** Professional Development Policy**

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| **Regulations and National Quality Standards** | Regulation Div 4National Quality Standards 1.2,  |
|  | **Policy**The Imagine Education Professional Development Policy has been developed to ensure that all Educators and Supervisors continue to develop their professional skills and knowledge through Professional Development activities and Reflective Practice. 'Reflective practice helps us to become increasingly thoughtful about our work and motivates us to look deeper and explore new ideas and approaches' (1). General Strategies * Once per year, training is provided in the following areas for all employees:

- Fire Safety - Car Safety* Certified Supervisors In-Charge will notify Educators of any Professional Development training opportunities
* Educators will seek training opportunities in areas of need or interest that will help further develop their abilities. The need to complete a 'Professional Development Request Form' and submit it to the Certified Supervisor In-Charge to seek approval.
* Educators are encouraged to also research and source their own Professional Development activities, including reading Early Childhood Australia publications or attending a local workshop
* All Professional Development activities need to be recorded on an individual 'Professional Development Log

**Staff Performance Appraisals:**Each year staff will undertake staff performance appraisals. Each staff member will complete a ‘*Staff Self Appraisal*’’. The Nominated Supervisor, Certified Supervisor in Charge and the Educational Leader will review the staff self appraisal and collaborate and create a ‘*Performance Review Appraisal*.’ The Certified Supervisor in Charge and the Educational Leader will meet with the staff member and discuss the outcomes of the appraisals and plan for future professional development based on the staff member’s needs and interests.The Nominated Supervisor will meet with the Certified Supervisor in Charge and Educational Leader and discuss the outcomes of the appraisals and plan for professional development based on the staff member’s needs and interests.**Staff Meetings:**Staff meetings will be held once a month. Staff will be notified in the staff room of an up and coming Staff Meeting. An agenda will be placed in the staff room prior to the meeting for feedback from staff on issues they would like discussed.Staff Meetings are not a time to discuss general housekeeping duties.Staff meetings are not compulsory however staff should see them as on opportunity to focus on and include collaborative work that affirms challenges, supports and provides opportunities to learn from each other, to further develop the team’s skills. Staff meetings provide opportunities for staff to provide each other team support and to mentor each other. It is a time where new information and innovative ideas and approaches are gathered, shared and enacted.Each fortnight the Nominated Supervisor will meet with the Certified Supervisors in Charge. When delivering Professional Development sessions,training about the centre philosophy will form part of the Professional Development sessions  |
| **Supporting Documentation** | Professional Development Plan Staff Self AppraisalPerformance Review Appraisal Professional Development Request Form Professional Development LogStaff Operations Policy  |
| **Sourced** | 1. Commonwealth of Australia, 2010, *Educators Belonging, Being & Becoming: Educators’ Guide to the EYLF for Australia,* Australian Government Department of Education, Employment & Workplace Relations for the Council of Australian Governments.
2. Commonwealth of Australia, 2009, *Belonging, being & becoming: The Early Years Learning Framework for Australia,* Australian Government Department of Education, Employment & Workplace Relations for the Council of Australian Governments.

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| **Reviewed** | Annually |
| **Version**  | 2 (19.8.2013) |