



## Professional Learning and Development /Kaiako Training Policy

<b>Enquiries to:</b>	Centre Manager, and Board of Trustees
<b>Date redeveloped:</b>	May 2021
<b>Review Date:</b>	May 2021
<b>Date Approved:</b>	
<b>Next Review Date:</b>	Feb 2022
<b>Applies to:</b>	Kaiako

References; Licensing Criteria for ECE Centres 2008, 9 GMA, EEO Policy, MOE 2008 ECE Regulations

### Principle:

Management will support all Kaiako to develop and gain skills through the provision of professional learning and development to ensure their professional practice and knowledge is maintained and to gain and sustain the requirements from the Teaching Council to retain full kaiako certification.

Lower Hutt City Childcare Centre aims to be a “Good Employer”, by providing

1. Professional learning and development opportunities for all kaiako and management during the year. Allocation of professional development support should ensure that no employee is unlawfully discriminated against or unfairly advantaged.
2. Collating feedback and Information from the kaiako appraisal systems Professional Growth Cycle to be used to identify areas in which each individual or group will best benefit from professional learning and development.
3. To pay the cost of First Aid certificates, to maintain a compliant status and to pay for the cost of practicing kaiako certification renewal. (Teaching Council costs - If the cost is to go above current budgeted limit the cost will be reviewed in regards to covering the current amount, kaiako may have to cover the additional costs, case by case basis)
4. Employees shall be granted a minimum of two working days per year as negotiated between the employer and the employee paid professional learning and development leave to enable them to;
  - Gain and maintain requirements of being a certificated kaiako
  - Attend in-service courses, training courses, hui, meetings, seminars, conferences directly related to their work.
  - Fulfill course requirements for study directly related to their work.
  - Professional learning and development leave cannot be accumulated and must be taken in the leave year in which the employee becomes entitled to it
  - To maintain and provide a high-quality teaching and learning environment for children/tamariki

Requests to attend seminars, workshops and conferences are given to the Centre Manager to consider within the confines of the budget, The Kaiako goals and the centre goals and staff requirements. A record will be kept of all Professional Development attended.

Examination leave will be granted for employees to sit examinations that are directly related to their work. Time in lieu will be granted for Kaiako attending courses outside of employed hours, time in Lieu will be agreed by the employer and the employee.

After attending any Professional Learning and Development courses, the Kaiako is expected to share information in kaiako meetings and provide visual information (i.e., readings/videos/ posters etc) so others can gain knowledge to improve practice and outcomes for children.

### Kaiako Certification:

A two-year Advice and Guidance Programme will be supported in the centre so that provisionally certificated Kaiako may gain their full registration required by the Teaching Council. A mentoring kaiako will be appointed so they can assess the teaching practice and performance against the Professional Standards, offering advice, guidance, and feedback in this programme. These meetings include reflection and review of teaching practice and discussion of ideas and knowledge with the Mentor.

All Certificated Kaiako will regularly reflect and review their teaching practice and will maintain an accurate record of practice using the professional growth Cycle.

It is the responsibility of the kaiako to keep their certificate status current. To apply within a 3-month period before expiry date.

Board of Trustees consulted	Yes/No	Kaiako consulted	Yes/No
Parents consulted	Yes/No		
Approved by: _____	Designation: _____	Date: _____	