



# PROVISION OF INFORMATION, ASSISTANCE AND TRAINING TO FDC EDUCATORS POLICY

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# PROVISION OF INFORMATION, ASSISTANCE AND TRAINING TO FDC EDUCATORS POLICY

**DIVISION:** Sport, Community and Activation

**BRANCH:** Community Outcomes - Family Day Care

**CATEGORY:** 3

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## PART 1 - INTRODUCTION

### 1. BACKGROUND

1.1 The delivery of quality Family Day Care (FDC) education and care is dependent on the knowledge, skill set and abilities of the educators and their pedagogy and practice. The Approved Provider and co-ordination unit have the responsibility of supporting their educators in this regard, providing information, facilitating training, and offering other assistance where needed.

### 2. OBJECTIVE

2.1 The Co-ordination Unit is staffed by a team of experienced education and care professionals who value FDC and are committed to supporting educators and ensuring they have access to information, assistance, and training to support them in their role and in the delivery of best practice quality education and care.

### 3. SCOPE

3.1 This policy applies to:

- Camden Council FDC Service
- Staff
- Educators.

### 4. DEFINITIONS

4.1 **Approved Provider** means a person who holds a provider approval (*Education and Care Services National Law*). A provider approval authorises a person to apply for one or more education and care service approvals and is valid in all jurisdictions. The Approved Provider for the purposes of this policy is Camden Council.

4.2 **Australian Children's Education and Care Quality Authority (ACECQA)** means the independent national authority that assists governments in administering the National Quality Framework including the provision of guidance, resources, and services to support the sector to improve outcomes for children.

4.3 **Co-ordination Unit** means the Camden Council FDC principal office and main faculty for running the service from which staff work.

- 4.4 **Co-ordinator** means a member of the Co-ordination Unit employed by the Approved Provider to monitor and support the FDC educators registered with the service.
- 4.5 **Educator** means an individual suitably qualified and registered by Camden Council FDC to provide education and care and refers to the educator as the business owner, educator assistant or relief educator.
- 4.6 **Family Day Care (FDC)** means a type of education and care service that is run from the educator's own residence or an approved venue for the purpose of educating and caring for small groups of children aged 0-12 years.
- 4.7 **FDC Service** means the FDC education and care business of each individual educator or refers to Camden Council FDC service.
- 4.8 **Nominated Supervisor** means a person appointed by the Approved Provider and who has given consent to be appointed to be in day to day charge of a service and must be contactable during the hours educators are providing education and care.
- 4.9 **Staff** means employees of Camden Council FDC.

## **PART 2 - POLICY STATEMENT**

### **5. PRINCIPLES**

- 5.1 Quality educational outcomes for children and their families are a priority for our service. To achieve this, we have systems in place for the provision of information, assistance and training to all educators.
- 5.2 The professionalism of our educators is of paramount importance for our service. Our educators are supported in this regard with relevant training and assistance from initial engagement and continually throughout their ongoing registration and connection with our service.
- 5.3 We believe in a commitment to lifelong learning for our children, educators and staff. We keep up to date with quality practice information and professional development opportunities.

### **6. CONSIDERATIONS**

- 6.1 Considerations for engagement with Camden Council FDC
- 6.1.1 When prospective educators engage with our service, they are provided with information about what is required to run a FDC service, the role of the educator and the expectations of Camden Council FDC.
- 6.1.2 When a new educator is registered with our service, an induction process will take place before education and care is provided.
- 6.1.3 New educator registrations are probational and following induction educators are supported and monitored closely with additional visits. A four-week training plan is implemented to support new educators and monitor and determine gaps that require further training. Where possible, new educators are connected to more experienced educators for support.

6.1.4 A support visit will be set up with the educational leader to discuss pedagogy and practice.

6.2 In recognition that professional development is ongoing, educator and Quality Improvement Plan (QIP) goals are supported to be met and extended through opportunities to participate in:

- Workshops.
- Conferences.
- Internal professional learning.
- Training sessions.
- Webinars.
- Formal study.
- In depth discussions, both formal and informal.
- Problem solving.
- Sharing of ideas.
- Critical reflection.

6.3 The information, assistance and training that is provided to educators is documented and a record kept on their file.

## **7. ROLES AND RESPONSIBILITIES**

### **7.1 Approved Provider**

- Ensure that obligations under the *National Quality Framework* are met.
- Ensure the Nominated Supervisor and Co-ordination Unit have access to appropriate resources for the development, implementation, training and ongoing management of this policy and its related procedures.
- Ensure this policy and related procedures are in place.
- Take reasonable steps to ensure that Nominated Supervisors, FDC staff, and educators follow the policy and procedures.
- Ensure there are a sufficient number of co-ordinators to provide information, assistance, and training to educators.
- Designate in writing a suitably qualified and experienced person as Educational Leader to guide curriculum development and to ensure children achieve the outcomes of the approved learning frameworks.
- Ensure that educators are provided with relevant information, assistance, and training to undertake their role and meet their regulatory responsibilities, such as:

- Information to maintain an adequate knowledge and understanding of the provision of education and care to children.
- Facilitating training to maintain their current approved qualifications in first aid, anaphylaxis management and emergency asthma management.
- Information on child protection laws and child safe standards requirements that may apply.
- Best practice health and safety information, including on sleep and rest.
- Ensure that the information, assistance, and training address relevant aspects of the National Quality Standard, especially:
  - Professional collaboration and professional standards.
  - Regular evaluation of performance, with individual plans to support learning and development.
- Ensure that copies of the policy and procedures are readily accessible to Nominated Supervisors, staff, educators, students, and families and available for inspection.
- Ensure Camden Council FDC has a philosophy statement developed in collaboration with all stakeholders.
- Notify families at least 14 days before changing the policy or procedures if the changes will affect the fees and charges and/or significantly impact the service's education and care of children or the family's ability to utilise the service.

