

POLICY/PROCEDURE NAME & REVIEW PROCESS	PROFESSIONAL DEVELOPMENT POLICY <p>This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures.</p> <p>We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.</p>
NATIONAL QUALITY STANDARD	QUALITY AREA 4- STAFFING ARRANGEMENTS 4.2 PROFESSIONALISM MANAGEMENT 4.2.1 Professional collaboration 4.2.2 Professional standards
NATIONAL LAW AND REGULATIONS	117A - Placing a person in day-to-day charge. 117B - Minimum requirements for a person in day-to-day charge 117C - Minimum requirements for a nominated supervisor 145- Staff record 146- Nominated supervisor 147-Staff members 150-Responsible person 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> Code of conduct declaration record Determining the responsible person policy Prohibition declaration record Responsible person consent and declaration record Responsible person log record Staff schedule record
SCOPE OF POLICY	This policy applies to all educators, management, staff, students, volunteers, and visitors at our service.
AIM OF POLICY	To ensure that our service has strong guidelines, procedures, and practices in place regarding the professional development of staff. Ongoing professional development of staff will guide and support practices. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
SERVICE IMPLEMENTATION	<p>Implementation</p> <p>Professional development in childcare is crucial for ensuring that those who work with young children are equipped with the latest knowledge, skills, and strategies to provide high-quality care and education, as well as have skills to perform certain tasks within the service and acquire knowledge for improvement within their role.</p> <p>Professional development includes the provision of learning and development opportunities and activities to extend and broaden the scope of professional capabilities of staff in relation to their role and responsibilities. Professional development provides staff with opportunities to acquire, practice and adopt new knowledge, thereby enhancing individual and team organisational learning and capabilities.</p> <p>The aim of ongoing professional development is to ensure the following:</p> <ul style="list-style-type: none"> To improve the quality of care and education provided to children. To ensure staff meet regulatory requirements and industry standards. To support staff in achieving their professional goals and career advancement. To foster a culture of continuous learning and improvement. <p>All staff and management will commit to participating in annual performance reviews and development planning conversations. These conversations will provide:</p> <ul style="list-style-type: none"> Clarity and focus on the expectations of the employee and how their role contributes to the service's strategic direction. Constructive, timely and regular feedback exchanges between staff and management performance against agreed objectives/standards. This may include acknowledgement of high-quality performance or performance improvement conversations where performance is not meeting agreed objectives/standards.

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- Opportunities for reflection on capability goals, goal setting and identification of appropriate professional development opportunities.

Approved provider must ensure that staff professional developmental needs are met and provide some of the following ideas for implementation.

- **In-House Training:** Regular workshops, seminars, and training sessions organised by the service – can be completed at a staff meeting.
- **External Training:** Opportunities to attend external conferences, workshops, and seminars relevant to childcare and early childhood education.
- **Online Courses:** Access to online courses and webinars to facilitate flexible learning.
- **Certification Programs:** Support for pursuing certifications such as the Bachelor of Education, diplomas and certificate iii and other relevant qualifications.
- **Mentorship and Coaching:** Access to mentorship and coaching from experienced professionals could be under the guidance of nominated supervisor, ECT or Lead Educator.

Staff are expected to complete and maintain regulatory requirements such as First aid, CPR, and child protection, must be completed and updated annually.

Skill Development- Staff members are encouraged to pursue training that aligns with their roles and career aspirations within the organisation.

Approved provider will ensure professional standards guide the practices in the service when appointing a nominated supervisor, staff, educators, and responsible persons.

They will ensure the service is effectively supervised and managed through correct staff ratios.

To meet regulation the service will have the following staff present at the service.

- A Nominated Supervisor.
- A Responsible person or person in day-to-day charge (PIDTDC).
- Suitably qualified educational leader.
- Suitably qualified staff to meet child ratios.

