



Professional Development Policy

Review Date: 24/10/2025

Introduction

Our service philosophy states that the Management Committee (Approved Provider) recognises the importance of realising educators' sense of Belonging, Being and Becoming, as well as that of children.

Furthermore, they support educators' self reflection ... and their professional development.

This policy sets clear guidelines for the Management Committee and Human Resource/ Educational Program Director to determine approval for staff requests around professional development. It informs those receiving centre funding to attend professional development of their rights and responsibilities around sharing new information with colleagues to improve quality of service provision.

Goals – What are we going to do?

- A proposed budget for professional training will be prepared by the Finance/Administration Officer in consultation with the Human Resource & Educational Program Director (HR & Ed Program Director) and Treasurer for approval of the Management Committee.
- Priority will be given to essential professional development as set out in the Regulations 136(5):
 - Approved anaphylaxis training approved by the National Authority in accordance with Division 6.
 - Approved emergency asthma management by the National Authority in accordance with Division 6.
 - Approved First Aid by the National Authority in accordance with Division 6.
 - Updating Child Protection training as required.

Followed by:

- Training required by new staff
- Specific training for additional rights, admin or leaders as required;
- Set out the process for obtaining approval to attend professional development.
- Ensure transparency and equity for staff seeking to attend additional professional development.

Strategies - How will it be done?

The Approved Provider will:

- Oversee the professional development budget with a view to promoting an environment of continuous quality improvement.
- Support the HR & Ed Program Director with decision making process as requested.
- Ensure goals are set for each staff member during the appraisal process.

The Nominated Supervisor will:

- Complete appraisals with all staff annually during October, including setting goals for the following years' professional development, in collaboration with Educational Leaders.
- Draft a budget with the Finance/Administration Officer and the Treasurer including a global allocation for professional development and take this to the Management Committee for approval.
- Set priorities using professional development calendars from training organisations and updates through mail and emails received throughout the year. Notify Educational Leader of availability and what can be funded by the service budget.
- Take large requests or over-budget requests back to the Management Committee for final approval.
- After educators have completed professional development, the HR & Ed Program Director will negotiate time for them to mentor their colleagues about what they have gleaned from their professional development.
- Ensure that candidates for employment are aware that they are responsible for any costs incurred in updating their skills to meet criteria outlined in the advertised job description.

The Finance/Administration Officer will:

- Prepare a draft budget in consultation with the HR & Ed Program Director and the Treasurer.
- Give the HR & Ed Program Director and Educational Leaders feedback throughout the year on progress of actual spending balance available (and of the equity of spending across staff).
- Make the HR & Ed Program Director aware of any personal need to update knowledge and skills and corresponding opportunities.
- File evidence of professional development and reports in the staff register.

The Educational Leader will:

- Assist the HR & Ed Program Director with the appraisal process for educators.
- Will critically reflect upon what mentoring and professional development would assist each educator, discuss this with the educator and HR & Ed Program Director, prepare and implement a professional development/mentoring plan for each educator.
- Inform HR & Ed Program Director before enrolling an employee in professional development.
- Discuss suitable professional development opportunities with the educator before enrolling them in the workshop/course.
- Examine opportunities to strengthen their own skills (not just as an educator but as a mentor and leader) and discuss these with the HR & Ed Program Director in light of priorities identified, their professional development plan and the budget.

Educators will:

- Critically reflect upon their skills and knowledge and discuss needs with the Educational Leader and HR & Ed Program Director.
- Contribute personal plans for their professional development at the appraisal meeting and as the need arises.
- Be mindful of the priorities identified for service, equity of access for staff members to the budget and our responsibility to provide continuity of care for our children and families.
- Be aware of the distinction between essential professional development as required under the regulations and professional development for enrichment.
- Be aware of expiry dates on essential professional development such as first aid and that they enrol in a course that meets Regulations 136(5).
- Be aware that ongoing professional development and keeping abreast of current knowledge is written into their employment contract.
- Fill out the "request for professional training form" and lodge this with the Nominated Supervisor for consideration.
- Write a report for the funding body, to be kept on personnel file as applicable.
- Negotiate the necessary time frame required at a staff meeting to address the group.
- In-service colleagues at the next available staff meeting including digital or photocopied notes and/or report.
- If they are unable to attend a professional development, due to illness or some other unforeseeable situation, they will notify the Educational Leader or HR & Ed Program Director ASAP so that an alternative staff member can take advantage of the opportunity and the allocated funds will not be wasted.

Statutory Legislation & Considerations

Education and Care Services
National Law Act 2010

Education and Care Services
National Regulations 2011
146(c) and 147(c)

Sources

Guide to National Quality
Framework, 2018

Guide to the Education and Care
Services National Law and
Education and Care Services
National Regulations ACECQA
(2011)

Links to other service policies

Evans Head Pre-School Association Inc. Philosophy

Area 4 Staffing Arrangements:

- Employee Orientation Policy
- Employee Orientation Checklist (Staff Training page 3)

Area 2 Children's Health and Safety

- Asthma Management
- Anaphylaxis Management
- Diabetes Management
- Incident, Injury, Trauma and Illness Policy
- First Aid Policy
- Providing a Child Safe Environment Policy

President's Name:Narissa Cuskelly.....

President's Signature:

Date: ...28...../.....11...../...2023.....

REVIEW DATE: 28/11/2025.....



Request for Professional Development by Staff Member

Inservice Title: _____		
Date & Times: _____	Cost: \$ _____	
Venue: _____	Relief Staff? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please tick appropriate priority of request:

- Essential Professional Development under the regulations.
- I have been working at the service for less than 12 months.
- I am a special needs worker, admin/finance officer or leader/mentor.
- This inservice opportunity links back to my appraisal goals.

Please outline how it relates: _____

I am able to secure a grant or funding to cover registration costs: Yes No Awaiting Reply

I will benefit personally from this training in the following way: _____

The service will benefit from my attendance as follows: _____

I will provide a written report for my file and to the funding body (if applicable). I undertake the responsibility to report back to the next combined/service staff meeting with a copy of a report/notes for my colleagues and an overview of information.

_____/_____/_____
Name Signature Date