

PROFESSIONAL DEVELOPMENT POLICY

Best Practice – Quality Area 7

PURPOSE

This policy will provide guidelines to ensure:

- that Doris Blackburn Preschool employees are supported to meet their individual professional development requirements, and the Doris Blackburn Preschool requirement for qualifications and training.
- the professional development of Teachers and Educators to ensure compliance to a minimal standard as outlined in relevant awards.
- procedures to ensure fairness in allocation of resources to support professional developments to all teachers and educators, giving consideration to award requirements.

POLICY STATEMENT

1. VALUES

Doris Blackburn Preschool is committed to:

- Supporting all Teachers and educators to achieve their career development aspirations with appropriate resources and professional development opportunities
- Supporting ongoing effectiveness of all Teachers and educators in their roles and fostering the overall effectiveness of the service
- Providing continued professional development to teachers and educators, to enable them to provide quality care and positive outcomes for all children.

2. SCOPE

This policy applies to Doris Blackburn Early Childhood Teachers, Diploma Qualified Educators, Cert III Educators and Activity Group Leaders for the purpose of **approved professional development**.

3. BACKGROUND AND LEGISLATION

Background

- Doris Blackburn Preschool is bound by the Victorian Early Childhood Teachers and Educators Agreement 2016 and the Quality Improvement Plan 2021.
- Ongoing professional development, support and training is essential for professionals to remain current and effective in their practice. Facilitating meaningful opportunities for employees to participate in professional development activities is a critical way of enhancing performance.
- Professional development events provide employees with the opportunity to network with peers; reflect on issues of importance, gain new ideas and foster best practice. Research shows that employees who are involved in their own development are more motivated and provide better learning and development outcomes for the children they engage with.

Legislation and standards

- The Education and Care Services Revised National Standard Feb 2018, *Quality Area 7: Governance & Leadership*, element 7.2.3 requires that:
- Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.
- The Victorian Early Childhood Teachers and Educators Agreement 2016 (VECTEA 2016), requires employers to allocate pro-rata two child free days where **teachers** will be released from teaching and other normally rostered duties in order to undertake professional development. These activities will be determined jointly by the employer and employee and may include formal and informal activities.
- The VECTEA does not require **educators** to be provided with child free days to complete professional development however, Doris Blackburn Preschool will provide for each educator to attend some negotiated professional development to support their ongoing learning and development.
- The terms defined in this section relate specifically to this policy

- Employee: Staff employed by Doris Blackburn Preschool
- Educational Leader: A qualified and experienced educator at the service who leads the development and implementation of an effective program in the service

PROCEDURES

The Approved Provider and Persons with Management or Control are responsible for:

- Ensuring funding is allocated to support professional development
- Ensuring the allocation of two child-free days as determined by the employer where **teachers** will be released from teaching duties to undertake professional development – VECTEA 45.1.
- The allocation of one centre-closure day for all staff to collaboratively attend appropriate professional development, as determined by the Centre Manager and Educational Leader in consultation with all staff. This may be one of the child free days that is allocated.
- When professional development activities occur on non-rostered teaching days (including weekends) and are attended in full, time-in-lieu may be arranged. This will contribute to the two child-free days – VECTEA 45.1
- Professional development activities should be determined jointly by the employer and employees. The employer may meet part or all of the costs of negotiated and approved professional development activities.
- Providing access to current and approved First Aid, CPR, asthma management and anaphylaxis training to ongoing and contract employees.
- Providing access to Child Protection and Mandatory Reporting, as set out in the Child-Safe Standards.
- Ensuring that all employees complete the **Annual Staff Review and Professional Development Plan** process.
- Discussing any relevant development and support options that meet the identified needs of the employee and the employer.
- Assessing applications for professional development in line with the **Annual Staff Review & Professional Development Plan**.
- Providing information to Doris Blackburn Preschool employees about learning and development options.
- Reviewing and providing feedback to all employees in relation to their **Annual Staff Review and Professional Development Plan**
- Approving development opportunities for employees where applicable.

