

Early Years Services – QA 4.6 Family Day Care Educator Professional Development

TRIM Reference:	D17/95846	Due for Review:	7 March 2024
Responsible Officer:	Coordinator Early Years		

Purpose

This policy outlines Surf Coast Shire Council's commitment to promoting and encouraging educator participation in professional development and attendance at Educator Family Day Care (FDC) Team meetings. Given the changing information in the Early Childhood field it is necessary to ensure that FDC Educators and staff have the most up to date and relevant information.

Ongoing professional development and team meetings for FDC Educators and staff assists in ensuring that children are cared and educated by Educators who are informed and up to date with information on current practices within the Early Childhood industry.

Policy Principles

This policy applies to:

Evidence of link to National Quality Standards: 2.1.2, 2.1.3, 3.1.1, 2.3.4, 4.2, 7.2.2

Evidence of link to National Regulations: 112, 169(2) (g)

Scope

All staff/educators in Family Day Care will be updated on the most recent and relevant information and practices as part of their professional development.

Policy

Surf Coast Shire Council is committed to:

Strategies and Practices

Coordination Unit staff will:

- ensure that regulatory responsibilities are met in relation to the provision of information, assistance and training to FDC educators
- ensure there are systems in place for professional development and to monitor training requirements
- oversee the provision of information, assistance and training to FDC educators
- provide information, assistance and training to FDC educators addressing relevant aspects of the National Quality Standard, especially:
 - professional collaboration and professional standards (Standard 4.2)
 - professional development (Element 7.2.3)
- support FDC educators to understand the training requirements and how these support compliance with the National Regulations, professionalism and professional development
- ensure that information is provided to FDC educators in a variety of ways to cater for diverse learners
- Consult with Educators on professional development opportunities.
- Provide an induction session for all new Educators.
- Work with other early years services within the Surf Coast Shire and other Family Day Care providers to offer opportunities for affordable professional development for FDC Educators.

Educators will:

- Undertake all required training: Current level 2 First Aid (3yrs), CPR (annual), Anaphylaxis (3yrs), Asthma (3yrs), Epipen refresher (annual) and Mandatory Reporting (annual).
- Attend an induction session prior to commencing as an approved Educator.
- Provide evidence of attendance to at least 2 professional development courses within each calendar year.
- Attend at least 2 educator team meetings per calendar year.
- Attend a mandatory manual handling refresher training regularly, provided by Councils Work place Health and Safety Team.
- Actively participate in the annual educator appraisal
- Set goals for professional growth

FAILURE TO COMPLY:

- If mandatory registration requirement training is not completed prior to the due date, registration will be suspended until completed.

Definitions

Not applicable

Related Procedure

Nil.

References**Related Surf Coast Shire Council and Early Years Services Policies**

Not applicable

Other References

Education and care Services National Regulations

Education and care Services National Law Act 2010

Childcare Service Handbook June 2019 (DEEWR)

National Quality Standards 2012 ACECQA- QA7

ACECQA National; Quality Framework Resource Kit www.acecqa.gov.au

VEYLDF, EYLF, MTOP

Document History

Version	Document History	
1	<i>Amended</i>	Manager Aged and Family 1 December 2016
2	<i>Amended</i>	Manager Aged and Family 13 July 2018
3	<i>Amended</i>	Manager Aged and Family 09 January 2020
4	<i>Amended</i>	Manager Community Strengthening 16 July 2021
5	<i>Amended</i>	Manager Community Strengthening 7 March 2023