

C-5 Professional Development

NQS

QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of educators.
QA. 4.2.1	Professional collaboration.
QA. 4.2.2	Professional standards.
QA. 7.1	Governance.
QA. 7.1.1	Service philosophy and purpose.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.
QA. 7.2.2	Educational leadership.
QA. 7.2.3	Development of professionals.

National Regulations

Reg. 84	Awareness of child protection law
Reg. 136	First aid qualifications
Reg. 168	Education and care service must have policies and procedures
Reg. 261	General qualifications for educators – children over preschool age- centre based services.

Policy Statement

We believe that the quality of the service is improved through continual training and development of the staff. We will provide staff with encouragement and support to further their skills in the OSHC field. To maintain a safe workplace where all WHS training needs for staff, management and relevant contractors are identified, training is delivered, and records maintained. Job specific training is identified, developed and recorded.

Related Policies

- ENOSHCP Policy A-3: Philosophy
- ENOSHCP Policy A-16: Financial Management
- ENOSHCP Policy A-19: Nominated Supervisor
- ENOSHCP Policy C-6: Staff Review and Appraisal
- ENOSHCP Policy C-9: Relief Staff
- ENOSHCP Policy C-10: Volunteers/Students/Visitors
- ENOSHCP Policy D-10: First Aid
- ENOSHCP Policy D-16: Asthma
- ENOSHCP Policy D-17: Anaphylaxis
- ENOSHCP Policy D-22: Child Protection / Mandatory Reporting

- ENOSHCP Policy D-28: Workplace Health, Safety and Environment

Responsibilities

Management has the responsibility to:

- Provide the necessary funds to further the training and WHS Skills of Management and staff as appropriate
- Identify and organize WHS training for staff as appropriate
- Be responsible for the recording of that training

Staff have the responsibility to:

- Produce copies of all relevant qualifications/certificates relevant to WHS and their role
- Attend all WHS related training as directed by Management
- Apply that training to the workplace

Procedure

Management will ensure that sufficient funds are made available in the budget for all in-service training and development.

The Centre Director will inform the Management Committee of any specific training and development needs of the staff.

During a new staff member's induction/orientation period, they will be required to complete the following webinars:

1. Child protection overview
2. WHS
3. Food Handling
4. Behaviour management

The Centre Director will ensure all records of staff inductions and orientations are maintained.

During the induction and orientation process, job specific training will be carried out dependent on the role and activities. All records of this training will be maintained, along with certificates kept in individual staff files.

All staff will be given the opportunity to be involved in some form of training throughout the year. All staff will be given opportunities to upgrade their qualifications in line with the Education and Care Services National Law and Regulations.

Staff appraisals and the Centre requirements will be used to ascertain further training needs.

The Director, in conjunction with the Management Committee, will access all training available and determine what will be attended and by whom.

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
- External workshops, conferences and seminars
- Accredited short courses provided by registered training organisations as approved by the National Authority

Staff are encouraged to share relevant skills and knowledge they obtained from any training with the other staff in 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 however the individual will cover the costs of any tertiary study costs.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children's Services Award 2010
- Children (Education and Care Services National Law Application) Act 2010

Work Health and Safety Act 2011

- pt.2 div.2 s19(training)
- pt.5 div.3 sub div.6 s.72(training of the Health and Safety representatives)

Endorsed: 18/10/2023

Reviewed: 18/10/2025