
	Management Area: CHILDREN'S SERVICES	Pages: [03] Version No: [04] Date: [01/07/2012]
	Sub section (if applicable):	Signed: 
<b>Policy Title: EDUCATORS TRAINING AND DEVELOPMENT</b>		Author: CHILDREN'S SERVICES TASKFORCE

## 1. Scope

- 1.1. Educators and management.

## 2. Policy Statement

The YMCA believes that the quality of the service is developed through continual training and development of the educators.

We aim to provide educators with encouragement and support to further their skills in the out of school hours care industry.

## 3. Related Policies and Procedures/Guidance Notes

- 3.1. Communication Policy
- 3.2. Conditions of Employment Policy
- 3.3. Disciplinary Action Policy
- 3.4. Policy Development and Review Policy
- 3.5. Professionalism Policy

## 4. Responsibilities and Delegations



- 4.1. The Children's Services Taskforce is responsible for the review of this policy.
- 4.2. Educators and management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

## 5. Considerations

- 5.1. National Regulation 126 "Centre-based services-general educator qualifications".
- 5.2. National Regulation 136 "First Aid Qualifications".
- 5.3. National Standards 7; Element 7.2.2 "The performance of educators, coordinators and staff members is evaluated and individual development plans are in place to support performance improvement".



## 6. Records Maintenance

This policy is to be reviewed biannually or as required based on operational or legislative change

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## PROCEDURES

- Management will ensure that sufficient funds are made available in the budget for in-service training and development.
- Educator Personal Development Reviews (PDR's) and the service requirements will be used to ascertain training needs.
- The Manager together with the Human Resources 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, educators attending and costs.
- Where possible, educators will be given opportunities to upgrade their qualifications in line with the National Quality Framework.
- A variety of training methods will be used including:
  - Internal workshops, which can be conducted by educators or outside presenters.
  - External meetings and networking with other services, with exchange of ideas.
  - Time allocation made to educators to review any new resources that may be of value.
  - External workshops conferences and seminars.
  - Accredited short courses provided by registered training organisations.
- Educators are encouraged to share relevant skills and knowledge they obtained from any training with the other educators in educator meetings or where more time is required in an internal workshop.
- 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.
- In house training is organised for educators in relevant areas of childcare.
- Information about relevant training opportunities is displayed and made available to all educators.
- Educators are actively encouraged to attend relevant training courses and training days.
- External professionals are invited to deliver training workshops for YMCA educators. Examples of training include First Aid, Asthma Education, Craft Workshops, Autism and Behavior Management.
- Families are invited to share their expertise and culture with educators and children.
- Individual training and professional development is recorded on an Employee Training Summary Sheet. These records are updated regularly and kept on personnel files.
- Provision for training for educators is identified in the annual budget.

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## 7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009
3	New structure	AM. Nolan	January 2011
4	Reviewed for NQF Compliance	AM. Nolan	July 2012

I endorse the Inservice Training and Development Policy.

Name: Anne-Mary Nolan  
Children's Services Program Manager

Signature: 

Date: 9<sup>th</sup> July 2012

Name: Liam Whitley  
General Manager Children's Services

Signature: 

Date: 9<sup>th</sup> July 2012

## Board Endorsement

Endorsed By: Phillip Hare 

Position: Chief Executive Officer

Date: 9<sup>th</sup> July 2012