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**PROFESSIONAL DEVTELOPMENT POLICY**

**RATIONALE**

At Flying Kiwi Preschool we encourage our kaiako to further their experience and qualifications. Funding for the professional development of kaiako is built into the budget.

**TE WHĀRIKI**

***Contribution/ Mana tangata - Goal 3:*** Kaiako experience an environment where they are encouraged to learn with and alongside others.

Licensing Criteria for Early Childhood Education & Care Services 2008

**Governance, Management and Administration: Professional Practices**

* **GMA7:** Suitable human resource management practices are implemented.

**DOCUMENTATION REQUIRED:**

Processes for human resource management; including: selection and appointment procedures; job/role descriptions; induction procedures into the service; a system of regular appraisal; provision for professional development; a definition of serious misconduct; and discipline/dismissal procedures.

**PROCEDURES**

* A generous budget is allocated for professional development requirements at centre.
* Kaiako wishing to embark on training of any kind must apply to their centre manager for assistance.
* The success of any application from kaiako for financial assistance will be performance, needs, and costs based.
* Professional development requirements are identified through our six-monthly appraisal,

and through kaiako certification process. They are then highlighted in annual management plans.

* All decisions regarding the allocation of budgeted team members training funds will be entirely at the discretion of the centre manager and the owner.
* All information received on courses will be circulated.
* A student contract will be drawn up between the individual kaiako and the centre management in the case of long term ECE qualification training.

**Date approved:**

**Review date:**