

# Staff Training and Development Policy

## Intent

Continuous professional learning by early years professionals is an integral component of the development and ongoing growth of a high quality early years system. The intent of this policy is to help foster a climate where all professionals in this sector are actively engaged, and well supported in pursuing and achieving their learning goals.

The following is a summary of the requirements that are to be a part of each organization's Staff Training and Development Policy.

## Summary of Requirements for Staff Training and Development Policy

### Ongoing Professional Learning

- **All\*** professionals are required to engage in ongoing professional learning through the development and completion of an annual Professional Learning Plan.
- System partners will detail how professional development opportunities [workshops and conferences, links to news and updates from the Province, Ministry or community agency, Communities of Practice meetings, printed/video resources, community calendar, etc.] offered through the Professional Resource Centre (PRC) at Conestoga College or other community partners are made available to all professionals within their organization. In addition, specify how knowledge gained from professional development activities engaged in by staff is shared with all staff and how transfer to practice of knowledge and skills is supported by the organization.

### Support

- Managers/Supervisors/Owners will engage each staff in an annual goal setting and review cycle which would include one goal setting meeting and at least two review meetings to review progress and supports needed during the calendar year.
- Organization to specify their requirement of one membership to the Professional Resource Centre per organization.
- Detail how the organization supports staff with continuous professional learning (some examples: time out of program to attend training, reimbursement of costs – registration fee, travel costs, etc., provide in-house training for staff at staff meetings, mentoring and coaching of staff).

**\*Note: All professionals** refers to employees within an organization who directly or indirectly work with children (i.e. supervisors, educators including casual/supply employees, consultants, therapists, cooks).

Although home-based child care providers working for licensed agencies are not employees of the agency, but rather contracted services, we strongly recommend they participate in on-going professional learning to not only stay current with the changing landscape of the Early Years sector, but also to continue to develop their own skills, knowledge and practices.

### References and Tools

1. Continuous Professional Learning (DOCS 2332108);
2. Early Years Engage Professional Learning Plan – for Non-RECE's;
3. Professional Development Reflection Tool (DOCS 2338873); and
4. Vision for Quality in Waterloo Region (Pocket Guide).