The service will prioritise the health, safety, and wellbeing of children, through quality practices of staffing arrangements as per below for each appointment.

- Each employee is given a thorough induction and position description outlining position responsibilities and any documents to sign that are required for the role.
- They are supported with training in, and regular reflections regarding Early Childhood Australia's (ECA) Code of Ethics, and United Nations Convention on The Rights of the Child and any relevant standards related to their qualifications (e.g., the Australian Professional standards for teachers).

Nominated Supervisor Regulation- 117C.

The Nominated Supervisor is a person appointed by the Approved Provider who is placed in day-to-day charge of a service. The Approved Provider must provide sufficient evidence and information to demonstrate compliance to the Regulatory Authority of the suitability of this person. An approved service must have at least one nominated supervisor. There can be more than one appointed however this is up to the Approved Provider. The Nominated Supervisor must have qualifications or knowledge of the following:

- Child Protection – must be updated Annually.
- First aid CPR Anaphylaxis and Asthma qualification- Every 3 years CPR annually.
- Knowledge of Family Assistance Law – must stay current.
- National Law
- Education and Care Service Regulations.

Nominated supervisor must.

- Be at least 18 years of age.
- Have adequate knowledge and understanding of the provision of education and care to children.
- Have the ability to effectively supervise and manage an education and care service.
- Each nominated supervisor must have completed the child protection training required in their state or territory.
- It is an offence for an approved provider to appoint a nominated supervisor who does not meet requirements.

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They must satisfy the Approved provider that they are clear of the following and have no compliance issues with:

- The National Law.
- Education and Care Services National Regulation
- Children's services law.
- Family Assistance Law

Approved provider should consider the person's qualifications, skills, and work experience in determining if the person has adequate knowledge and understanding of the provision of education and care of children.

Approved provider must have on file:

- A resume detailing the nominated supervisors work history.
- Completed reference checks.
- Copy of all qualifications including current child protection training.
- The Nominated Supervisor will accept the role in writing, to ensure they have a clear understanding about their role and responsibilities by signing a **position description, a prohibition declaration record and code of conduct declaration record**.
- They must sign in and out each day on the **responsible person log record** or on the service provided document or electronic system.

Responsible Person Regulation 117A and Regulation 117B

This person will be placed in charge of the service in the event of nominated supervisor not being present in the service.

Responsible person must

- Be at least 18 years of age to be placed in day-to-day charge of a service.
- Have adequate knowledge and understanding of the provision of education and care to children.
- Have the ability to effectively supervise and manage an education and care service.
- Each responsible person must have completed the child protection training required in their state or territory.

They must satisfy the approved provider or nominated supervisor that they are clear of the following and have no compliance issues with:

- The National Law.
- Children's Services Law
- Education and Care Services National Regulation.

Approved provider must have on file:

- A resume detailing the responsible persons work history.
- Completed reference checks.
- Copy of all qualifications including current child protection training.
- The responsible person will accept the role in writing, to ensure they have a clear understanding about their role and responsibilities by signing a **position description, a responsible person consent and declaration record and code of conduct declaration record**.
- They must sign in and out each day on the **responsible person log record** when taking responsibility of the service.

Further requirements for staffing

Staff Schedule Record

- The approved provider of the service must ensure that a staff record is kept.
- It must be current and up to date and be available at all times.

It will include the following:

- Information about nominated supervisors is set out in regulation 146.
- Information about staff members is set out in regulation 147.
- Information about the educational leader is set out in regulation 148.
- Information about volunteers is set out in regulation 149.

Further information is required on the staff schedule record.

- Staff qualifications and training information and Working with Children Check /Blue Card verification number and expiry dates.
- Full name address and date of birth.
- The name of the appointed educational leader.

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- The same above details must be kept for students and volunteers, including a record of times worked at the service in the form of **student volunteer visitor attendance record**.

