



**PROFESSIONAL DEVELOPMENT**

Settlers Farm OSHC is committed to providing the highest quality service through ongoing educator professional development. We will provide educators with encouragement and support to further their skills in the OSHC field.

**Procedure:**

- The Director is responsible for developing, implementing and evaluating an annual training plan for the service.
- This training plan will:
  - include a training needs assessment, based on the educator appraisals for individual needs and consultation with educators and management for the service's priorities.
  - ensure that training opportunities are provided equitably to all educators.
  - include a variety of methods of training delivery such as:
    - Internal workshops for educators to share their expertise with each other.
    - Internal workshops conducted by outside presenters/experts.
    - Attendance by educators at external workshops, conferences and seminars.
    - Short courses provided by training organisations such as TAFE.
- The Director, in consultation with the operator, will allocate sufficient funds for the purpose of professional development.
- Educators who attend external training will share the skills and knowledge they have gained with other educators where relevant.
- Educators and the Director will evaluate all training activities against the training needs identified in the training plan.
- Who will cover the costs of professional development courses/training will be determined through negotiation with those undertaking it, taking into consideration the employees' position at the service, the necessity of the training, who has organised it and how many people are to participate in the training.
- Likewise, whether an educator is paid for the time taken to complete the training will be upon negotiation taking into account the factors above, as well as time taken to complete the training.
- During all professional development sessions, employees must comply with the service's policies and procedures.
- When an educator is directed to undertake study to achieve their Diploma in Children's Services, they may negotiate prior to the commencement of this study as to costs that will be covered by the service. Once negotiated, the employee must initially pay for the study, and after completion if they remain working at the service for a period of twelve months they will be eligible to invoice the service for the negotiated costs. This negotiation must be documented and stored at the service.

Policy reviewed	Previous modifications	Next review date
March 2021	No changes	2022



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