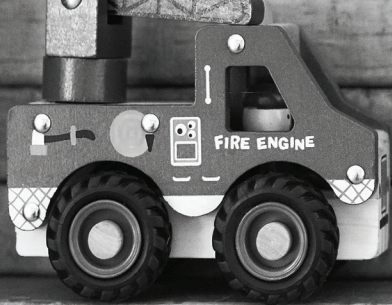




COMMUNITY EARLY
LEARNING AUSTRALIA

LEARNING AND DEVELOPMENT

2018
• CALENDAR •



2018 CALENDAR

Meaningful professional development supports staff retention, individual and team growth, and promotes forward thinking. It addresses the strengths and weaknesses of your service and provides an opportunity to fill gaps. Ultimately, the aim is to make children's early education sparkle through meaningful growth in every educators practice.

Where will training be delivered?

Training will be delivered at the CELA training room in Marrickville, Penrith and in regional areas. When you call to book, be sure to identify which location you prefer.

Have you considered customised training?

Build your team through specialised learning and development. You choose the date, location and topic and we will tailor content to meet the needs of your team.

Consider engaging in a 12 month training program that includes a mix of face-to-face training and webinars. We will support the implementation of new practice and mentoring to guide your specific needs and skill development.

Do you need a mentor?

Based on sound educational practice and specialist expertise, our mentors provide one-on-one sessions to support the individual educator's professional progress.

Contact us on: 1800 157 818 or email: info@cela.org.au to discuss your needs, support with planning and for any additional information on course content.

How to book

Phone 1800 157 818, email: info@cela.org.au or visit our website: cela.org.au

Do you have staff that need to commence or upgrade qualifications?

The CELA difference.

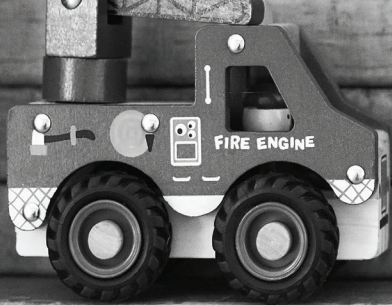
Our RTO supports students to grow into professional educators through individualised workplace support. We offer CHC30113 Certificate III in Early Childhood Education and Care, CHC50113 Diploma in Early Childhood Education and Care, CHC62015 Advanced Diploma in Community Sector Management and CHCPRT001 Identify and Respond to Children and Young People at Risk. New entrant trainees may be eligible to access funding under NSW Government Smart and Skilled.



Teacher Accreditation

NSW Education Standards Authority focuses on supporting quality teaching and learning to improve results for NSW students. CELA offers a number of training opportunities for teachers requiring accredited training hours. Refer to NESA on the training calendar to choose sessions that will contribute towards your training hours. More information regarding content of these courses is available on our website: cela.org.au





February

Becoming an Approved Provider -

Roles and responsibilities under the National Quality Framework

Tue 6 February, 9.30am-4.00pm

Member \$350 Non-Member \$425

New service providers

Practical Approaches to Programming and Documentation

Thurs 8 February, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

CHCPRT001 Identify and Respond to Children and Young People at Risk

NESA Endorsed

Mon 12 February, 9.00am-4.00pm

Member \$250 Non-Member \$275

All service types

How children's brains grow and develop -

Discovering Stars

NEW! NESA 2018

Wed 14 February, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Preschools, Mobiles, Occasional Care

Introduction to the EYLF and NQF

NESA Endorsed

Thurs 15 February, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Preschools, Mobiles, Occasional Care

Director's Toolkit - Connect to all the resources you need at your fingertips

Tues 20 February, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Preschools, Mobiles

Leap into Leadership - Learn how to unlock and identify your leadership potential

Thurs 22 February, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

CHCPRT001 Identify and Respond to Children and Young People at Risk

Sat 24 February, 9.00am-4.00pm

Member \$250 Non-Member \$275

All service types

Preparing for Assessment and Rating

Mon 26 February, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Family Inclusion in Children's Learning

NESA Endorsed

Tue 27 February, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Preschools, Mobiles, Occasional Care

Vulnerable and Valuable - Understanding and working with children from disadvantaged backgrounds

NEW! NESA 2018

Wed 28 February, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Preschools, Mobiles, Occasional Care

Little Scientists

Optics

Fri 16 February, 9.30am-4.30pm

Price \$112.50

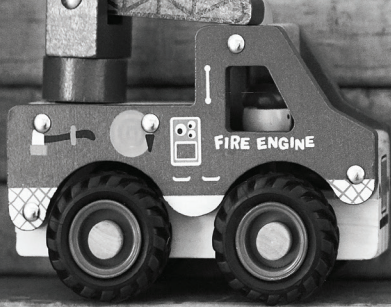
All service types

BOOK HERE

To book visit: cela.org.au

call: **1800 157 818**

email: info@cela.org.au



COMMUNITY EARLY
LEARNING AUSTRALIA

March

Born to be Wild - Creating adventure experiences with babies

Tue 6 March, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Mobiles, Occasional Care

