

TEACHING AND LEADERSHIP

CONTINUING PROFESSIONAL DEVELOPMENT POLICY

1. PURPOSE

- 1.1 International Child Care College Pty Ltd (**ICCC**) is committed to the professional development of all staff, to continually develop skills and knowledge within the VET quality framework, the Children's Services industry, and the individual roles of our employees.
- 1.2 The purpose of this Policy is to provide guidance on support, expectations, and compliance requirements regarding professional development and continuous improvement.

2. SCOPE

- 2.1 In this Policy, "**Company**" or "**ICCC**" refers to International Child Care College Pty Ltd.
- 2.2 This Policy applies to all employees of ICCC and all persons performing work at the direction of ICCC, collectively referred to as [**employees**].
- 2.3 Partner Trainers and Assessors are engaged to deliver training and/or assessment services on behalf of ICCC, under a partnership arrangement between ICCC and their employer. In this Policy, Clauses 7 and 8 also apply to Partner Trainers and Assessors.

3. PROFESSIONAL DEVELOPMENT

- 3.1 Professional development, or [**PD**], is the process of improving and increasing capabilities in the workplace through education and training opportunities.
- 3.2 As per ICCC's *Smart and Skilled* contract, ICCC must ensure staff, across all operations, receive professional development to maintain currency relevant to their qualifications. This includes:
 - Trainers and Assessors;
 - Individuals in management roles; and
 - Administration officers/roles.

ICCC must be able to demonstrate that all staff from each category have participated in continuing professional development activities or have undertaken one or more units of competency from a qualification in an area relevant to their role.

- 3.3 ICCC seeks to support professional development through the use of an effective professional development framework, that provides supporting templates, resources, and information for tracking, reviewing, and maintaining PD and industry currency.

PD Activities

- 3.4 Professional development activities should fall under three specified components:
 - Continued development of industry currency (i.e., trade/industry skills and knowledge);
 - Continued development of an employee's vocational knowledge and skills (applicable to role); or
 - Continued development of awareness and compliance with applicable legislative and enterprise requirements.
- 3.5 Professional development may be individual, or team-based, and can include training, networking, or events, such as:

- Internal training, such as ICCC's professional development platform [**Wyzed**], or training sessions;
- External training, such as a course or webinar;
- Attendance or presentations at formal training events such as workshops, seminars, or conferences;
- Participation in formal and informal professional networking activities, such as an industry Breakfast;
- Back-to-industry placement or engagement; or
- Participation in vocational or community events.

4. INDIVIDUAL PD

- 4.1 Employees are encouraged by the Company to participate in professional development activities that seek personal and professional growth, and continuous improvement.
- 4.2 Generally, individual professional development activities are based on the individual interests of the employee and are not guided by minimum professional development requirements or performance reviews. They are self-funded and performed in the employee's own personal time. The exceptions to this may be where ICCC believe the professional development activities may provide benefit to the employee's role or the organisation as a whole.
- 4.3 ICCC may consider support for an employee undertaking self-directed professional development, in the form of:
 - Financial support, such as paying for a short course;
 - Leave, such as providing an employee time off to attend a professional development event; or
 - Internal support for the employee's learning and development, such as commencing a traineeship, or an internal mentorship program.
- 4.4 Employees may discuss professional development opportunities with their manager, who may consider submitting a request for support on the employee's behalf. Such requests are subject to prior approval, and the discretion of senior management. These requests will be considered in relation to the employee's role, their developmental needs, and the needs of the business.
- 4.5 In circumstances where the Company has covered a professional development expense for an employee who is subsequently no longer under the employment of ICCC, the former employee may be requested to reimburse some or all of the associated costs to the Company, at the terms of an agreement.
- 4.6 Employees may also be guided to undertake professional development as part of performance improvement practices such as performance reviews, improvement plans, or as a part of Key Performance Indicators (KPIs).

5. TEAM PD

- 5.1 Team professional development activities may be organised and facilitated by the Company. Such activities may be linked to the goals of the organisation, quality improvement, for upskilling purposes, or to meet legislative requirements.
- 5.2 Managers may conduct or organise team-based training at their own discretion, for the purpose of the professional development of their reporting employees. Where there are associated costs or significant use of resources involved (including time of the team members involved), managers must submit a prior request to senior management for consideration.

Such requests should be written and include the purpose of the training, as well as the estimated costs and resources involved.

