LEARNING AND DEVELOPMENT

JAN - JUN 2019
• 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 educator’s practice.

CELA offers training in any metropolitan, regional and remote area, any time across Australia. If our training calendar options don’t suit you or your team, call our Learning and Development experts on 1800 157 818 to arrange a customised session. No matter where you are located, we can come to you or connect via video conference.

Three ways to learn with CELA

1. **Calendar Training**
   Join one of our popular calendar sessions at our Marrickville training room. Enjoy meeting other educators as you develop new skills and inspire each other with ideas, techniques and strategies to improve quality outcomes for children.

2. **Individual Mentoring**
   We offer a unique mentoring program, completely tailored to your needs and specifications.

3. **Customised Learning & Development**
   CELA comes to you, no matter where you are.
   You choose the date, location and area and we will tailor the content for you and your team. Face to Face or via video conference, you can access training wherever you are located.

**Teacher Accreditation**
Community Early Learning Australia (CELA) is endorsed to provide NSW Education Standards Authority (NESA) Registered Professional Development for teachers accredited at Proficient Teacher Level. 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
CELA has been delivering professional development to the early and middle childhood sector for almost 40 years. With programs designed by sector experts to support the NQF outcomes, the EYLF, MTOP and meet the requirements of nationally accredited qualifications, we provide a practical, hands-on approach to training that changes educators’ practice and improves outcomes for children. If you don’t see what you need on our calendar, just ask and we will design a program specifically for your service.

**The Child**
- Vulnerable and Valuable – Understanding and working with children from disadvantaged backgrounds
  - NESA Registered PD
- How Children’s Brains Grow and Develop
  - NESA Registered PD
- Young Gifted Children in ECE Settings
  - NESA Registered PD
- Born to Be Wild - Creating adventure experiences with babies
- Understanding Autism
- Do You See What They See? Exploring the world through the eyes of the child

**The Educator**
- CHCPRT001 Identify and Respond to Children and Young People at Risk
  - NESA Registered PD
- Leap into Leadership – Learn how to unlock and identify your leadership potential
- Introduction to Play Theory - Understanding play theory and using play interventions when working with children’s behaviour
  - NESA Registered PD
- Harmonious Teams
  - NESA Registered PD
- Effective Engagement and Communication in Children’s Learning
  - NESA Registered PD
- Demystifying Critical Reflection
- NEW! The Co-creative Leader Webinar Series
- Professionalism & Ethics in Education & Care
  - NESA Registered PD
- Little Scientists Workshops
- Family Inclusion in Childrens Learning
  - NESA Registered PD
- Critical Reflection & Assessing Children’s Learning
  - NESA Registered PD
- NEW! The Educator Behaviour Toolkit – Neuroscience & yoga
- NEW! The Educator Behaviour Full Toolkit

**The Program**
- Practical Approaches to Programming and Documentation
  - NESA Registered PD
- Taking Literacy Outdoors
  - NESA Registered PD
- Acknowledging and Celebrating Aboriginal Australia - A starting point
  - NESA Registered PD
- Digital Documentation - Opportunities and limitations
  - NESA Registered PD

**Management**
- Becoming an Approved Provider – Roles and responsibilities under the National Quality Framework
- Director’s Toolkit – Connect to all the resources you need at your fingertips
  - NESA Registered PD
- NEW! Measuring Quality and articulating quality practices from our QIP
  - NESA Registered PD
MEET OUR FACILITATORS

CELA’s Learning and Development facilitators come from a wide range of early education backgrounds, equipping them with practical sector based experience which is second to none. All our facilitators have a common passion for meaningful growth in every educators practice, resulting in better outcomes for children.

Kerrie Maguire has been working in children’s services for over 20 years. During this time, she has fostered a passionate belief in the significance educators have in the lives of the children they work with. She is a resourceful problem-solver with a broad skill base across early childhood learning and development.

With a background in local government as a teacher director, and as a validator and trainer with the National Child Care Accreditation Council, Louise Black brings many years of sector experience. She has been an integral part of the Learning and Development team at CELA and specialises in quality assurance and training needs analysis, across all service types.

Louise Black

Kerrie Maguire

Catherine Fraser has been a teacher and director in early childhood services for 25 years, working across the sector in Long Day Care, Preschool and Primary School. Her experience and subsequent strengths as a director have led to a passionate focus on delivering training in areas of team building, change management, communication and leadership.

Karen has been an early childhood professional for 42 years. She holds a Bachelor of Education (Early Childhood) and Master of Early Childhood (Special Education). Karen has worked as a teacher, director, special educator, TAFE teacher, trainer, as well as being a guest university lecturer and tutor.