CHCPRT001 Identify and Respond to Children and Young People at Risk (Webinar Series)

NESA Endorsed

Part 1 - Wed 7 March

Part 2 - Wed 14 March

Part 3 - Wed 21 March

10.00am-12.00pm

Member \$200 Non-Member \$225

All service types

Digital Documentation - Opportunities and limitations

NEW! NESA 2018

Thurs 8 March, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

CHCPRT001 Identify and Respond to Children and Young People at Risk

NESA Endorsed

Mon 12 March, 9.00am-4.00pm

Member \$250 Non-Member \$275

All service types

Under the Volcano - Understanding children's emotions and behaviours, knowing how to respond, not react

Tues 13 March, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Preschools, Occasional Care, Mobiles

Introduction to Play Theory - Understanding play theory and using play interventions when working with children's behaviour

Mon 19 March, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Preschools, Occasional Care, Mobiles

Harmonious Teams - The keys to building and maintaining successful teams

Tues 20 March, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Acknowledging and Celebrating Aboriginal Australia - A starting point

NEW! NESA 2018

Wed 21 March, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Effective Engagement and Communication in Children's Learning

NESA Endorsed

Thurs 22 March, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Preschools, Occasional Care, Mobiles

CHCPRT001 Identify and Respond to Children and Young People at Risk

NESA Endorsed

Sat 24 March, 9.00am-4.00pm

Member \$250 Non-Member \$275

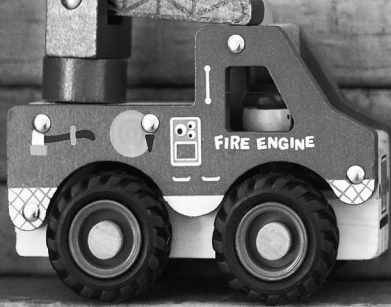
All service types

March continues...

To book visit: cela.org.au

call: **1800 157 818**

email: info@cela.org.au



March

Demystifying Critical Reflection - Assumptions, possibilities and practice

Mon 26 March, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Interpreting children's challenging behaviours. Strategies, interventions and responses - Speaking their Language

NEW! NESA 2018

Tues 27 March, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

The Co-Creative Leader - Building and developing the capacity of your team through mentoring and coaching strategies

Wed 28 March, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Little Scientists

Engineering

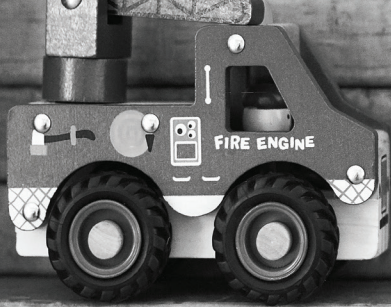
Fri 9 March, 9.30am-4.30pm

Price \$112.50

All service types

BOOK HERE

To book visit: cela.org.au
call: **1800 157 818**
email: info@cela.org.au



COMMUNITY EARLY
LEARNING AUSTRALIA

April

Becoming an Approved Provider - Roles and responsibilities under the National Quality Framework

Wed 4 April, 9.30am-4.00pm

Member \$350 Non-Member \$425

New service providers

Professionalism & Ethics in Education and Care Part 1

NESA Endorsed

Tues 10 April, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Interpreting children's challenging behaviours. Strategies, interventions and responses - Speaking their Language

NEW! NESA 2018

Thurs 12 April, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Critical Reflection and Assessing Children's Learning

NESA Endorsed

Wed 18 April, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC & Preschools

Taking Literacy Outdoors

NEW! NESA 2018

Thurs 19 April, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Preschools

CHCPRT001 Identify and Respond to Children and Young People at Risk

NESA Endorsed

Fri 20 April, 9.00am-4.00pm

Member \$250 Non-Member \$275

All service types

Digital Documentation - Opportunities and limitations

NEW! NESA 2018

Mon 23 April 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Professionalism & Ethics in Education and Care Part 2

NESA Endorsed

Tues 24 April, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

How children's brains grow and develop - Discovering Stars

NEW! NESA 2018

Mon 30 April, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC & Preschools, Occasional Care, Mobiles

