



# *Human Resources-7.15*

## **Staff Development Policy**

<i>Legislation:</i>	Anti-discrimination Act Child Care Act and Regulations 2003
<i>Sources:</i>	Dept Communities - Community Support Officer...Catherine 4799 7110 NCAC Newsletter-"Putting Children First"- <i>Inclusion and Professional Support</i> - Issue 17, 03/2006 NCAC Newsletter-"Putting Children first"- <i>Enrolment &amp; Orientation</i> - Issue 15,09/2005 CCYPCG -Work Booklet-Safe Environments for young people " <i>Child Protection-Managing the risks</i> " Qld Council of Social Services (QCOSS) Childcare Management Training and Support Unit 3832 1266 (Frances Sneddon) Inclusion Support Agency - Nicolette 4727 9707 (facilitator).....Sue 4727 9683 (Coordinator) Indigenous Professional Support Agency - Roslyn 4723 4088

**POLICY STATEMENT:** Village Kids Childrens Centres actively supports and encourages employees in their future learning and development by providing avenues for staff to collaborate in their own appraisals and professional needs analyses as well as offering financial assistance where possible.

**RATIONALE:** All staff need training to help them do the best job they can. New staff need support and information to make a successful transition into their new role. Existing staff may need to develop new skills and knowledge to keep up with the ever-changing requirement of their positions and to expand their experience and motivation levels. When staff are challenged to explore new learning and ideas, they are exposed to new ways of offering educational programmes and new ideas for personal growth, all of which build strength and knowledge and make a more valuable employee. This adds value and professionalism to the business.

### **IMPLEMENTATION:**

- All staff will have an orientation that includes information about the provision of opportunities for professional development and the centre's ongoing commitment to developing an individual training plan in conjunction with each employee. Within this process, staff will be informed that staff professional development is a priority within Village Kids Centres and so regular training sessions that become available will be strongly encouraged to staff.
- Regular training sessions for staff development will be offered as become available to the centre. These are generally organised across a region to allow a greater variety of training sessions to be offered to staff.
- Staff development opportunities will be advertised across all the Centres on noticeboards and staff room table information areas.
- Staff can nominate their interest in a training session to their Centre Director or by writing their name against the information pamphlet for the specific course they wish to attend.

- Centre Directors will inform staff if the session is paid time, own time or will accrue as 'time in lieu' that the staff member can take later. Please note however, 'Time in lieu' is not a preferred option.
- Training needs will strive to be identified for individual employees through Goal Setting within the Appraisal system. It is hoped that this will be completed on a 6 monthly basis.
- Staff will be asked for input into the design of the appraisal/ training program (ie. what would be of value to them?) and directors will strive to research opportunities to provide staff with the necessary avenues for their professional growth to continue.
- Staff will be encouraged to undertake further tertiary study within the Early Childhood field and traineeships/ apprenticeships/ sponsorship may be offered to long term staff to support their efforts in these studies.
- The workplace will support staff who undertake further study related to the Early Childhood field through provision of study time where able and as a reference and resource bank to gain advice and feedback in their journey to gain qualifications.
- Articles, magazines and books of interest will be shared across the Centres and an area in the staffroom will be organised for staff to access this information at their leisure. Staff will also be encouraged to participate and contribute to this area from their own experiences and resource portfolios to assist the centre to professionally grow as a whole.
- Staff with special interest areas and areas of expertise will be asked to share their knowledge across the group by presenting small workshops/seminars and all staff that attend inservice opportunities will be asked to give feedback to the team during the monthly staff meetings for the benefit of all at the centre. Additional copies of any workbooks, information sheets etc will be taken and stored in the STAFF TRAINING folder which outlines training undertaken by all staff during the centre's operation as well as allowing all staff to access this information as needed.
- Staff will receive a 'Certificate of Attendance' for training sessions that they attend and copies will be displayed in their room or in the centre foyer for the information of families.
- A Staff Development Record will be kept for every staff member, within their personnel file at their Centre of employment. This information will also include the evaluation of the meeting of training objectives.

### **EVALUATION AND REVIEW:**

This policy will be reviewed at least annually. Family and staff and other relevant community feedback will be considered in the review process. The effectiveness of the practices and strategies used within this policy will be evaluated through a process involving direct verbal and written feedback from families and staff obtained through surveys, communication books, feedback sheets, parent committee meetings and informal daily exchange. Changes in legislation, regulations, QIAS and standards will also be considered. Any changes to this policy will be communicated to families and staff verbally, and in writing through centre display boards and newsletters.