

Education, Leadership and Management Policy

GSELC Policy
Reference Number

ELM 8

Staff Training

Version: 2.2

Last Reviewed: 24 Aug 2026

Next Review: Jan 2027

1. POLICY STATEMENT

Gladys Smith Early Learning Centre (the Centre) is committed to assisting educators in keeping up with changes and developments in the Early Years Profession. The Centre will allow for educator development in identified areas and ensure that educators are aware of what is considered to be “best practice” in the Early Years Profession. All staff will be assisted in their personal development and in developing career paths within the field of early childhood education.

Early education and care is an everchanging profession. In order for educators to be aware of changes and developments, it is essential that they are encouraged to attend updates, workshops, seminars, and conferences on a regular basis. This benefits children attending the Centre through the improved quality of educational programs and care.

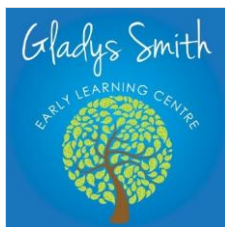
2. PROCEDURE

- All educators and staff will be encouraged to attend training in accordance with their job descriptions and the Centre’s Quality Improvement Plan.
- Performance appraisals will be conducted annually, and individual training needs will be determined from the appraisal process.
- A record of training undertaken by educators will be kept. Educators may retain the original copy of their certificates but must provide a photocopy for employment records.
- Educators who have undertaken training are required to report back to the rest of the team at staff meetings and complete a Training Reflection form. The reflection form will also be used for performance appraisals.
- The Director will be responsible for deciding the suitability of the proposed training and a training budget will be set aside each financial year and expenditure will be kept within this budget.
- The Centre will source training opportunities from various organisations that are relevant to the Centre’s Quality Improvement Plan, Reconciliation Action Plan, appraisal system, philosophy and goals.
- The Director will be responsible for developing a Training Plan for the Centre and collaborating with Wattle Range Council in sourcing further funding.
- Educators can put forward requests for training to support their own growth and development. Educators are to share knowledge gained through their training at the next staff meeting.
- Educators will be expected to complete a minimum of 4 hours of professional development annually. This is in addition to mandatory training that may apply such as First Aid, CPR, asthma and anaphylaxis, child safe environments, national mandatory child safety training, Trauma Informed Practice, RRHAN-EC etc.

3. SOURCES

- Early Years Learning Framework V2 2023
- National Quality Standard (2018)

CD:	Classification:	Department:	Position Responsible:	Review Frequency:
353	Public	Corporate Services	Childcare Director	Annually
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4. RELATED POLICIES

- ELM 1 - Children's Programs Policy
- ELM 12 - Management and Governance Policy
- ELM 15 - Child Safe Environments Policy
- ELM 19 - Interactions with Children Policy
- HSW 4 - First Aid Policy

5. AVAILABILITY

This policy is publicly available on the [Gladys Smith Early Learning Centre page](https://www.wattlerange.sa.gov.au) of Council's website: www.wattlerange.sa.gov.au.

A printed copy of this policy is viewable at the Centre and may be purchased from Council offices upon payment of the relevant fee in Council's Fees and Charges Schedule.

6. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of this policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Reference:
1	12 August 2024	DCCS & CEO	Adopted Policy	Ref. EN2024/28687
2	10 Sep 2025	CD & CEO	Reviewed and amended	-
2.1	23 Feb 2026	CD	Amended review date to align across all GSELC policies	Approval ID 728
2.2	24 Aug 2026	CD & CEO	Amended to include new mandatory requirements for national child safety training.	Approval ID 727

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