

C-5 Professional Development

NQS

QA. 4.1	Staffing arrangements.
QA. 4.1.1	Organisation of educators.
QA. 4.2.1	Professional collaboration.
QA. 4.2.2	Professional standards.
QA. 7.1	Governance.
QA. 7.1.1	Service philosophy and purpose.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.
QA. 7.2.2	Educational leadership.
QA. 7.2.3	Development of professionals.

National Regulations

Reg. 84	Awareness of child protection law
Reg. 136	First aid qualifications
Reg. 168	Education and care service must have policies and procedures
Reg. 261	General qualifications for educators – children over preschool age- centre based services.

Child Safe Standards

Standard 1	Child safety is embedded in organisational leadership, governance and culture
Standard 4	Equity is upheld and diverse needs are taken into account
Standard 5	People working with children are suitable and supported
Standard 7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training

Policy Statement

We believe that the quality of the service is improved through continual training and development of the staff. We will provide staff with encouragement and support to further their skills in the OSHC field. To maintain a safe workplace where all WHS training needs for staff, management and relevant contractors are identified, training is delivered, and records maintained. Job specific training is identified, developed, delivered, and recorded.

Related Policies

- Concord OSHC Policy A-3: Philosophy
- Concord OSHC Policy A-16: Financial Management
- Concord OSHC Policy A-19: Nominated Supervisor
- Concord OSHC Policy C-6: Staff Review and Appraisal
- Concord OSHC Policy C-9: Relief Staff
- Concord OSHC Policy C-10: Volunteers / Students / Visitors
- Concord OSHC Policy D-10: First Aid
- Concord OSHC Policy D-16: Asthma
- Concord OSHC Policy D-17: Anaphylaxis
- Concord OSHC Policy D-22: Child Protection- Mandatory Reporting
- Concord OSHC Policy D-28: Workplace Health, Safety and Environment
- Concord OSHC Policy D-42: Child safe

Responsibilities

Management has the responsibility to:

- Allocate the necessary funds to further the training and WHS Skills of Management and staff as appropriate
- Identify and organise WHS training for staff as appropriate
- Be responsible for the recording of that training

Staff have the responsibility to:

- Produce copies of all relevant qualifications / certificates relevant to WHS and their role
- Attend all WHS related training as directed by Management
- Apply that training to the workplace

Procedure

Management will ensure that sufficient funds are made available in the budget for all in-service training and development.

The Centre Director will inform the Management Committee of any specific training and development needs of the staff.

From February 2026 National Child Safety is mandatory for everybody working or volunteering in an Early Child Education and Care service regulated under the National Quality Framework.

The national training supports all stakeholders in ECEC to meet their legal child safety obligations and strengthen safeguarding practice and reduce harm to children. There are 2 components

- Foundation training, available now through Geckco (the Australian Government's online learning platform for the ECEC sector)

- Advance training, available from July 2026

Any person who works or volunteers at the service must complete the training. This includes

- The approved provider of the service
- Each person with management or control of the service (PMC)
- The nominated supervisor
- Each person in day-to-day charge of the service (responsible person)
- Each staff member of the service
- Volunteers (Committee members)
- Students on work placement

Existing staff and volunteers must complete foundation training by 27 August 2026. From 14 August 2026 new staff entering the ECEC sector must complete the foundation training by 27 August 2026 or 14 days from then they are employed by the service, or before they work directly with children

A completion certificate is available and is to be kept on the staff member's file. Each certificate includes a unique certificate number.

Ongoing staff must complete foundation training once every 2 years.

During a new staff member's induction / orientation period, they will undertake professional development which may include courses such as National Child Safety training, Child Protection training, Work Health and Safety, Food Safety and Behaviour management.

The Centre Director will ensure all records of staff inductions and orientations are maintained. During the induction and orientation process, job specific training will be carried out dependent on the role and activities. All records of this training will be maintained, along with certificates kept in individual staff files and on the Becklyn portal.

We integrate child safety into our ongoing performance development processes to ensure all staff and volunteers consistently meet and demonstrate understanding of their child safety responsibilities.

Key elements include:

- **Reaffirming responsibilities:** Staff confirm their understanding of child safety obligations, including professional boundaries, safe supervision and mandatory reporting during annual reviews or performance discussions.
- **Monitoring practice:** Supervisors observe and provide feedback on staff behaviours to reinforce child-safe practices and address any concerns.
- **Supporting development:** Performance discussions identify professional learning opportunities, including training in positive relationships with children, reframing behaviours and responding to child safety risks.
- **Addressing concerns:** Any issues regarding staff conduct or compliance with child safety requirements are addressed promptly to maintain a safe environment.

Embedding child safety in performance development reinforces safe practices, supports professional growth, and ensures safeguarding children is a shared responsibility.

All Educators will be given the opportunity to be involved in some form of training throughout the year. All Educators will be given opportunities to upgrade their qualifications in line with the Education and Care Services National Law and Regulations.

Staff appraisals and the Centre requirements will be used to ascertain further training needs.

The Director, in conjunction with the Management Committee, will access all training available and determine what will be attended and by whom.

Educators are encouraged to share relevant skills and knowledge they obtained from any training with the other staff in meetings or, where more time is required, in an internal workshop.

All staff will be considered to be at work for the duration of any training activity they attend for the Centre.

The Centre will cover the costs of all authorised training however the individual will cover costs of any tertiary study costs.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children's Services Award 2010
- Children (Education and Care Services National Law Application) Act 2010
- Work Health and Safety Act 2011
 - pt.2 div.2 s.19(training)
 - pt.5 div.3 sub div.6 s.72(training of the Health and Safety representatives)

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