

THE PROVISION OF INFORMATION, ASSISTANCE AND TRAINING TO FAMILY DAY CARE INDEPENDENT CONTRACTORS (EDUCATORS)

PRINCIPLE

The Greater Shepparton Family Day Care Service is committed to providing the Family Day Care Independent Contractors (educators) with relevant information, assistance and training to assist them in their role and in the delivery of quality education and care.

GUIDELINES

Children's Services will ensure Family Day Care Independent Contractors (educators) and assistants:

1. Are provided with comprehensive orientation and induction training.
2. Are supported and provided information and assistance by a sufficient number of Coordination Unit staff (*Education and Care Services National Law – Section 164*).
3. Are up to date with all essential training, for example Child Protection, First Aid, CPR, Emergency Asthma Management and Anaphylaxis (*Education and Care Services National Regulation 136(3)*). It is the responsibility of the Family Day Care Independent Contractor (educator) to source their own training.
4. Are provided an opportunity to participate in an annual appraisal process where professional development is discussed and professional development training is considered. Professional development identified in this appraisal process will be prioritised when selecting training opportunities.
5. Complete within a calendar year two professional development trainings at their own cost and provide proof of attendance to the Coordination Unit
6. Maintain a record of their participation in professional development training.
7. Have opportunities to attend regular service meetings to network, gather information to further extend their skills and knowledge and work towards continuous improvement.

8. Are provided with the *Children's Services Policy, Practice and Procedural Guidelines* outlining policy and procedures that are to be followed (*Education and Care Services National Regulation 170*).
9. Are supported by an Educational Leader who will mentor and support them in curriculum development and assist with their educational program and documentation.

Related Policies

- Administration of First Aid
- Assessment, Approval and Reassessment of Approved Family Day Care Residences
- Engagement or Registration of Family Day Care Independent Contractor (Educator)
- Monitoring, Support and Supervision of Family Day Care Independent Contractor (Educator)
- Keeping of a Register of Family Day Care Independent Contractor (Educator), Educator Assistants and Coordination Unit Staff
- Governance and Management of the Service

National Quality Standards – 4.2; 7.1; 7.2

Education and Care Services National Law 2010 – 164

Education and Care Services National Regulations 2011 –136(3); 143(B); 169(2)(g);170

Sources and Reference Tools

- *Education and Care Services National Regulations 2011*
- *Education and Care Services National Law Act 2010*
- *DET - Guide for Family Day Care Educators*
https://www.education.vic.gov.au/childhood/providers/regulation/Pages/Guideforfamilydaycareeducators_educators.aspx
- *DET - Family Day Care Services*
<https://www.education.vic.gov.au/childhood/providers/regulation/Pages/Family-day-care-services.aspx#link35>
- *ACECQA – Policy and Procedure Guidelines – Provision of Information, Assistance and Training to Family Day Care Educators*

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