

# C-5 Professional Development

Epping Heights OSHC.

## NQS

QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of educators.
QA. 4.2.1	Professional collaboration.
QA. 4.2.2	Professional standards.
QA. 7.1	Governance.
QA. 7.1.1	Service philosophy and purpose.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.
QA. 7.2.2	Educational leadership.
QA. 7.2.3	Development of professionals.

## National Regulations

Reg. 84	Awareness of child protection law
Reg. 136	First aid qualifications
Reg. 168	Education and care service must have policies and procedures
Reg. 261	General qualifications for educators – children over preschool age – centre-based services

## POLICY STATEMENT

We believe that the quality of the service is developed through the continual training and development of the staff. We aim to provide staff with encouragement and support to further their skills in the industry. To maintain a safe workplace where all WHS training needs for staff, management and relevant contractors are identified, training is delivered, and records maintained. Job specific training is identified, developed and recorded.

## RELATED POLICIES

- Epping Heights OSHC Policy A-3: Philosophy
- Epping Heights OSHC Policy A-16: Financial Management
- Epping Heights OSHC Policy A-19: Nominated Supervisor
- Epping Heights OSHC Policy C-6: Staff Review and Appraisal
- Epping Heights OSHC Policy C-9: Relief Staff
- Epping Heights OSHC Policy C-10: Volunteers/Students/Visitors
- Epping Heights OSHC Policy D-10: First Aid
- Epping Heights OSHC Policy D-16: Asthma
- Epping Heights OSHC Policy D-17: Anaphylaxis

- Epping Heights OSHC Policy D-22: Child Protection/Mandatory reporting

## **Responsibilities**

Management has the responsibility to:

- Provide the necessary funds to further the training and WHS skills of Management and staff as appropriate
- Identify and organise WHS training for staff as appropriate
- Be responsible for the recording of that training

Staff have the responsibility to:

- Produce copies of all relevant qualifications/certificates relevant to WHS and their role
- Attend all WHS related training as directed by Management
- Apply that training to the workplace

## **PROCEDURE**

Management will ensure that sufficient funds are made available in the budget for all the in-service training and development which is mandatory or deemed necessary by the Management Committee.

Th

e Centre Coordinator will inform the Management Committee of any specific training and development needs of the staff.

During a new staff member's induction/orientation period, they will be required to complete the following webinars:

1. Child protection overview
2. WHS
3. Food Handling
4. Behaviour Management

The Centre Coordinator will ensure all records of staff inductions and orientations are maintained. During the induction and orientation process, job specific training will be carried out dependent on the role and activities. All records of this training will be maintained, along with certificates kept in individual staff files.

Staff appraisals and the Centre requirements will be used to ascertain further training needs. (See Staff Review and Appraisal policy)

The Centre Coordinator, in conjunction with the Management Committee, will access all training available and determine what will be attended and by whom.

All staff will be provided with the opportunity to be involved in a variety of training throughout the year.

All staff will be given opportunities to upgrade their qualifications in line with the Education and Care Services National Law and Regulations.

All staff will be expected to be trained in or willing to undergo training in Child Protection, Anaphylaxis Management, Asthma Management and First Aid as a minimum requirement as per the Education and Care Services National Regulations.

A variety of training methods will be used including:

- Internal workshops, which can be conducted by staff or outside presenters.
- External meetings with other Centre's, with exchange of ideas.
- Time allocation made to staff to review any new resources that may be of value.
- External workshops, conferences, and seminar
- Webinars
- Accredited short courses provided by registered training organisations as approved by the National Authority

Staff will be encouraged to share relevant skills and knowledge obtained from any training with the other staff in staff meetings or where more time is required in an internal workshop.

All 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 however the individual will cover tertiary study costs, unless otherwise negotiated with the management committee.

Educators may be considered candidates for subsidised qualifications in instances where:

- There is a requirement for qualified staff at the service
- The educator shows suitability for longevity within the service (e.g., intends on staying in the OSHC industry).
- The educator's performance and fit at the Centre indicates suitability.
- The educator is permanently employed at the service or may be considered as a candidate for permanency.

The Director or Management Committee may put forward a proposal for an educator to receive a subsidised or partially subsidised qualification should they fulfil some or all of the above criteria.

Educators taking part in a subsidised qualification, may be required to enter into a contract of repayment of fees should their employment be terminated, they resign, or they do not complete the enrolled course.

A decision for the Centre to subsidise a qualification for an educator employed at the service is at the discretion of the Management Committee in Liaison with the Centre Coordinator. The Centre reserves the right to refuse a subsidised training request without providing a reason.

## **SOURCES**

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children's Services Award 2010
- Children (Education and Care Services National Law Application) Act 2010
- Work Health and Safety Act 2011
  - Pt.2 div.2 s19(training)
  - Pt.5 div.3 sub div.6 s.72(training of Health and Safety representatives)

Endorsed: 20/05/2024	Review Date: 20/05/2026
----------------------	-------------------------