Roster

- Staffing will be arranged to meet early childhood teaching, diploma and certificate III qualifications, school age care qualifications, as well as first aid, anaphylaxis and emergency asthma management training and child protection. The nominated supervisor will ensure there is a suitable qualified responsible person who holds first aid qualifications in attendance at all times the service is operating.

Record Keeping and Documentation:

The service will maintain detailed and updated staff records as per Regulations 145–152:

- Copies of qualifications and training certificates
- Record of ongoing training (Regulation 147)
- Evidence of annual review discussions
- Performance improvement plans (if applicable)

Each member of the team plays a key role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

- Will ensure that all educators, staff, volunteers, and students are familiar with ECA's Code of Ethics, **code of conduct declaration record** and have signed a copy and it is placed in staff files.
- Will take appropriate action in the event that the code of conduct is not met by investigating and following up with staff to ensure positive outcomes are achieved or disciplinary action is completed.
- Will ensure that volunteers and students meet criteria for working with children, such as a WWCC, or teacher registration details.
- Will ensure that staff are receiving regular professional development in conjunction with annual appraisals completed.
- Will provide a variety of professional development to ensure that all staff members needs are met.
- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

The Nominated Supervisor

- Will regularly participate in meaningful, timely and honest two-way feedback and modify their approach to enhance leadership performance effectiveness.
- Will ensure reasonable consideration of circumstances when assigning tasks to employees (such as: sufficient resources, skill and capability needed to perform work, inclusion, diversity, creativity, and collaboration)
- Will recognise outstanding performance, conduct and significant career milestones as appropriate to the situation.
- Will be present in the service in the absence of approved provider or responsible person.
- Must be aware of current child protection law and their obligations under the law and have completed any jurisdictional requirements for child protection training.

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- Will adhere to all Family Assistance Law requirements and complete regular audits of the software system.
- Will ensure that a staff record is kept with the details in regulations 145–152.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

Educators

- Will be responsible for their own individual performance and engage in discussions with their nominated supervisor to plan the most effective way to achieve agreed objectives, review performance, identify work, career goals, and develop plans to meet these needs.
- Will identify and manage their professional capability development, in conjunction with their nominated supervisor.
- Will clarify tasks, set priorities, and organise self to meet expectations.
- Will discuss with their nominated supervisor any potential delays or issues which may impact on meeting performance expectations.
- Will regularly participate in meaningful, timely and honest two-way feedback and adjust their approach to improve performance.
- Must meet and keep up to date any jurisdictional requirements relating to education and care qualifications, such as first aid and working with children clearance or teacher registration details and a record of study if applicable.
- Must have undertaken current child protection legislation training, including mandatory reporting requirements and obligations.
- Will ensure quality staffing practices are implemented in line with the National Quality Standard.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.
- Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.
- Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.
- Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will provide feedback regarding policy review when required.

REGULATION IMPLEMENTATION

The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.

In regard to Regulation 145 – staff record

Approved Provider will

- Ensure the nominated supervisor of the service will keep regular records and checks of all staff employed in the service.
- This will be maintained and updated regularly in the **staff schedule record**. It will contain information regarding the nominated supervisor, staff members, educational leader, and volunteers.

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In regard to regulation 170- Policies and procedures to be followed.	Approved Provider will <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	Approved Provider will <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change to policies or procedures	Approved Provider will <ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
CONTINUOUS IMPROVEMENT	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> Conducting regular reviews and updates of this policy with all stakeholders. Actively seeking feedback from children, families, and staff members. Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.
KEY TERMS	<ul style="list-style-type: none"> Code of conduct- Together with a code of ethics, the code of conduct helps guide interactions between management, educators and staff, as well as informing the service decision-making processes relating to professional standards.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> Australian Children's Education & Care Quality Authority. ACECQA Code of Ethics Education and Care Services National Regulations. Education and Care Services National Law Act 2010 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. Guide to the National Quality Framework. National Quality Standard. United Convention on the Rights of the Child

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