Little Scientists

Air

Fri 13 April, 9.30am-4.30pm

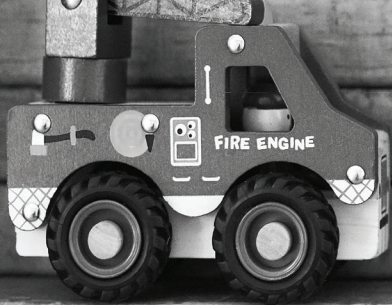
Price \$112.50

All service types

BOOK HERE

To book visit: cela.org.au
call: **1800 157 818**

email: info@cela.org.au



May

Demystifying Critical Reflection - Assumptions, possibilities and practice

Tues 1 May, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

CHCPRT001 Identify and Respond to Children and Young People at Risk

NESA Endorsed

Weds 2 May, 9.00am-4.00pm

Member \$250 Non-Member \$275

All service types

Vulnerable and Valuable - Understanding and working with children from disadvantaged backgrounds

NEW! NESA 2018

Mon 7 May, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Preschools, Mobiles, Occasional Care

Under the Volcano - Understanding children's emotions, behaviours and knowing how to respond not react

Tues 8 May, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Preschools, Mobiles, Occasional Care

Practical Approaches to Programming and Documentation

Wed 9 May, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Effective Engagement and Communication in Children's Learning

NESA Endorsed

Mon 14 May, 9.30am-3.00pm

Member \$250 Non-Member \$275

LDC, Preschools

Introduction to Play Theory - Understanding play theory and using play interventions when working with children's behaviour

Tues 15 May, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Born to be Wild - Creating adventure experiences with babies

Wed 16 May, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Mobiles & Occasional Care

CHCPRT001 Identify and Respond to Children and Young People at Risk

NESA Endorsed

Sat 19 May, 9.00am-4.00pm

Member \$250 Non-Member \$275

All service types

Interpreting children's challenging behaviours. Strategies, interventions and responses - Speaking their Language

NEW! NESA 2018

Mon 21 May, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Do You See What They See? Exploring the world through the eyes of the child

Tues 22 May, 9.30am-3.30pm

Member \$250 Non-Member \$275

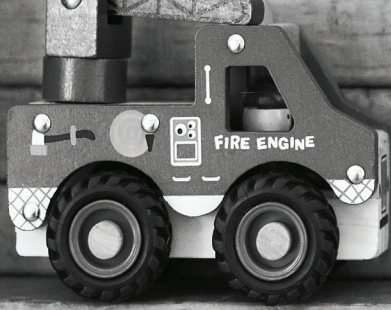
LDC, Preschools, Mobiles, Occasional Care

May continues...

To book visit: cela.org.au

call: **1800 157 818**

email: info@cela.org.au



May

Understanding Autism

Wed 23 May, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Taking Literacy Outdoors

NEW! NESA 2018

Mon 28 May, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Preschools

Leap into Leadership - Learn how to unlock and identify your leadership potential

Wed 30 May, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Little Scientists

Human Body

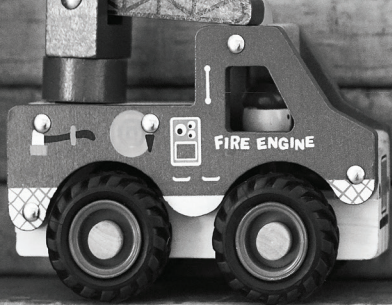
Fri 25 May, 9.30am-4.30pm

Price \$112.50

All service types

BOOK HERE

To book visit: cela.org.au
call: **1800 157 818**
email: info@cela.org.au



June

Preparing for Assessment and Rating

Tues 5 June, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Practical Approaches to Programming and Documentation

Wed 6 June, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

CHCPRT001 Identify and Respond to Children and Young People at Risk (Webinar Series)

NESA Endorsed

Part 1 - Thurs 7 June

Part 2 - Thurs 14 June

Part 3 - Thurs 21 June

3.00pm-5.00pm

Member \$200 Non-Member \$225

All service types

Under the Volcano - Understanding children's emotions and behaviours, knowing how to respond not react

Wed 13 June, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Preschool, Occasional Care, Mobiles

Do You See What They See? Exploring the world through the eyes of the child

Mon 18 June, 9.30am-3.30pm

Member \$250 Non-Member \$275

LDC, Preschool, Occasional Care, Mobiles

The Co-Creative Leader - Building and developing the capacity of your team through mentoring and coaching strategies

Wed 20 June, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Harmonious Teams - The keys to building and maintaining successful teams