## 7.2 Nominated Supervisor

- Complete responsibilities as delegated by the Approved Provider.
- Ensure that regulatory responsibilities are met in relation to the provision of information, assistance, and training to educators.
- Ensure that the educational leader and co-ordinators are equipped to provide information, assistance, and training to educators.
- Ensure there are systems in place for professional development and to monitor training requirements.
- Devise methods to lead the creation and provision of information, assistance, and training to educators in line with the *National Quality Standard*, especially:
  - Professional collaboration and professional standards.
  - Professional development.
  - Oversee the provision of information, assistance, and training to FDC educators.

- Ensure every educator is provided with comprehensive orientation and induction training.
- Ensure information and support is provided to educators to incorporate planning and programming to reflect the service philosophy.
- Ensure educators have access to sufficient training and support to implement frameworks for learning; *Early Years Learning Framework (EYLF)* and *My Time, Our Place (MYTOP)*.
- Ensure educators have access to training and information regarding their responsibilities and requirements under the *National Quality Framework*.
- Support and assist educators to develop their own quality improvement plans, including identification of strengths and training needs.
- Ensure records of training and assistance provided to educators are kept.

### **7.3 Educational Leader**

- Ensure familiarity with this policy and related procedures.
- Support the nominated supervisor to develop plans for ongoing training, provision of information and support to educators.

### **7.4 Coordination Unit Staff**

- Ensure they follow Camden Council FDC policy and procedures and implement and maintain all requirements under these and as directed by the nominated supervisor.
- Implement this policy and related procedures.
- Monitor and ensure educators' practices and environments align with this policy and procedures and all required actions are in place.
- Provide information, assistance and training to educators addressing relevant aspects of the National Quality Standard, especially:
  - Professional collaboration and professional standards.
  - Professional development.
- Support educators to understand the training requirements and how this supports compliance with the *Education and Care Services National Regulations*, professionalism, and professional development.
- Arrange to match an experienced educator with new educators for support if possible.
- Ensure that information is provided to educators in a variety of ways to cater for diverse learners.
- Develop a schedule for timely delivery of essential training for educators.

- Endeavour to provide information of training opportunities available in the local area.
- Provide educators with links to relevant curriculum documents and information websites.
- Actively seek feedback from educators regarding the level and quality of information, assistance and training provided.
- Ensure records of training and assistance provided to educators are kept.

## 7.5 Educators

- Ensure that access is given to co-ordinators for them to provide information, assistance, and training.
- Undertake all required training.
- Comply with *National Quality Standard 4.2: Professionalism*.
- Actively participate in the service's professional development program.
- Set goals for professional growth.

## 8. INDUCTION AND ONGOING TRAINING

- 8.1 Induction will be implemented prior to an educator being registered with the service, and annually at the time of re-registration, focusing on this policy and related procedures.
- 8.2 Induction and ongoing training will be implemented for all FDC staff, focusing on this policy and related procedures.

## 9. MONITORING, EVALUATION AND REVIEW

- 9.1 This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every three years.
- 9.2 Families, educators and FDC staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.
- 9.3 In accordance with Regulation 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

## 10. SOURCES AND RESOURCES

- [ACECQA – FDC approved provider compliance responsibilities](#)
- [ACECQA – FDC nominated supervisor compliance responsibilities](#)
- [ACECQA – Guide to the National Quality Framework](#)
- [ACECQA – Opening a new service](#)
- [ACECQA – Requirements for FDC providers](#)

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**RELEVANT LEGISLATIVE INSTRUMENTS:** *Children (Education and Care Services) National Law (NSW)*  
*Education and Care Services National Regulations*  
*National Quality Standard | Australian Children's Education and Care Quality Authority (ACECQA)*

**RELATED POLICIES, PLANS AND PROCEDURES:** Engagement or registration of FDC educators and educator assistant's policy  
Governance and management policy  
Monitoring, support, and supervision of FDC educator's policy  
Provision of information, assistance, and training procedure  
Staffing policy

**RESPONSIBLE DIRECTOR:** Director Sport, Community and Activation

**APPROVAL:** General Manager through the Executive Leadership Group.

**HISTORY:**

Version	Approved by	Changes made	Date	EDMS Number
1			Feb 2012	
2			Aug 2019	
3	ELG	Minor amendments. Principles for the provision of information, assistance, and training to FDC educators were extracted from the Educator recruitment, assessment, registration, and deregistration policy to form this stand-alone policy	19/05/2022	22/221274