6. MINIMUM PD EXPECTATIONS

- 6.1 All employees are expected to undertake annual minimum professional development activities, including but not limited to:
- Participating in Company or team-based training opportunities, such as Development Days, or internal training sessions;
 - Partaking in and sharing professional readings and media, such as podcasts, newsletters, or articles;
 - Contributing to an organisational committee or participating in Company-wide initiatives, such as wellbeing or sustainability programs or activities;
 - Performance-based training and development;
 - Undertaking external training or refresher training at the request of the Company, such as Sexual Harassment Training, or Mental Health First Aid training. In such circumstances, associated costs will be covered by the Company.
- 6.2 As a training provider, ICCC must demonstrate that staff have undertaken continuous professional development activities including:
- Teaching/training: Aspects of learning theories, design, facilitation, and evaluation.
 - Assessment: Assessment theories, products, processes, and validation of assessment.
 - *Smart and Skilled* contract compliance/continuous improvement: *Smart and Skilled* contract compliance activities, continuous improvement activities under the *Smart and Skilled* contract.
 - Industry collaboration: Activities to improve overall quality or compliance, and industry engagement.

7. PD REQUIREMENTS FOR TRAINERS AND ASSESSORS

- 7.1 Trainers and Assessors are required to have current knowledge and skills in industry and vocational education and training, and to undertake and provide evidence of professional development.
- 7.2 These requirements are set out in clauses 1.13-1.16 of the *Standards for Registered Training Organisations (RTOs) 2015*. Refer to this on the Australian Skills Quality Authority (ASQA) website: <https://www.asqa.gov.au/>
- 7.3 Trainers and Assessors are encouraged to undertake and regularly participate in professional development activities, focusing on the aspects of the relevant training package to ensure the maintenance of professional knowledge and skills. Annual PD should be undertaken as outlined in the table below. This includes:
- Primary Evidence (PE) – can be directly attributed to the industry sector.
 - Secondary Evidence (SE)

Minimum PD per annum	Primary Evidence (PE)
1 x Industry Vocation (PE) 4 x Industry Vocation (SE)	<ul style="list-style-type: none"> • Accredited Training

1 x Industry Engagement/Employment (PE)	• Certificate of Attendance/Completion
1 x VET (PE or SE)	• Industry Engagement or Employment

7.4 Delivering training and assessment in the workplace does not constitute the development of current industry skills. However, attending a workplace to experience the latest techniques, processes, and resources could contribute to the demonstration of current industry skills.

Equivalency Document

7.5 Trainers and Assessors are required to complete an annual Equivalency document., responsible for ensuring their own currency, skills, and knowledge. This annual document is reviewed as per Clause 8.

8. RECORD AND REVIEW OF PD

8.1 To ensure an accurate record of professional development activities, employees are required to provide evidence of activities undertaken, such as a certificate.

8.2 Evidence of professional development should be shared with HR personnel, for the purpose of maintaining the records within ICCC's internal database and verifying the validity of staff qualifications. Verification may include:

- Viewing qualifications and contacting the provider named on the employee's qualification to confirm that the document is genuine;
- Reviewing academic transcripts;
- Confirming the VET study completed through the online Unique Student Identifier (USI) Registry; and
- Conducting referee checks at the commencement of employment to confirm relevant industry experience.

8.3 The skills, knowledge, and currency of Trainers and Assessors are to be reviewed on an annual basis (minimum), to ensure compliance with legislative requirements. A review may be conducted on an individual or team basis, by relevant management.

9. COMPLIANCE

9.1 ICCC seeks and encourages the commitment of all employees regarding this Policy and is dedicated to ensuring that all employees are aware of and understand all elements of this Policy, and any associated policies and procedures.

9.2 Employees must comply with the requirements of this Policy. Any breach of this Policy may result in disciplinary action including, but not limited to, termination of employment.

10. REVISION HISTORY

Rev	Date	Revision Description	Name
v1-1.5		Initial Policy and versions	-

v2	31/08/2023	Revised Policy	HR, KC, Compliance
v2.1	07/11/2023	Updated to include 3.2 and 6.2 as per <i>Smart and Skilled's</i> teaching and leadership policy	HR
v.2.2	10/01/2024	Updated 7.3 table to reflect change to minimum PD per annum	HR
v2.3	04/06/2024	Review and removed 7.6. Review and updated 7.3 Review and updated minor wording in 8.3	HR + T&D
V2.4	07/03/2025	Changed name to refer to Smart and Skilled requirements	KC