Mon 25 June, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

CHCPRT001 Identify and Respond to Children and Young People at Risk

Tues 26 June, 9.00am-4.00pm

Member \$250 Non-Member \$275

All service types

Acknowledging and Celebrating Aboriginal Australia - A starting point

NEW! NESA 2018

Wed 27 June, 9.30am-3.30pm

Member \$250 Non-Member \$275

All service types

Little Scientists

Mathematics

Tues 19 June, 9.30am-4.30pm

Price \$112.50

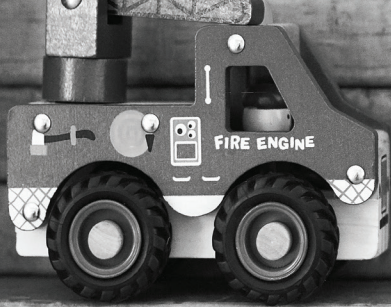
All service types

BOOK HERE

To book visit: cela.org.au

call: **1800 157 818**

email: info@cela.org.au



Developing a Professional Development Plan for 2018

Not sure where to start with your Professional Development (PD) Plan? Here's a step by step approach to preparing an effective PD plan for your team or yourself in 2018.

Week 1

Evaluating 2017

Have a conversation with your educators about the professional development they have participated in over the past year and identify what worked and what didn't and why. Be open to all kinds of professional development in this discussion including informal peer-to-peer learning that might be an area to pursue in formal training in 2018.

Week 2

Pulling the Guiding Tools Together

With your philosophy at the front of your mind, review your Quality Improvement Plan to determine areas that you have identified as a team where you need external support to meet your goals. Did your 2017 budget adequately meet your learning and development needs? Will you need help to tailor your training to meet your 2018 budget? Include your bookkeeper, admin staff or committee treasurer in this discussion – don't just assume you can't afford to do what you need.

Week 3

Collaborative Contribution

Provide a space where all educators can contribute to the process by writing their learning and development wish list on a whiteboard or butchers paper. There should be no judgment at this stage – the refinement process comes later. Provide another space (it could just be a notebook) where everyone can share the barriers they perceive to their training. These can go beyond being time-poor or the cost of training and include questions of confidence or role statements: does your cook want to train as an educator? Does your office manager wish they could run a session for the committee members?

Week 4

What's Changing in 2018?

Does the New Year mean different educators in different rooms? Try this ... gather your team leaders and brainstorm the skills and competencies required of educators who are transitioning into different rooms. Consider the profile of your enrolments and the particular needs of children that require additional support. Review staff appraisals – what requests or identified gaps need to be acted on? From this list, identify any coaching or mentoring requirements as well as determining face to face, group learning and development needs for your educators.

Week 5

Who's Supervising the Supervisor?

Turn the team around and ask what skills can the director focus on in 2018. If you have a management committee or board, could they benefit from some development too?

Week 6

Competency Audit

Brainstorm potential gaps in practice, management or governance that could be improved by engaging in learning and development. Identify if anyone needs their qualifications upgraded? What's your succession planning look like? Do you need to schedule or enrol in Identify and Respond; First Aid; Anaphylaxis; Cert III and Diploma; Bachelor of Teaching (Early Childhood).

Week 7

Prioritising?

As a team, refine the list to priority areas (group or cluster, cull and refine) and determine what mode of delivery suits the PD you've all decided upon. Some examples are joining in face to face training with other services; having trainers customise and deliver at your service; join lunchtime or recorded webinars; one-on-one mentoring or coaching; conference and seminar sessions.

Week 8

Celebrate your Professional Development Plan for 2018!

Book it and share it! This is the real commitment to all the planning: make sure each person who has to enrol in a course has the information they need, and work with a credible PD provider who can manage all your bookings in one place. Once you've committed to the agreed training, display the plan so everyone (including parents) knows what they can look forward to in 2018. Remember that if you work with a not-for-profit provider you know you are getting the best possible value for your PD budget.

BOOKS

THE HIT LIST

There are thousands of management books to help you plan professional development for yourself or in a team, but not many with a focus on the early and middle years education sector. This year we completely overhauled the much-loved *Directors Manual*, renaming it the *Essential Guide* and publishing issues for both NSW and Australia. Check out these shortcuts to the relevant sections. Get your updated edition from our online shop, for either NSW-specific or Australia-wide advice.

To get your copy of the guide visit: cela.org.au/shop

Chapter 5 – Managing Staff p133

- A. Recruiting and retaining good staff p136
- B. Ethics p154
- C. Industrial relations and employers' responsibilities p158
- D. Managing for good performance p168
- E. Professional development for directors and staff p172

Chapter 11

Leadership p 309

Effective Leadership p 312



Looking for more help?

Get in touch for advice and access to a self-assessment tool or find out how we can work with you or your whole service to develop cost effective PD that puts a sparkle in children's early education.

P: 1800 157 818

E: info@cela.org.au

W: cela.org.au