

POLICY NO 34: PROVISION OF QUALIFICATIONS, INFORMATION, ASSISTANCE AND TRAINING TO FDC EDUCATORS

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

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 to provide and maintain high quality care. Educational programs should be informed by the Early Years Learning Frameworks - ‘Belonging, Being & Becoming’ V2.0 as well the Victorian Early Years and Learning and Development Framework and ‘My Time, My Place’ V2.0 Framework as appropriate.

In line with the Education and Care Services National Regulations, (updated version July 1, 2023), 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.

Recognising qualifications and professional development and training creates opportunities and enables Educators to develop their own professional skills and knowledge, maintaining an understanding of current industry practice.

CRITICAL INFORMATION:

In line with the Education and Care Services National Regulations 2011 (updated version July 1, 2023), 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.

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PURPOSE:

To ensure the Educators and Our Village Family Childcare (OVFC) have clear expectations and are kept up to date and informed of changes in the early childhood sector including the attainment of Early Childhood qualifications and the commitment to ongoing professional development and training. OVFC aims to provide an environment where the sharing of each other’s skill and knowledge is encouraged and promoted.

SCOPE/RESPONSIBILITIES:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of OVFC.

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

DEFINITIONS:

<p>Educational Leader</p>	<p>An Educational leader:</p> <ul style="list-style-type: none"> • collaborates with Educators and provides curriculum direction and guidance. • support Educators to effectively implement the cycle of planning to enhance programs and practices. • lead the development and implementation of an effective educational program in the service. • ensure children’s learning and development are guided by the learning outcomes of the Early Years Learning Framework and/or the Framework for School Age Care or other approved learning frameworks.
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PROCEDURES:

Coordination Unit

All Family Day Care Coordinator must hold a Diploma of Early Childhood Education and Care (at a minimum). Our Coordinators will spend time supporting Educators to upgrade their formal qualifications during home visits, phone calls, emails etc.

A training calendar is developed each year for all mandatory training required:

- Annual Mandatory reporting training
- Annual Child Safe Standards Training
- First Aid, Anaphylaxis and Asthma training (every 3 years)
- Annual CPR Training

- SIDS Training (on commencement and every 2 years)
- Bimonthly Educator and Coordination Unit Staff Meetings Bimonthly

Other Input and requests regarding training from Educators and staff will be discussed and considered dependent on need, cost, and current budget arrangements within the FDC unit.

The service will designate a suitably qualified and experienced person to lead the development and implementation of educational programs in the service. The Coordination Unit staff are required to and regularly provide Educators with information on relevant training and professional development opportunities via face-to-face visits, Social Media Platforms, or email.

- Provide Educators and ensure access to all appropriate Framework documents including:
 - Early Years Learning Framework – Belonging Being Becoming V2.0
 - Framework for School age Children – My Time Our Place V2.0
 - Victoria Early Learning and Development Framework – 0-8yrs.

All training participants will follow the Code of Conduct Policy and Procedures when engaging and attending in professional development as representatives of OVFC and SCCH.

Educators – Professional Development and Qualifications

All OVFC Educators are required to maintain currency for all mandatory and service specific professional development and training, if an Educator does not maintain currency this will impact on their ability to continue to be registered with Our Village.

- Educators must hold a Certificate III in Early Childhood Education and Care (at a minimum)
- Certificates of completion are provided to Educators when completing training from the service, all staff and Educators are encouraged to give feedback on the sessions provided – via email, staff meetings etc.
- Educators must keep up to date with relevant training/information to ensure an integrated and positive approach to the provision of education and care.
- 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 have the opportunity to spend ‘buddy time’ with and 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.
- Educators must attend the following sessions:
 - Orientation program – set out by the coordination unit.
 - Educator/Coordinator meetings (if able to)
 - Harmony training
 - Anaphylaxis Training - completed every 3 years – Included in HLTAID012
 - Asthma Training – completed every 3 years – Included in HLTAID012
 - CPR Training Annually – HLTAID009 or every 3 years – Included in HLTAID012
 - Child Protection – online annually.
 - Any additional training as identified by the service.
 - SIDS Safe Sleeping every 2year
 - Police Checks – Every 3 years
 - Working With Children Checks – Evey 5 years.

Educational Leader:

In line with the Education and Care Services National Regulations, (updated version July 1, 2023), Part 4.4 Staffing arrangements, Regulation 118 – Educational leader, the approved provider of an 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. OVFC has a designated Educational Leader, this role is supported by the coordinators of the service. The Educational Leader will:

- Alongside the OVFC Manager and in conjunction with the coordinators 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.

REFERENCES:

- [Education and Care Services National Regulations, \(updated version July 1, 2023\) – Regulation 118, 168.](#)

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Engagement and Registration of FDC Educators and Coordination Unit Staff – 13
- Payment of Fees and Educator remuneration - 6
- Assessment, Approval and Reassessment of Approved Family Day Care Residences and venues – 2
- Monitoring, Support and Supervision of FDC Educators – 21
- Child Safety and Wellbeing – 55
- Child Safe Environment and Child Protection – 7

VERSION CONTROL AND LEGISLATION:

For office use only (to be completed by the Quality, Safety & Compliance unit)			
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