

Staff Training Policy

Activity Centres Incorporated is a community based not for profit organisation managed by a parent committee

Policy Statement

- We believe that the quality of the service is developed through continual training and development of the staff. We aim to provide staff with encouragement and support to further their skills within the industry

Considerations

- ✓ The Education and Care Services National Law 2010
- ✓ The Education and Care Services National Regulation 2011
- ✓ The Education and Care Services National Quality Standards 2011
- ✓ My Time Our Place

Procedures

- Management will ensure that sufficient funds are made available in the budget for all in-service training and development.
- The manager will inform the committee of any specific training and development needs of the staff.
- Staff appraisals and the centre requirements will be used to ascertain further training needs.
- The manager will access all training available and determine what will be attended and by whom.
- Where possible a yearly plan of training will be made, including dates, staff attending and costs.
- All staff will be given the opportunity to be involved in some form of training throughout the year.
- All staff will be given opportunities to upgrade their qualifications in line with the Education and Care Services National Regulations including My Time Our Place framework.
- A variety of training methods will be used including:
 - Internal workshops, which can be conducted by staff or outside presenters.
 - External meetings with other centres, with exchange of ideas.
 - Time allocation made for staff to review any new resources that may be of value.
 - External workshops, conferences and seminars.
 - Accredited short courses provided by registered training organisations.
- Staff are encouraged to share relevant skills and knowledge they obtained from any training with other staff at 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.
- In the case of weekend conferences any weekday time will be paid at the normal rate of pay for the average working day. The organisation will pay all costs involved including training, accommodation, travel and all meals expenses; however the weekend training and overnight stay will be in the staff members own time and wages will not be paid. The organisation will not pay for alcohol
- The Centre will cover the costs of all authorised training.
- The individual will cover tertiary study costs relevant to their selection criteria on employment.
- In the case of the organisation employing the staff as unqualified and afterwards requires them to obtain formal accredited qualifications the organisation will assist with the tertiary costs, however a formal agreement will be signed where the staff must stay for an agreed amount of years or they will need to reimburse the organisation for their formal qualification.

Checklist for Staff

- ✓ Inform the manager if you feel any training is required
- ✓ Inform the manager if you are aware of any training that would benefit yourself or anyone else within the organisation.
- ✓ Whilst you are at training a professional standard of behaviour is to be maintained as you are representing Activity Centres Inc

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 28th February 2014

Management Committee Policy is to be reviewed by the 28th February 2017