Karen Roberts

Karen has been working in children’s services for over 20 years. During this time, she has fostered a passionate belief in the significance educators have in the lives of the children they work with. She is a resourceful problem-solver with a broad skill base across early childhood learning and development.

Catherine Fraser

Catherine Fraser

Jenny has been working as an early childhood teacher and director for 30 years in long day care, private school and preschool. She’s also worked as a trainer for Registered Training Organisations (RTOs) and CELA. She has a Bachelor of Education in Early Childhood, an Advanced Diploma in Community Sector Management and Cert IV in Training and Assessment.

Helen is a highly motivated individual with a broad background and training as a teacher, director, coordinator, lecturer, consultant, mentor, trainer and presenter. Helen has more than 30 years’ experience working in education, in Australia and the UK.

Helen Thornton

Jenny Hind

Penny is an Early Childhood Professional with over twenty-five years experience in a variety of Early Childhood settings in both New South Wales and Queensland. She has been an Early Childhood Teacher, Director, Manager, Tutor and Adult Education Assessor and Trainer within the Tafe system. She has worked for community-based, council, private and large non-profit organisations.

Penny Birdsall

Karen Roberts
January

CHCPRT001 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842
NESA Registered PD
THU 24 JAN, 9.30AM-4.00PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

February

OOOSH Under the Volcano - Understanding children’s emotions and behaviours, knowing how to respond, not react
WED 6 FEB, 10.00AM-1.00PM
Member $170 | Non-Member $185
OOOSH | Location: Marrickville

CHCPRT001 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842
NESA Registered PD
SAT 9 FEB, 9.00AM-4.00PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

NEW! The Educator Behaviour Toolkit – Neuroscience and yoga
THU 14 FEB, 9.30AM-3.30PM
Member $250 | Non-Member $275
LDC & Preschools | Location: Marrickville

Becoming an Approved Provider - Roles and responsibilities under the National Quality Framework
FRI 15 FEB, 9.30AM-4.00PM
Member $350 | Non-Member $425
New & existing service providers | Location: Marrickville

Introduction to Play Theory - Understanding play theory and using play interventions when working with children’s behaviour NESA Registered PD
WED 20 FEB, 9.30AM-3.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

Leap into Leadership - Learn how to unlock and identify your leadership potential
THU 21 FEB, 9.30AM-3.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

Little Scientists - Engineering
FRI 22 FEB, 9.30AM-4.30PM
Price $115 | Bookings: littlescientists.org.au
All service types | Location: Marrickville

Digital Documentation - Opportunities and limitations
NESA Registered PD
MON 25 FEB, 9.30AM-3.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

Critical Reflection and Assessing Children’s Learning
NESA Registered PD
TUE 26 FEB, 9.30AM-3.30PM
Member $250 | Non-Member $275
LDC & Preschools | Location: Marrickville

CHCPRT001 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842
NESA Registered PD
WED 27 FEB, 9.00AM-4.00PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

How Children’s Brains Grow and Develop
NESA Registered PD
THU 28 FEB, 9.30AM-3.30PM
Member $250 | Non-Member $275
LDC, Preschools, Mobiles, Occasional Care
Location: Marrickville

HOW TO BOOK
www.cela.org.au | 1800 157 818 | info@cela.org.au
March

**Practical Approaches to Programming and Documentation** NESA Registered PD
FRI 1 MAR, 9.30AM-3.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

**Professionalism & Ethics in Education & Care - 2 Part Series** NESA Registered PD
TUE 5 MAR & 9 APR, 9.30AM-3.30PM
Member $500 | Non-Member $550
All service types | Location: Marrickville

**NEW! Measuring Quality and articulating quality practices from your QIP** NESA Registered PD
WED 6 MAR, 9.30AM-3.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

**Do You See What They See? Considering the child’s perspective when engaging and observing play**
THU 7 MAR, 9.30AM-3.30PM
Member $250 | Non-Member $275
LDC, Preschools, Mobiles | Location: Marrickville

**NEW! The Co Creative Leader webinar series**
- Developing the capacity of your team through mentoring and coaching strategies
MON 11, 18 & 25 MAR, 10.00AM-12.00PM
Member $200 | Non-Member $225
All service types | Location: Webinar

**Harmonious Teams - The keys to building and maintaining successful teams** NESA Registered PD
TUE 12 MAR, 9.30AM-3.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

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**CHCPRT001 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842**

**Webinar 3 part series** NESA Registered PD
WED 13, 20 & 27 MAR, 10.00AM-12.00PM
Member $200 | Non-Member $225
All service types | Location: Webinar

