

POLICY STATEMENT ON STAFF PROFESSIONAL DEVELOPMENT

The St Pius X OSHC Service is committed to providing the highest quality care through ongoing professional development for staff. Professional development involves a commitment from both the service and its employees, and is mutually beneficial to both parties. An efficient professional development plan ensures there is opportunity for positive growth and development of individuals, the service is continually striving for improvement and the children and families are receiving high quality, up-to-date care.

HOW POLICY WILL BE IMPLEMENTED:

1. The management body will allocate sufficient resources to the meet the training priorities of the Service.
2. The director is responsible for developing, implementing and evaluating an annual training plan for the Service and individual training plans for Staff through Performance Development Plans
3. Training plans will:
 - 3.1 include a training needs assessment, based on the staff performance appraisals for individual needs and consultation with staff and management regarding the Service's priorities
 - 3.2 include a budget to be presented to the management body annually at the time the budget is developed
 - 3.3 ensure that training opportunities are provided equitably to staff
 - 3.4 include a variety of methods of training delivery such as:
 - internal workshops for staff to share their expertise with each other
 - internal workshops conducted by outside presenters/experts
 - attendance by staff at external workshops, conferences and seminars
 - short courses provided by training organisations such as TAFE
4. Staff who attend external training will share the skills and knowledge they have gained with other staff where relevant.
5. The staff and director will evaluate training activities against the training needs identified in the training plan.
6. The Service will meet the costs of authorised training, apart from tertiary study.
7. Employees may access study funds through the Catholic Education Office's Study Incentive Program (SIP) to undertake more in-depth study.
8. Permanent employees will be paid a minimum 6 hours per year to undertake professional development. This is to be negotiated annually with the Director during performance development plan formation, and must include more than just First Aid Certification.

9. The director may take up to five days professional development per year, in line with their professional development plan. Anything in excess of this must be approved by the principal.

Expectations:

- All staff are expected to undertake training in Responding to Abuse and Neglect.
- Casual staff are expected to contribute 50 percent of the cost of the training and the service will contribute the other 50 percent of the cost. It is expected it will be undertaken in the employees own time. However, if the employee is still at the service 12 months after completing the course they will be reimbursed 50 percent of their wages for the length of the course IE if the course is from 9am til 4pm with a half hour lunch break, the employee will be reimbursed for 3 hours wages. The service will meet the cost of refresher courses.
- Any Casual staff who have worked in the service for more than 12 months can negotiate to have the cost of their PD paid in full by the service if it has been authorised.
- Permanent Staff are expected to already have Responding to Abuse and Neglect certificate before starting work. Refresher courses will be paid for by the service. The employee may claim their hours as part of their allotted 6 hours annual PD time.
- Permanent educators are also expected to have relevant qualifications for their role under the Education and Care Services National Regulations and current applicable First Aid qualifications and Qualifications as per the Education and Care Services National Regulations .