

Staff Training Policy

POLICY STATEMENT:

SHARE aims to ensure that all permanent staff have access to appropriate training and professional development opportunities. This policy outlines the mechanisms by which staff may apply to the Management Committee for financial assistance towards undertaking appropriate training.

The training and development covered by this policy is separate to the ongoing training required to be undertaken by employees of the services such as first aid; as well as group training opportunities that Management may require staff to undertake from time to time.

1. CONSIDERATIONS

- 1.1. The National Standards for Outside School Hours Care notes the following qualifications as the most appropriate for people working with children aged 5-12:
 - Certificate IV in Children's Services (Outside School Hours Care)
 - Diploma of Children's Services (Outside School Hours Care)
 - Diploma of Children's Services (Early Childhood Education and Care)
- 1.2. In addition to the above, there may from time to time be non-Certificate/Diploma training and professional development courses in areas of specific skills development that staff may wish to undertake. Applications to the Management Committee in relation to non-Certificate/Diploma courses will be considered on a case-by-case basis. Only courses offered by appropriately credentialed providers will be considered.

2. GUIDELINES

- 2.1. **Only staff employed on a permanent basis** will be eligible to apply for financial assistance under this policy.
- 2.2. Courses and training that will be considered by the Committee are detailed at Attachment A. While enabling staff to gain access to professional qualifications such as Diploma and Certificate courses in Children's Services is the focus of this policy, the Management Committee will also consider requests for financial assistance for other skill development courses, where the staff member is able to demonstrate that the course has specific relevance to their responsibilities as an employee of SHARE.
- 2.3. **Financial assistance will be provided in the form of a one-off payment of up to 50% of the total fees payable, up to a maximum of \$1,000.**
- 2.4. **Up to three (3) assistance packages will be available per annum.**
- 2.5. **Employees may only apply for one package of assistance every three years.**
- 2.6. Payment will be provided in the form of a cheque made out to the employee upon presentation to the Management Committee of a copy of a fees receipt. In exceptional circumstances, the Management Committee may agree to pay the training provider directly, providing that proof of enrolment and payment of the remaining portion of the fees can be provided.
- 2.7. In the event that the employee is unable to complete the course, they will be required to reimburse SHARE, regardless of whether they are able to claim reimbursement from the training provider.

3. APPLICATION PROCESS

- 3.1. Applications for assistance must be made in writing to the Management Committee of SHARE. Applications should include an up-to-date CV, a statement outlining the reasons for wishing to undertake training and future plans; how the Centre will benefit from the training being undertaken; and full details of the course being applied for and the training provider. The application should also be accompanied by a statement of support from the Centre Coordinator.

- 3.2. The most recent staff appraisal will also be considered by the Management Committee.
- 3.3. Applications for assistance can be made to the Management Committee at any time, and will be considered at the Management Committee meeting following.
- 3.4. Management Committee decisions will be provided to the applicant in writing as soon as practicable.

ENDORSEMENT BY THE SERVICE:

Approval date: Date for Review:

ATTACHMENT 1 - Training Providers

NSW TAFE

- Cert IV
- Diploma

Network

- Cert IV
- Diploma
- Integrated Diploma

METS (Macquarie Employment and Training Service)

- Cert IV
- Diploma

Wave Learning

- Cert IV
- Diploma

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