

POLICY

POLICY 34: PROVISION OF INFORMATION, ASSISTANCE AND TRAINING PROVISION TO FDC EDUCATORS

OVERARCHING PERSPECTIVE:

Perspective: Quality Service
Policy: Services and Programs

POLICY:

Continuing education programs are an integral part of the family day care service, assisting Educators and coordination unit staff to extend their knowledge and skills in order to provide and maintain high quality care. Educational programs should be informed by the Early Years Learning Frameworks - *Belonging, Being & Becoming* as well the Victorian Early Years Learning Framework and *My Time, My Place* Framework as appropriate.

In line with the Education and Care Services National Regulations 2011, part 4.4 Staffing arrangements, regulation 118 . **Educational leader** *The approved provider of and educational and care service must designate, in writing, a suitably qualified and experienced Educator, co-coordinator or other individual as educational leader at the service to lead the development and implementation of educational programs in the service.*

SCOPE:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of Our Village Family Childcare Service.

RATIONALE:

To ensure Educator are kept up to date and informed of changes in the early childhood sector. To provide an environment where the sharing of each other's skill and knowledge is encouraged and promoted.

PROCESS:

The service will designate a suitably qualified and experienced person to lead the development and implementation of educational programs in the service.

Educators must have access to appropriate Framework documents stated above

Educators are expected to keep up to date with relevant training/information to ensure an integrated and positive approach to the provision of education and care. Coordination Unit staff are required to provide Educators with information on relevant training and professional development opportunities

Educators will participate in the orientation training program and attend regular service meetings and training sessions as required to keep skills and knowledge up to date

Each prospective Educator will spend *buddy time* with an experienced Educator to develop an understanding of their role and responsibilities. The *buddy system* requires selected, interested Educators with experience to participate in training which prepares them to support a new Educator.

EDUCATIONAL LEADER

Friday 30 December, 2011

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- Our Village Family Childcare has a designated **Educational Leader**, this role is supported by the coordinators of the service.
- The Manager will investigate and implement appropriate training activities for the Educators and staff.
- Under the direction and supervision of the Educational Leader, coordinators will (through home visits, play group sessions and within training sessions) assist Educators to develop and implement learning programs relevant to the needs of the children they provide care and education for.

DEFINITIONS:

REFERENCES:

Education and Care Services National Regulations, 2011 . Regulation 168


RELATED DOCUMENTS:

Engagement and Registration of FDC Educators - 13

Assessment, Approval and Re-assessment of Approved FDC Residences - 2

Monitoring, Support and Supervision of FDC Educators - 21

This box to be completed after final draft has been approved.

Issue Date:	November 2016	Previous Review(s):	Jun '10, Nov '11, Jul '15
Issue Number:	Four (4)	Next Review:	November 2019
Owner:	Manager, Family Day Care	Signed in accordance with Deed of Delegation: <div style="text-align: right;">1/12/2016</div>  <hr/> Marcus Bosch General Manager, Child, Youth & Family Services Signed by: Marcus Bosch	