In-service and Staff Development Policy

Quality Area 7: Leadership and service management
Standard 7.1: Effective leadership promotes a positive organisational culture and builds a professional learning community.
Standard 7.2: There is a commitment to continuous improvement.
Standard 7.3: Administrative systems enable the effective management of a quality Service.

Note: Amend and adjust this DRAFT to match your own services style and culture

It is important for staff to continue learning new ideas and keep up to date with current trends and practices. Professional development is the process of maintaining and continuously improving current knowledge and skills in an area of expertise through both informal and formal learning opportunities.

- Permanent full time staff members are to attend a minimum of 4 in-services per calendar year
- A Child Protective training course is to be attended by each Primary Contact Educator every eighteen months as a minimum to ensure knowledge is current
- It is a condition of employment that all staff members keep their First Aid training current and supply the Service with valid certificates
- The Nominated Supervisor will ensure that the roster at all times support:
  - At least one Educator who holds a current approved first aid qualification
  - At least one Educator who has undertaken current approved anaphylaxis management training
  - At least one Educator who has undertaken current approved emergency asthma management training.

The Service will offer training to staff to meet this requirement.

- It is advised that Educators undertake OHS training as a part of their in-service training
- Permanent-part time and casual staff (other than relief staff) are to attend a minimum of 1 in-service per calendar year.
- Educators will seek assistance and direction from the Service’s Educational Leader regarding the in-services and training.
- Professional development plans are documented and implemented as per the Service’s Professional Development Plan cycle to support and encourage performance improvement.
- To assist and support staff in furthering their training, Australian International Islamic College Kindy will contribute 100% of standard in-service fees for permanent staff (travel is at your own expense) and provide time in lieu which is to be taken at the discretion of the Nominated Supervisor, for in-service training required under conditions of employment. In-service approvals are required by the Nominated Supervisor for this to occur.
- Other in-services training, above the minimum expected may be supported by management in respect to the cost of the in-service, if approved by the Nominated Supervisor beforehand.
• Educators are required to produce a report in the week after the completion of the in-service to share with all other Educators and Management. The Educator who has attended the in-service may be asked to present a report at the next staff meeting to share information gained with all other Educators and Management.

• All in-services attended (which are paid for or subsidised by the Service) must be first approved by the Nominated Supervisor of the service. Only in-services which are beneficial to the Service and other staff will be approved for payment by the service, at the discretion of the Service Nominated Supervisor. The Nominated Supervisor, and/or the licensee of the services reserve the right to withhold payment and time in lieu if they feel that the in-service attended is not appropriate as described above.

• Relief staff will be advised of details concerning in-service topics and locations and are to attend these in their own time at their own expense if desired

• A record of in-service training will be kept on the presentation wall located in the office.

By staff participating in professional development it is with the intention to;

• Lead and share information, knowledge and expertise on practice, policy developments and community changes that may impact on curriculum

• Be a professional role model for high quality education and care for children

• Build the capacity of all Educators by supporting and mentoring others to take on leadership roles in areas of expertise or of potential interest.

This policy was made with consideration to the National Quality Standard, Education and Care Services National Regulations,

Date that the policy was last updated or revised: January 2015

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