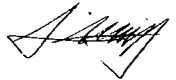
 <p><b>YMCA</b> We build strong <b>PEOPLE</b> strong <b>FAMILIES</b> strong <b>COMMUNITIES</b></p>	<b>Management Area:</b> CHILDREN'S SERVICES	<b>Pages:</b> [03] <b>Version No:</b> [03] <b>Date:</b> [01/01/2011]
	<b>Sub section (if applicable):</b>	<b>Signed:</b> 
<b>Policy Title: STAFF TRAINING AND DEVELOPMENT</b>		<b>Author: CHILDCARE TASKFORCE</b>

## 1. Scope

- 1.1. Staff and management.

## 2. Policy Statement

The YMCA believes that the quality of the service is developed through continual training and development of the staff. We aim to provide staff with encouragement and support to further their skills in the out of school hours care field.

## 3. Related Policies & Procedures/Guidance Notes

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

## 4. Responsibilities & Delegations

- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & 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


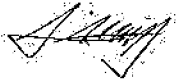
- 5.1. National Standards
- 5.2. Q and A Principles

## 6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

## PROCEDURES


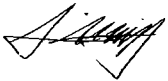
- Management will ensure that sufficient funds are made available in the budget for in-service training and development.
- Staff appraisals and the centre requirements will be used to ascertain training needs.

 <b>YMCA</b> We build strong <b>PEOPLE</b> strong <b>FAMILIES</b> strong <b>COMMUNITIES</b>	<b>Management Area:</b> CHILDREN'S SERVICES	Pages: [03] Version No: [03] Date: [01/01/2011]
	<b>Sub section (if applicable):</b>	Signed: 
<b>Policy Title: STAFF TRAINING AND DEVELOPMENT</b>		<b>Author: CHILDCARE TASKFORCE</b>

- 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, staff attending, and costs.
- Where possible, staff will be given opportunities to upgrade their qualifications in line with the National Standards.
- A variety of training methods will be used including: Internal workshops, which can be conducted by staff or outside presenters.
- External meetings with other centres, with exchange of ideas.
- Time allocation made to staff to review any new resources that may be of value.
- External workshops conferences and seminars.
- Accredited short courses provided by registered training organisations.
- Staff are encouraged to share relevant skills and knowledge they obtained from any training with the other staff in staff meetings or where more time is required in an internal workshop.
- All staff 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 staff in relevant areas of childcare.
- Information about relevant training opportunities is displayed and made available to staff.
- Staff are actively encouraged to attend relevant training courses.
- External professionals are invited to deliver training workshops for YMCA staff. Examples include First aid, asthma education, craft workshops, autism and behavior management.
- Families are invited to share their expertise and culture with staff 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 staff is identified in the annual budget.

## 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

 <b>YMCA</b> We build strong <b>PEOPLE</b> strong <b>FAMILIES</b> strong <b>COMMUNITIES</b>	<b>Management Area:</b> CHILDREN'S SERVICES	Pages: [03] Version No: [03] Date: [01/01/2011]
	<b>Sub section (if applicable):</b>	Signed: 
<b>Policy Title: STAFF TRAINING AND DEVELOPMENT</b>		<b>Author: CHILDCARE TASKFORCE</b>


I endorse the Inservice Training and Development Policy.

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

Signature: 

Date: 10 January 2011

Name: Liam Whitley  
 General Manager Children's Services

Signature: 

Date: 10 January 2011



YMCA of Sydney

# Staff Training Record

Name: \_\_\_\_\_ Payroll No.: \_\_\_\_\_

Position: \_\_\_\_\_

First Aid Qualifications: \_\_\_\_\_ Gained: \_\_\_\_\_ Expires: \_\_\_\_\_

Date	Training Organisation	Course Name	Completed	Remarks