



School No: 2068 Established 1878

7.10 Staff Training



Help for non-English speakers

If you need help to understand the information in this policy please contact 03 5996 1744.

Cranbourne Primary School OSHC endeavours to provide adequate relevant ongoing training and development for staff to enable them to better do their job and to properly comply with these Policies and Procedures and other requirements of Cranbourne Primary OSHC.

Procedures

- Staff will be provided with professional development training on a regular basis on issues relevant to:
 - the operation of Cranbourne Primary OSHC and its Policies and Procedures
 - legal or other regulatory requirements, and
 - other issues of interest or benefit to staff to help them better to their job in the overall interests of Cranbourne Primary OSHC and the children
- Wherever possible, within the resources of Cranbourne Primary OSHC, specialist or expert presenters will be organised to provide training to staff on technical issues
- Staff will be asked on a regular basis to contribute suggestions for training topics
- A written record of all professional development of staff will be kept
- Staff will be paid for attendance at compulsory training sessions
- Progress of staff leading to a qualification for assistants, a team leader or a coordinator will be monitored.

Relevant Laws and Regulations

National Law Section 161-163 National Regulations 137-152, 168

Quality Area 2, Element 2.3.4

Quality Area 4, Element 4.1, 4.2.2

Quality Area 7, Element 7.1, 7.2, 7.3.1

Relevant Policies

Employee Qualifications Monitoring

Roles and Expectations of Staff

Staff Orientation and Induction

Staff Performance Monitoring and Management

Review Information

Policy last reviewed	Sep 2022
Approved by	School Council
Next scheduled review date	Sep 2025