



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. Professional development allows individuals to build and improve their knowledge and skills within the early childhood and school age care sector whilst keeping up to date with current research and recommended practice. The school age care sector continues to grow and change and these changes impact on licensing and assessment requirements as well as our interactions and documentation of individual children. To comply and improve we implement procedures for identifying areas in which our educators and staff can enhance skills and knowledge through relevant and effective professional development and training. We aim to review and update individual professional development plans based on performance appraisals detecting strengths, interests, and goals.

THE APPROVED PROVIDER/NOMINATED SUPERVISOR/MANAGEMENT WILL ENSURE:

- obligations under the *Education and Care Services National Law and National Regulations* are met
- educators are knowledgeable and have access to the Services policies and procedures, and Code of Conduct
- educators are knowledgeable in the pedagogy programming and practice required to be implemented for the education of children following the National Quality Framework, National Quality Standard, My Time Our Place V2.0 (MTOP)
- educators are aware of the National Education and Care Services National Law, National Education and Care Services National Regulations and the Early Childhood Australia (ECA) Code of Ethics
- the nominated supervisor undertakes professional development in accordance with National Law and Regulations, Family Assistance Law (FAL), Child Care Subsidy and their individual professional development plan
- administration staff are aware of Family Assistance Law (FAL) legislation, enrolment processes and management of Child Care Subsidy as detailed in the Child Care Provider Handbook and keep up to date with changes and additions to the administration of Child Care Subsidy
- the roster supports at least one nominated supervisor and person in day-to-day charge of the Service, who holds the following qualifications is in attendance at all times at the Service when children are being educated and cared for and immediately available in an emergency:
 - ACECQA approved and current first aid qualification including CPR



Coowarra Out Of School Hours Care Service Inc

- ACECQA approved and current emergency asthma management training
- ACECQA approved and current anaphylaxis management training
- child protection training
- child protection training for each nominated supervisor and each person in day-to-day charge of the service is valid, and whenever significant changes are made to the child protection law or reporting requirements, to maintain skills and knowledge required by required by National Law and Regulations [S.162A]
- the policies, practices, systems and processes within the Service align with the requirements of the Child Safe Standards
- all educators and staff are provided with professional learning for the Child Safe Standards to continually improve their child safe capabilities ensuring all staff can identify signs of grooming or harmful behaviours towards children and know how to report allegations of child abuse (it is against the law to fail to report child abuse)
- a budgeted amount is allocated and available to provide relevant training to educators and staff
- all professional development completed by educators and staff is recorded in individual staff records via the *Professional Development Record* and relevant materials and information to enhance skills and knowledge is shared with colleagues
- a variety of professional development for educators and staff is provided and encouraged
- professional development is linked to the Quality Improvement Plan (QIP)
- opportunities are provided for educators to work closely with more experienced colleagues to assist skills in observations, questioning, critiquing and responding to children's experiences
- they are positive role models for educators and staff
- educators are supported to attend professional development by committing time and resources in order to develop new skills and knowledge that can be shared within the service
- strategies are implemented by educators to make practical use of the information gained from professional development
- a culture of learning through reflective practice within the Service to drive continuous improvement is developed

EDUCATORS WILL:

- keep up to date with Child Protection '*refresher*' training ensuring currency and compliance and their mandated responsibility to report allegations of child abuse if they witness or suspect that a child is at risk of abuse, harm, neglect or ill-treatment
- participate in training to build capacity to implement the Child Safe Standards
- hold a current ACECQA approved first aid and CPR qualification and ACECQA approved emergency asthma and anaphylaxis management qualifications
- ensure CPR training is completed annually



Coowarra Out Of School Hours Care Service Inc

- attend a minimum of 2 professional development/ in-services training over a 12-month period for permanent-part time and casual staff
 - 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.

OTHER

- 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:

CONSIDERATIONS

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinators and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.



Coowarra Out Of School Hours Care Service Inc

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS

S. 162A	Child protection training
84	Awareness of child protection law
118	Educational Leader
136	First Aid qualifications
138	Application for qualification to be assessed for inclusion on the list of approved qualifications
168	Education and care service must have policies and procedures.

RELATED LEGISLATION

Child Care Subsidy Secretary's Rules 2017	Family Law Act 1975
A New Tax System (Family Assistance) Act 1999	
Family Assistance Law – Incorporating all related legislation as identified within the Child Care Provider Handbook	

RELATED POLICIES

Code of Conduct Policy Child Protection Policy Enrolment Policy First Aid Policy	Payment of Fees Policy Record Keeping Policy Recruitment Policy Work, Health and Safety Policy
---	---

UPDATED AND ENDORSED: August 2025

DATE FOR REVIEW AND EVALUATION: January 2030