

Policy title	4.5 Provision of Information, Assistance and Training to Family Day Care Contractors
Policy type	Management
Group	Family and Children

Rationale

Ongoing professional development for those involved in early childhood care and education services assists in ensuring high standards of care. Children are supported by contractors who are informed and up to date with information on contemporary practices within the early childhood field.

The purpose of this Policy is to ensure information, assistance and training is provided to family day care contractors in accordance with the *Education and Care Services National Regulations 2011*(Regulation 169(2)(g)); and the *Moonee Valley Family Day Care Service Quality Improvement Plan*.

Policy statement

Moonee Valley City Council is committed to:

- ensuring all contracted family day care contractors hold mandatory qualifications to remain on the Register of Contractors
- the ongoing provision of information, assistance and training in the Council's Family Day Care (FDC) Service through home visits, professional development opportunities, and annual performance reviews with FDC contractors

Group	Responsible Manager	Document	Document No	Approval Date	Review Date
Family and Children's Services	Michele Leonard	4.5 Provision of Information, Assistance and Training to Family Day Care Contractors Procedure	17/150828	August 2017	August 2019

Procedure	4.5 Provision of Information, Assistance and Training to Family Day Care Contractors Procedure
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Action	Approved Provider	Responsible Person or Primary Nominee	Educator/contractor	Families	Education and Care Services National Regulations 2011	Education and Care Services National Law Act 2010	Children's Services Regulations 2009 & Children's Services Act 1996
Provide an induction program for new FDC contractors.		✓	✓		r.168-172	s.163-164 s.167	s.26
In line with the <i>Education and Care Services National Regulations 2011</i> , it is a requirement that all approved FDC contractors hold a current approved first aid qualification and training in asthma and anaphylaxis management. Details of approved courses can be found at acecqa.gov.au	✓	✓	✓		r.136 r168-172	s.167	r.64 r.87 r.39 s.26 s.26A s.32B
All FDC contractors undertake annual updates of CPR and use of auto-immune injection devices.	✓	✓	✓		r.90 r.136 r.168-172	s.167	r.64 r.87 r.39 s.26 s.26A s.32B
Do not allow FDC contractors to operate their business without evidence of current mandatory registration requirements: First Aid level 2, CPR, Anaphylaxis and Asthma certificates being provided to the Coordination Unit.	✓	✓	✓		r.90 r.136 r.168-172	s.167	r.64 r.87 r.39 s.26 s.26A s.32B

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Professional development opportunities are provided annually to FDC contractors, and Council's FDC Coordination Unit staff, which are based upon the goals in the service's Quality Improvement Plan.	✓	✓	✓		r.168-172	s.163-164	
Actively participate in professional development as identified as part of the annual Professional Performance Review.		✓	✓		r.168-172	s.163-164	
Consult with contractors on professional development opportunities.		✓	✓			s.163-164	
Contractors who do not meet the requirements for professional development annually may be removed from the Register of Approved Contractors at the discretion of the approved provider.	✓	✓	✓		r.168-172	s.163-164 s.167	s.26
Provide resources and information to FDC contractors and families on current regulations/standards and practices relating to children, their education and their care.		✓	✓		r.168-172	s.163-164 s.167	r.106
Provide FDC contractors with relevant professional development records.		✓	✓		r.168-172	s.163-164	r.39 s.32B
Keep a record of contractor's professional development.		✓	✓		r.168-172	s.163-164	r.39 s.32B
Provide evidence that professional development has influenced practice.			✓		r.168-172	s.163-164	s.32B
Take up opportunities for ongoing professional development, where possible, to upgrade skills and knowledge necessary to support FDC contractors.		✓			r.168-172	s.163-164	

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Support FDC contractors in their endeavours to attain further qualifications in children's services.	✓	✓	✓		r.168-172	s.163-164	s.26
Oversee and guide staff and contractors to ensure adherence to this Policy and Procedures.		✓	✓		r.170	s.167 s.163-164	s.26

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Link to Council Policies

Moonee Valley City Council's *Training and Development Policy* supports this Policy and Procedures.

Resources and Useful Websites

This Policy and Procedures are aligned to the following National Quality Standard

www.acecqa.gov.au/national-quality-framework/the-national-quality-standard

ACECQA, 2011, National Quality Framework Resource Kit.

www.acecqa.gov.au/national-quality-framework/national-quality-framework-resource-kit

Australian Government Department of Education, Employment and Workplace Relations (DEEWR) (2009), *Belonging, Being and Becoming: The Early Years Learning Framework f*

www.docs.education.gov.au/system/files/doc/other/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf for Australia.

DEEWR *Child Care Service Handbook 2011-2012*.

<https://www.education.gov.au/child-care-service-handbook>

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