The Teacher is responsible for:

- Maintaining the appropriate level of training and registration required by Doris Blackburn Preschool.
- Completing the required professional development activities to maintain the Victorian Institute of Teaching (VIT) registration.
- Completing and submitting this to the Centre Manager and Educational Leader
- Applying for professional development by submitting the *Application for Professional Development Form*.
- Completing an Evaluation of Professional Development and submitting this to the Educational Leader and Centre Manager.
- Recording evidence of learning and development on the Evaluation of Professional Development and submit to Educational Leader and Centre Manager.
- Review **Annual Staff Review & Professional Development Plan** for educators and providing feedback and submit these plans Educational Leader and Centre Manager.
- Sharing learnings with other Doris Blackburn Preschool employees.

The Educator is responsible for:

- Maintaining the appropriate level of training and qualification required by Doris Blackburn Preschool.
- Completing an **Annual Staff Review & Professional Development Plan** and submitting the **Annual Staff Review & Professional Development Plan** to the Educational Leader and Centre Manager.
- Applying for professional development by submitting the *Application for Professional Development Form*
- Recording evidence of learning & development on the **Annual Staff Review & Professional Development Plan**.
- Sharing learnings with other Doris Blackburn Preschool employees.

The Committee of Management is responsible for:

- Considering and approving Doris Blackburn Preschool endorsed requests to resource additional professional development at the kindergarten where applicable.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians within 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Application for Professional Development
- Attachment 2: Evaluation of Professional Development
- Attachment 3: Annual Staff Review & Professional Development Plan

AUTHORISATION

This policy was adopted by the Approved Provider of Doris Blackburn Preschool in August 2018.

REVIEW DATE: APRIL 2022

ATTACHMENT 1

APPLICATION FOR PROFESSIONAL DEVELOPMENT – Teachers

Employee's Name:-----

Service: -----

PD Title:-----

Training Organisation:-----

Date of Training: Duration.....

Requests related to the professional development activity

Contact Time:

Non-contact Time:

Own Time:

Registration/Course Cost requested:

PD attended in this calendar year?

Has this PD supported your professional learning goals? If so, how?

Signature:Date:

Applications for professional development must be submitted at least two weeks in advance, emailed to doris.blackburn.kin@kindergarten.vic.gov.au. They will be assessed and considered by the Educational Leader in consultation with Committee of Management. It is advised that employees who undertake professional development provide a brief summary on completion.

APPLICATION FOR PROFESSIONAL DEVELOPMENT – **Educators**

Employee's Name:-----

Service: -----

PD Title:-----

Training Organisation:-----

Date of Training: Duration:

PD attended in this calendar year?

Has this PD supported your professional learning goals? If so, how?

Signature: Date:

Applications for professional development must be submitted at least two weeks in advance, emailed to doris.blackburn.kin@kindergarten.vic.gov.au. They will be assessed and considered by the Educational Leader in consultation with Committee of Management. It is advised that employees who undertake professional development provide a brief summary on completion.

ATTACHMENT 2

EVALUATION OF PROFESSIONAL DEVELOPMENT

Please submit this to your Educational Leader, to be shared during staff meetings.

PD Attended:

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Date/s of PD attended:.....

Employee Name:

.....

Would you recommend this PD to other Doris Blackburn Preschool employees YES/NO

Brief Summary of the PD attended:

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ATTACHMENT 3

PERFORMANCE DEVELOPMENT PLAN AND EVALUATION RECORD



| | |
|--|----------------------------|
| Service Name: Doris Blackburn Preschool | Performance Period: |
| Employee Name & ID: | # Direct Reports: |
| Position Title: | Qualifications: |
| Other Responsibilities <input type="checkbox"/> Management Authority <input type="checkbox"/> Nominated Supervisor <input type="checkbox"/> Educational Leader <input type="checkbox"/> OH&S Officer <input type="checkbox"/> Other | |

| A. PERFORMANCE & DEVELOPMENT PLANNING (max.6) | | | | B. MID-PERFORMANCE PERIOD EVALUATION | | C. ANNUAL / FINAL EVALUATION |
|---|---|--|--|--------------------------------------|-----------------------|------------------------------|
| Performance Indicator # (e.g.3b) (maximum 6) | Relating to National Quality Standard Quality Area: | Knowledge, Skills, Responsiveness, Documentation (KSRD): | Strategies, Resources and Actions to be taken by employer / employee | PROGRESS / STATUS | Next Steps / Comments | Rating and Comments |
| 1 | | | | | | |
| 2 | | | | | | |
| 3. | | | | | | |
| 4 | | | | | | |

