

Policy Statement

We believe that the quality of the Service is developed through continual training and development of the Staff. We are committed to providing Staff with encouragement and support to further their skills in the Out of School Hours Care field.

Considerations

- ✓ Education and Care Services National Law 2010
- ✓ Education and Care Services National Regulations 2018
- ✓ Education and Care Services National Quality Standards 2018
- ✓ My Time Our Place
- ✓ SafeWork NSW

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 Service requirements will be used to ascertain further training needs.
- 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.
 - Informal on-the-job training including observation and discussion/mentoring
 - External meetings with other Services, 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 Mini 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 Service.
- 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 meal expenses, however the weekend training and overnight stay will only be for Staff who want to attend on their own time. The Organisation will not pay for alcohol.
- The Organisation 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 member must stay for an agreed amount of time after completion of their Qualification or they will need to reimburse the Organisation for the cost of the qualification course.
- Staff training and development will be provided to all Staff in order to:
 - Enhance Staff performance in achieving the Service goals
 - Increase efficiency and productivity
 - Ensure Staff have the required abilities to care for children
 - Ensure Staff understand their responsibilities under the Child Protection legislation
 - Ensure Staff are fit and proper persons to care for children
 - Enhance job satisfaction, personal accomplishment and individual potential

- Increase the ability to work as part of a team and to resolve conflict
- Ensure technical skills are in line with current industry standards
- Ensure that legislative requirements are met
- Ensure Staff have a range of behaviour management techniques
- Improve career prospects and opportunities for Staff
- Improve confidence and morale amongst the Staff
- Ensure Staff have the ability to handle any special needs of the children
- Ensure Staff have:
 - (i) an understanding that the environment of a children's service must be safe for children
 - (ii) a basic knowledge of the stages of physical, emotional, cognitive, social and cultural development of children
 - (iii) a basic knowledge of activities and learning experiences that are appropriate for the various ages and stages of development of children
 - (iv) a basic knowledge of the health, hygiene and nutrition needs of children
- Each employee will have individual training plans developed on the basis of performance and development reviews, job specific skills and knowledge required for the individual to complete their job description and any issues that require improvement or enhancement.

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 14th August 2019
Staff Training and Development Policy is to be reviewed by August 2022