about Professional Development and Training Sessions
4. Provide an annual conference and other compulsory in-service training
5. Distribution of professional membership information, factsheets, curriculum docs, and website links (i.e., FDCA, FDCQLD, ACECQA, etc.) through to the Educators and their assistants via emails, texts, phone calls etc.

An Educator may be directed by the Nominated Supervisor or Coordinator to attend Additional Professional Developments as noted in their Quality Improvement Plan.

8.10.3 Professional Development

Ongoing Professional Development for those involved in education and care services assists in ensuring that children are cared for by people who are informed and up to date with information on current practices within the Early Childhood field.

Educators are required to demonstrate a commitment to ongoing professional development and as such, will complete 6 hours per year of professional development. This does not include the Services compulsory training e.g. Child Protection and Behaviour Management.

Educators who attend the My Place Service Conference will be seen as meeting the six hours training requirements.

Educator Assistants will be required to complete the Services Child Protection and Behaviour Management training.

8.10.4 Compulsory Training

- Each Educator is to satisfactorily complete all compulsory training offered by the Service or other relevant training as agreed or negotiated with the Service each year to maintain Registration.
- Educators' are to personally meet any in-service costs unless otherwise advised by the Service.
- Educators may use a range of flexible and alternative learning opportunities to comply with the training policy goals, which might include but not exclusive to; a book, video/DVD review, online learning, accredited courses and conference/workshop sessions outside the service.
- Educators are responsible for ensuring they met the National Quality Standard and all legislative requirements. The service shall endeavour to provide and source identified training wherever possible.
- Educators must hold or have evidence they are actively working towards an approved certificate III in Early Childhood and Care. Refer to **8.10.6 Actively Working Towards a Qualification**

8.10.5 Requirements for First Aid

- It is the Educator's (and Educator Assistants) responsibility to maintain current First Aid Certificate, CPR Certificate, current blue card, insurance, and other required qualifications.
- In line with the Education and Care Services National Regulations 2011, it is a requirement that all Approved Family Day Care Educators, Educator Assistants and staff **hold** a current approved First Aid qualification including Asthma and Anaphylaxis management.
- Educators (and Educator Assistants) will not be allowed to operate their business without evidence (copy provided) of a current First Aid Certificate, including Asthma and Anaphylaxis Management, and a Blue Card and current insurance policy.

8.10.6 Actively Working Towards a Qualification

An Educator is actively working towards a qualification if:

- the Educator is enrolled in the course for the qualification; and
- provides evidence from the provider of the course that –
 - o the Educator has commenced the course; and
 - o is making satisfactory progress towards the completion of the course; and
 - o is meeting the requirements for maintaining the enrolment

The Nominated Supervisor will ensure the Service keep evidence on (the Educators) file which demonstrate they are continuing to work towards the completion of a Certificate III in Early Childhood Education and Care.

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

Related Documents

Policies

8.4 Induction and Professional Development Policy

Reference

Refer to 8.4 Induction and Professional Development Policy