

	Policy
	Policy Category: GOVERNANCE
	Date Created: November 2016
	Policy Name: Staff Training Policy

Policy and Recommended Procedure

1 PROFESSIONAL DEVELOPMENT:

The guiding principle of the Centre is that the needs of the child shall be the first and major consideration, therefore:

We will encourage and support staff to attend Professional Development Courses.

Grow will allocate a yearly budget for Professional Development.

Information brochures on suitable courses, will be made available to staff.

The Childcare Manager will have the responsibility to choose which courses are relevant to their Centre and staff for the year.

Only one staff member will be released for Training per day, unless special circumstances allow. An exception will be made when Internal Training for all the staff is to be held.

Staff are expected to attend in-service courses provided or organised by the Childcare Manager.

Information from Staff Appraisals is to be used in selecting and identifying courses and participants.

Participants for courses will be selected on a fair equitable basis.

A Training Register will be maintained showing all training undertaken by staff each year. Staff are also to have any training they attend noted in their Staff Appraisal.

All staff attending training are expected to write-up their learning outcomes and to provide copies of all the handout material (the cost of the copying will be covered by the Centre), so they can be added to the Centre resources.

At the Childcare Manager's discretion, staff may be able to attend courses not funded (or fully funded) by the Centre.

FORMAL TRAINING:

This is a formal course which results in a recognisable childcare teaching qualification.

Financial assistance for formal training will not be provided, as the Student Loan Facility is now available.

The Centre will support staff completing formal training with:

Time-off without pay for attendance at courses and lectures

Advice and support as required

Staff have the opportunity to apply for unpaid release time. This release time is given at the Childcare Manager's discretion for lecture attendance and in other special circumstances.

Recognising that practicum's are a requirement of formal training, staff may apply for annual leave or special unpaid leave to attend these. This leave may not be unreasonably withheld by the Childcare Manager.

All staff receiving formal training will have their progress monitored as part of their appraisal process.

Authorised:	
Date:	
Review Date:	Term 2 2022
Consultation Undertaken:	