PERFORMANCE DEVELOPMENT PLAN AND EVALUATION RECORD *(continued)*

| A. PERFORMANCE & DEVELOPMENT PLANNING | | | B. MID-PERFORMANCE PERIOD EVALUATION | | C. ANNUAL / FINAL EVALUATION |
|---------------------------------------|---|--|--------------------------------------|-----------------------|------------------------------|
| Goal # | Organisational and/or individual employee goals, QIP responsibilities (if applicable) | Strategies, Resources and Actions to be taken by employer / employee | PROGRESS / STATUS | Next Steps / Comments | Were the goals achieved? |
| 1 | By: Month YYYY (e.g. Sep 2021). | | | | |
| 2 | By: Month YYYY (e.g. Dec 2021). | | | | |
| 3 | By: Month YYYY (e.g. Dec 2021). | | | | |

PERFORMANCE DEVELOPMENT PLAN AND EVALUATION RECORD *(continued)*

PROFESSIONAL DEVELOPMENT PLANNING

Note: please include all compulsory training or professional development required by the service. This may be updated as professional development is confirmed/approved. For employees registered with VIT relevant professional learning can be attached

| Selected course/ training (description of the activity) | Attendance day/time | Course duration | Employer approval <i>(please sign and date each activity)</i> | Progress / Status | Quality standards that were addressed in this activity | Employee: How did this support / not support you achieving your performance indicator(s) and any other applicable goals or responsibilities? |
|--|------------------------|--------------------|--|--|--|--|
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| Doris Blackburn Preschool REVIEW DATE: APRIL 2022 | | | | professional development policy (v4 April 2021) | | |

PERFORMANCE DEVELOPMENT PLAN AND EVALUATION RECORD *(continued)*

SECTION A: PERFORMANCE AND DEVELOPMENT PLANNING

I agree that the performance indicators and any goals and strategies set are fair and reasonable to continually improve my performance / the performance of the employee during the next 12-month performance period.

[For the employee only] I agree that the areas and my responsibilities to contribute to the service's overall Quality Improvement Plan (QIP) are fair and reasonable, and I commit to contributing to continuous improvement during the next 12-month performance period and undertaking the approved professional development.

Employee

| | | | |
|-------|-----------------|------------|-------|
| Name: | Position Title: | Signature: | Date: |
| | | | |

Employer

| | | | |
|-------|-----------------|------------|-------|
| Name: | Position Title: | Signature: | Date: |
| | | | |

SECTION B: MID-PERFORMANCE PERIOD EVALUATION

Employee

| | | | |
|-------|-----------------|------------|-------|
| Name: | Position Title: | Signature: | Date: |
| | | | |

Employer

| | | | |
|-------|-----------------|------------|-------|
| Name: | Position Title: | Signature: | Date: |
| | | | |

PERFORMANCE DEVELOPMENT PLAN AND EVALUATION RECORD *(continued)*

SECTION C: ANNUAL PERFORMANCE EVALUATION

To be completed by the employer in consultation with the employee.

Guiding note: Please record any differing views and tailor the questions for your service.

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| What are the employee's strengths? |
| |
| What are the employee's areas for further development? (Consider how the values have been demonstrated) |
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| Other comments (from employee or supervisor)? |
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PERFORMANCE DEVELOPMENT PLAN AND EVALUATION RECORD *(continued)*

SECTION C: ANNUAL PERFORMANCE EVALUATION

Employee

| | | | |
|-------|-----------------|------------|-------|
| Name: | Position Title: | Signature: | Date: |
|-------|-----------------|------------|-------|

Employer

| | | | |
|-------|-----------------|------------|-------|
| Name: | Position Title: | Signature: | Date: |
|-------|-----------------|------------|-------|