

Coowarra Out Of School Hours

Care Service Inc



Training and Development Policy

POLICY STATEMENT

At Coowarra OOSH, we believe that the quality of the service is developed through continual training and development of the staff. We aim to provide educators with encouragement and support to further their skills in the out of school hours field.

PROCEDURE

- Management will ensure that sufficient funds are made available in the budget for all in-service training and development.
- The Nominated Supervisor will inform the committee of any specific training and development needs of the staff.
- Educator appraisals and the centre requirements will be used to ascertain further training needs.
- The Nominated Supervisor in conjunction with the committee will access all training available and determine what will be attended and by whom.
- All Educators will be given the opportunity to be involved in some form of training throughout the year.
- All Educators will be given opportunities to upgrade their qualifications in line with the National Standards.
- Educators are encouraged to share relevant skills and knowledge they obtained from any training with the other staff in staff meetings.
- All Educators 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.
- The individual however will cover tertiary study costs.
- All permanent Educators are encouraged to attend a minimum of two training courses per calendar year.
- 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.
- 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.
- 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

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- 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

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
Education and Care Services National Law 2010 Education and Care Services National Regulations 2018	Section 3.2. (Staff qualifications/training)	- Staff Handbook - Staff Review and Appraisal

UPDATED AND ENDORSED: January 2023

DATE FOR REVIEW AND EVALUATION: January 2028