

8.5 PROFESSIONAL DEVELOPMENT

Policy

Mackay Family Day Care Scheme recognises the need to provide Staff and Educators with appropriate professional development opportunities to ensure skills and knowledge are kept up to date.

Educators, Co-ordination Unit Staff and Management have a joint responsibility to attend professional development that is job-specific and relevant to the particular needs and initiatives of the Scheme, in order to maintain and improve the quality of services provided.

Procedure

1. Each calendar year, Educators and relevant Co-ordination Unit Staff will undertake at least two professional development opportunities.
2. The Scheme will provide/notify educators of at least one free professional development opportunity every calendar year.
3. Educators must undertake Child Protection training every three years.
4. Educators and Staff should feel free to identify, to their Coordinator/Supervisor, areas where they feel additional professional development is required.
5. Staff and Educators must provide the Scheme Manager with evidence of any professional development attended.
6. The Scheme Manager will ensure an accurate record of all professional development attended by Educators and Staff members is maintained.
7. Failure by an Educator or Staff member to undertake the two required professional development opportunities will result in a Non-Compliance Notice being issued..
8. Failure to comply with the requirements of the Non-Compliance notice will result in the Educator or Staff member's Contract being cancelled.

Date Implemented	Review Due	Date Updated	Source
2009 September	2011 March 2012 October 2014 October 2018 January 2019 August 2021 January	2018 February 2019 July	<ul style="list-style-type: none">• Children's Services Employer Association Queensland (Union of Employers) Employee Manual, 2005.• Education and Care Services National Regulations 2011