

Continuous Professional Learning Information

The Region of Waterloo views life-long learning as an integral component in the development and continued growth of a high quality early years system. Therefore, as part of Early Years Engage: Continuous quality improvement in Waterloo Region it is a requirement that all professionals working within system partner organizations engage in continuous professional learning.

The College of Early Childhood Educators (College) has made Continuous Professional Learning mandatory for its members and this requirement, under the Early Years Engage Staff Training and Development Policy, will ensure that RECE's and non-RECE's are aligned in their practice. Each year non-RECE's must complete the Professional Learning Plan (PLP) template (DOCS 2332108 V2) or similar document used by your organization.

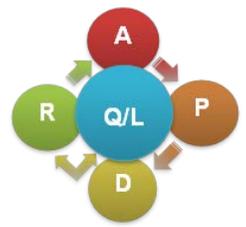
Why is developing a Professional Learning Plan important?

Creating a Professional Learning Plan helps individuals establish specific learning goals and strengthen their commitment to engage in continuous professional learning. Continuous professional learning assists individuals to:

- enhance their professional practice
- actively respond and adjust to change
- prepare for new roles and responsibilities
- demonstrate professional accountability¹

The Cycle

It is recognized that both organizations and individuals may have established cycle periods for annual goal setting (i.e. September to June, January to December, for RECE's, their cycle period may align with their membership renewal date and runs for 24 months). It is not necessary to change your cycle; however, we would expect a cycle period to be 12 months in length. For RECE's who are on a two year cycle with the College or their organization, we would encourage that the annual goal setting meeting be used as an additional review meeting to consider the continuation of year 1 goals or for setting new goals for year 2 so the process is consistent for everyone.



The Process for Non-RECE's

The cycle will begin with a goal setting meeting with your Supervisor. You and your Supervisor will discuss potential areas of focus for the upcoming year. Goals will then be determined from these focus areas and a detailed work plan developed, including expected timelines and any support required. Depending on the scope you may have two large or three smaller goals.

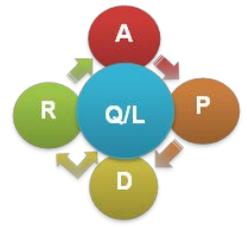
You will begin implementing your work plan and over the cycle period (one year). You will participate in a minimum of two review meetings, (with a third review meeting recommended but optional) with your Supervisor to review progress towards your goals, discuss any changes to your goals or timelines and any barriers you encountered and what solutions you used to remedy them.

At the end of the cycle, you will have a final wrap up discussion with your Supervisor to share your progress and accomplishments, the impacts of your accomplishments on you, your work, your organization, children and families as well as any planning considerations for the upcoming cycle period. It is anticipated that this end of cycle meeting will be combined with the goal setting meeting for the new cycle. When appropriate you may wish to carryover any unfinished goals into the next year.

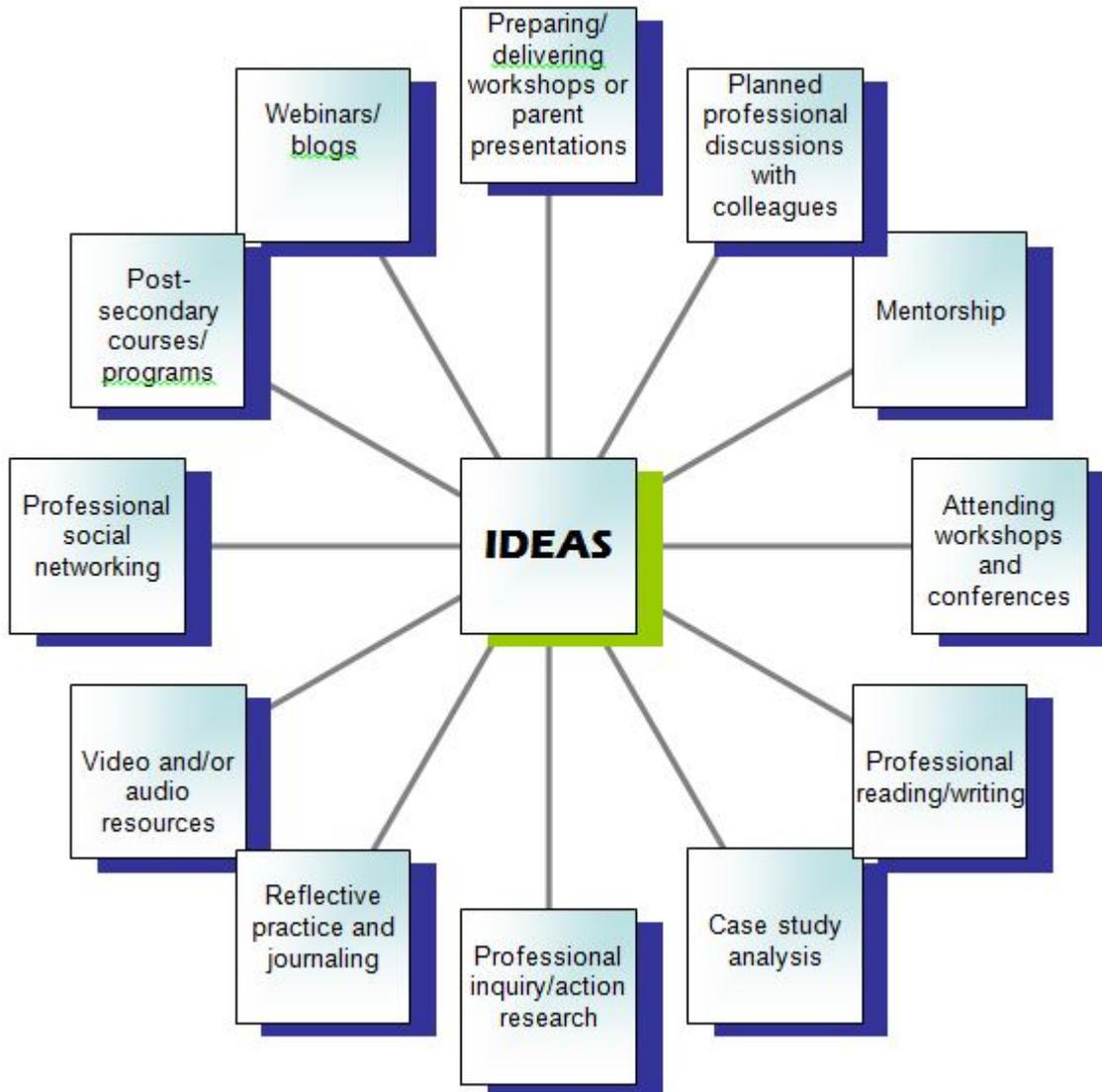
Tools and Resources

1. Early Years Engage Continuous Professional Learning Information (DOCS 2332108 V3)
2. Professional Learning Plan – Optional Form for Non-RECE's Template (DOCS 2332108 V2)
3. Professional Learning Reflection Tool (DOCS 2338873V2)
4. Vision for Quality in Waterloo Region (Pocket Guide)

¹Completing my Professional Learning Plan, College of Early Childhood Educators, p.1



Examples of Continuous Professional Learning



*Adapted from the College of Early Childhood Educators – Continuous Professional Learning