

Tottenham War Memorial Early Childhood Centre Staff Training Policy

Staff members maintain quality delivery of early childhood education through ongoing training and development.

Statutory Legislation and Considerations:

Education and Care Services National Regulation
National Quality Standard

Rationale

The quality practice of the Centre is maintained through ongoing training and development of staff. A quality program relies upon staff members having a thorough knowledge of current theory and practice in early childhood education. The Centre aims to provide staff with encouragement and support to further their skills, knowledge and learning with professional development opportunities.

Nominated Supervisor will:

- Ensure equity in the management of staff development
- Discuss development needs with individual staff
- Provide feedback on performance and potential for career development

Individual employees' responsibilities are to:

- Take ultimate responsibility for their professional development and career path
- Seek and use opportunities for development and learning
- Develop goals that meet Centre and individual needs in consultation with the Nominated Supervisor

Procedure for Staff Training:

- The Management Committee will make budgeting allowances to cover the costs of approved in-service programs, seminars and conferences.
- The Management Committee will pay all costs for permanent staff, travel at award rate and accommodation to be negotiated on a case-by-case basis.
- Staff appraisals will be used to establish training needs. The Nominated Supervisor will inform the Management Committee of any specific training needs of individual staff members. The Management Committee, in consultation with the Nominated Supervisor, will then determine what training is undertaken and by whom.
- The outcomes of effective reviews are improved performance, communication and workplace practices. In addition to these benefits staff members feel valued and appreciated as their skills are recognised and they are supported to develop their professional expertise.
- The review and staff appraisal will be appropriately linked to the employee's performance criteria and will include appraisal of their job description; self-assessment; two way feedback; be positive and constructive; determine an action plan for further training; and feedback about how the review process could be improved.
- Wherever possible, an annual plan for training will be created including dates, attending staff, and costs involved.
- All permanent staff members will be given the opportunity to be involved in training annually.
- Staff can nominate their interest in a training session to the Nominated Supervisor.
- Training needs may be identified for individual employees through goal setting within staff appraisals.
- Staff members will share relevant skills and knowledge obtained from any in-service with other staff members during staff meetings and also complete a Professional Development proforma.
- Staff members will be responsible for their own tertiary education costs.
- When in-services occur on a paid workday, attending staff will attend without loss of pay.

- When in-services occur outside of normal hours, no payment of salary will be made, nor time in lieu granted.

Evaluation:

The Centre will reflect on feedback from staff to assess whether the policy has achieved its purpose of maintaining quality education through ongoing training and development.

Ratified:.....

Date:.....

Updated June 2018