

# PROFESSIONAL DEVELOPMENT POLICY

*Professional development* is a term used which includes workshops, conferences, in-services, training sessions, formal studying, readings, and professional research. The contribution of professional development to developing practice can be a source of deep professional satisfaction, for both individual practitioners and Out of School Hours Care(OSHC) Services collectively.

A commitment to ongoing professional development is the key to effective continuous improvement and the provision of quality school age care. Engaging in professional development helps to identify individual educator's areas of strengths and areas requiring improvement.

## 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-ordinations and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
S.162(A)	Child protection training- each nominated supervisor and each person in day-to-day charge and each family day care co-ordinator to have completed the child protection training required or under law for this jurisdiction
84	Awareness of child protection law
118	Educational Leader
126	Centre-Based services – general educator qualifications
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.
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#### 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 for Child Care Provider Handbook in Appendix G <a href="https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook">https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook</a>

#### RELATED POLICIES

CCS Governance Policy CCS Personnel Policy Code of Conduct Policy Child Protection Policy Enrolment Policy First Aid Policy	Payment of Fees Policy Record Keeping and Retention Policy Recruitment Policy Staff Arrangement Policy Work, Health and Safety Policy
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#### PURPOSE

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.

#### SCOPE

This policy applies to educators, staff, approved provider, nominated supervisor and management of the (OSHC) Service.

#### IMPLEMENTATION

The Early Childhood Australia (ECA) Code of Ethics suggest that in relation to being professional, educators will take responsibility for reflecting on and assessing their professional values, knowledge and practice, and the positive contribution to the early childhood profession. Educators will engage in

critical reflection, ongoing professional learning and support research that builds knowledge and that of the profession.

#### 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 OSHC 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 (MTOF)
- 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
  - 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 updated every 12-24 months, 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.162(A)]
- educator's child protection awareness training is valid and updated every 12-18 months to maintain skills and knowledge required by National Regulations [best practice]
- 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
- approve all professional development prior to booking (for events which are paid for or subsidised by the Service). Only professional development which are beneficial to the Service and other educators will be approved for payment, at the discretion of the Educational Leader and school principal
- 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)
- educators and staff have the opportunity to experience different rooms and/or locations of OSHC premises. This will be achieved through rotation of educators and staff at the discretion of management but will not have adverse effects on the continuity of care experienced by children. Individual needs will be considered when rotation occurs, but the final decision should not hinder other staff members from the opportunity to develop their skills and knowledge.
- mentoring programs and management support networks are implemented for educators and staff to receive guidance and inspiration
- 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 OSHC Service.
- a culture of learning through reflective practice within the Service to drive continuous improvement is developed
- The nominated supervisor will have an annual staff review meeting exploring strengths, weaknesses and professional development goals for each staff member

#### THE EDUCATIONAL LEADER WILL:

- review Professional Development with the Nominated Supervisor for the OSHC service
- support educators to further their professional growth and achieve accreditation under the Australian Professional Standards for Teachers
- meet with educators and discuss outcomes of the *annual review*

- maintain the Professional Development Record for each educator following the completion of training and workshops
- complete a Professional Development Plan with each educator and discuss with the Nominated Supervisor
- source and schedule in-services, webinars, workshops and other professional development opportunities as per educator Professional Development Plan taking into consideration the service training budget
- facilitate educators to share new knowledge and skills learnt at training and workshops
- facilitate reflective practice as a form of ongoing professional learning for all staff
- support educators to undertake WHS training as a part of their in-service training.

#### 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 (as required)
- ensure CPR training is completed annually
- complete annual adrenaline auto injector training through ASCIA
- attend a minimum of **2** professional development/ in-services training over a 12-month period for permanent-part time and casual staff
- seek assistance and direction from the OSHC service's Educational Leader regarding options for in-services and other professional learning opportunities - e.g. trauma informed practices
- engage in the Professional Development Plan activities with the Educational Leader as per the Professional Development Agenda, including completing the annual review form
- with the assistance of the Educational Leader, share skills and knowledge learnt from professional development with other team members.

#### EXAMPLE OF PROFESSIONAL DEVELOPMENT AND IN-SERVICE OPPORTUNITIES

Networking with other services and professionals

Mentoring and coaching programs

In-house or external training (workshops, courses)

Self-paced training packages

Sharing information gained from formal studies

Hands-on job training

Knowledge and skills sharing	Conferences
Visitors from local areas	Meeting discussions
Reading professional publication and websites	Viewing professional online digital learning
Engage in professional reflection (journals)	Reading recently published ECE texts
Subscribing to professional newsletters	Inquiry conversations
Formal TAFE, college or University courses (check with <a href="#">ACECQA for list of approved qualifications</a> )	

## CONTINUOUS IMPROVEMENT/REFLECTION

Our *Professional Development Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

## CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Contract for Paid Training Agreement	Professional Development Record
Mentorship Guide and Agreement	Professional Development Reflection- Form
Professional Development Ambitions and Reflections Form	Professional Development Audit
Professional Development Guide and Procedure	
Professional Development SWOT	
Professional Development Plan- Template	

## SOURCE

Australian Children's Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Australian Children's Education & Care Quality Authority. (2021). [Supporting Performance and the Development of Professionals](#)

Australian Government Department of Education Child Care Provider Handbook

<https://www.education.gov.au/early-childhood/resources/child-care-provider-handbook>

Australian Government Department of Education. (2022). [My Time, Our Place- Framework for School Age Care in Australia.V2.0](#)

Australian Government Department of Education. [Leading Learning Circles for Educators Engaged in Study. \(2016\).](#)

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2023).

[Education and Care Services National Regulations.](#) (Amended 2023).

[Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012](#)

[Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012](#)

## REVIEW

POLICY REVIEWED BY	ANGELA STEVENS	BUSINESS MANAGER	JUNE 2025
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POLICY REVIEWED	MAY 2025	NEXT REVIEW DATE	MAY 2026
VERSION NUMBER	V10.05.25		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• additional information added re: child safe practices and reporting processes</li> <li>• sources checked for currency and updated as required</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
MAY 2024	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• added information for professional learning related to approved learning framework, NQF/NQS, FAL, CCS</li> <li>• added National Law for NS to complete child protection training</li> <li>• Nominated Supervisor section merged with AP/Management section to reduce repetitive statements</li> <li>• sources checked for currency and updated as required</li> </ul>	MAY 2025	
MAY 2023	<ul style="list-style-type: none"> <li>• policy maintenance</li> <li>• minor formatting edits within text</li> <li>• hyperlinks checked and repaired as required</li> <li>• link to Western Australian Education and Care Services National Regulations added in 'Sources'</li> <li>• Continuous Improvement/Reflection section added</li> <li>• Childcare Centre Desktop Resource section added</li> </ul>	MAY 2024	