

EARLY YEARS POLICY

Early Years Services Family Day Care Educator Professional Development	Policy No:	QA 4.6
	Document No:	D17/95846
	Approved Date:	15 January 2013
	Approved By:	Manager Aged and Family
	Review Date:	9 July 2021
Responsible Officer:		Coordinator Early Years
Authorising Officer:		Manager Community Strengthening

1. Purpose

Participation in professional development and attendance at Educator Family Day Care (FDC) Team meetings is promoted and encouraged. 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.

2. Scope

Evidence of link to NQS: 2.1.2, 2.1.3, 3.1.1

Evidence of link to ECSNR: 112

Evidence of link to NQS: 2.3.4, 4, 7.2.2

Evidence of link to ECSNR: 169(2) (g)

3. Application

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.

4. Definitions

Not applicable

5. Policy

5.1 Strategies and Practices

Coordination Unit staff will:

- Take opportunities for ongoing professional development where possible.
- Consult with Educators on professional development opportunities.
- Provide an induction session for all new Educators.
- Support Educators in their endeavours to attain qualifications in the Children's Services.
- Keep a record of Educator and staff professional development.
- Work with other early years services within the Surf Coast Shire and local government Family Day Care to provide opportunities for affordable professional development for Family Day Care Educators.

Educators will:

- Complete mandatory registration requirements: Current level 2 First Aid (3yrs), CPR (annual), Anaphylaxis (3yrs) and Asthma (3yrs), Mandatory Reporting (annual).
- Attend an induction session prior to commencing as an approved Educator.
- Provide evidence that professional development has influenced their practice.
- 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.

FAILURE TO COMPLY:

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

6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Not applicable			

7. Attachments

Not applicable

8. 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 2011-2012 (DEEWR)
National Quality Standards 2012 ACECQA- QA7
Education and Care Services National Regulations
Education and Care Services National Law Act 2010
ACECQA National; Quality Framework Resource Kit www.acecqa.gov.au
Childcare service Handbook 2011-2012 (DEEWR)
VEYLDF, EYLF, MTOP

Approval Date:	15/01/2013	Approved by:	General Manager Culture and Community
Amendment/Review 1:	01/12/2016	Approved by:	Manager Aged and Family
Amendment/Review 2:	13/07/2018	Approved by:	Manager Aged and Family
Amendment/Review 3:	09/01/2020	Approved by:	Manager Community Strengthening