**Young Gifted Children in ECE Settings**
NESA Registered PD
THU 14 MAR, 9.30AM-3.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

**Understanding Autism**
FRI 15 MAR, 9.30AM-3.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

**Directors Toolkit - Connect to all the resources you need at your fingertips** NESA Registered PD
THU 21 MAR, 9.30AM-3.30PM
Member $250 | Non-Member $275
LDC, Preschools | Location: Marrickville

**Taking Literacy Outdoors** NESA Registered PD
FRI 22 MAR, 9.30AM-3.30PM
Member $250 | Non-Member $275
LDC, Preschools | Location: Marrickville

**CHCPRT001 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842**

**NESA Registered PD**
SAT 23 MAR, 9.00AM-4.00PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

**OODSH Don’t Forget to Play - Understanding play theory and using play interventions when working with children’s behaviour**
TUE 26 MAR, 10.00AM-1.00PM
Member $170 | Non-Member $185
OODSH | Location: Marrickville
Becoming an Approved Provider - Roles and responsibilities under the National Quality Framework  
THU 28 MAR, 9.30AM-4.00PM  
Member $350 | Non-Member $425  
New & existing service providers  
Location: Marrickville

Demystifying Critical Reflection - Assumptions, possibilities and practice  
NESA Registered PD  
FRI 29 MAR, 9.30AM-3.30PM  
Member $250 | Non-Member $275  
All service types | Location: Marrickville

April

Critical Reflection and Assessing Children’s Learning NESA Registered PD  
MON 1 APR, 9.30AM-3.30PM  
Member $250 | Non-Member $275  
LDC & Preschools | Location: Marrickville

Born to be Wild - Creating adventure experiences with babies  
TUE 2 APR, 9.30AM-3.30PM  
Member $250 | Non-Member $275  
LDC, Mobiles & Occasional Care  
Location: Marrickville

How Children’s Brains Grow and Develop  
NESA Registered PD  
WED 3 APR, 9.30AM-3.30PM  
Member $250 | Non-Member $275  
LDC, Preschools, Mobiles, Occasional Care  
Location: Marrickville

CHCPRTO01 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842  
NESA Registered PD  
SAT 6 APR, 9.00AM-4.00PM  
Member $250 | Non-Member $275  
All service types | Location: Marrickville

The OOSH Approach to Programming and Documentation  
MON 8 APR, 10.00AM-2.00PM  
Member $180 | Non-Member $200  
OOSH | Location: Marrickville

NEW! The Educator Behaviour Toolkit – Neuroscience and yoga  
WED 10 APR, 9.30AM-3.30PM  
Member $250 | Non-Member $275  
LDC & Preschools | Location: Marrickville

Becoming an Approved Provider - Roles and responsibilities under the National Quality Framework  
THU 11 APR, 9.30AM-4.00PM  
Member $350 | Non-Member $425  
New & existing service providers  
Location: Marrickville

CHCPRTO01 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842  
NESA Registered PD  
MON 15 APR, 9.00AM-4.00PM  
Member $250 | Non-Member $275  
All service types | Location: Marrickville

Vulnerable and Valuable - Understanding and working with children from disadvantaged backgrounds NESA Registered PD  
WED 24 APR, 9.30AM-3.30PM  
Member $250 | Non-Member $275  
LDC, Preschools, Occasional Care, Mobiles  
Location: Marrickville

Little Scientists - Water  
TUE 30 APR, 9.30AM-4.30PM  
All service types | Location: Marrickville  
Price $115 | Bookings: littlescientists.org.au
May

NEW! The Educator Behaviour Full Toolkit – applying current theory and research to children's behaviour. ACTION LEARNING SERIES
WEBINAR: WED 1 MAY, 4.00PM-6.00PM
FACE TO FACE: WED 15 MAY, 9.30AM-12.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

CHCPRT001 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842
NESA Registered PD
SAT 4 MAY, 9.00AM-4.00PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

Introduction to Play Theory - Understanding play theory and using play interventions when working with children's behaviour NESA Registered PD
TUE 7 MAY, 9.30AM-3.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

NEW! Measuring Quality and articulating quality practices from your QIP NESA Registered PD
THU 9 MAY, 9.30AM-3.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

Family Inclusion in Children’s Learning
NESA Registered PD
FRI 10 MAY, 9.30AM-3.30PM
Member $250 | Non-Member $275
LDC, Preschools, Occasional Care, Mobiles
Location: Marrickville

OOSH Under the Volcano - Understanding children’s emotions and behaviours, knowing how to respond, not react
FRI 17 MAY, 10.00AM-1.00PM
Member $170 | Non-Member $185
OOSH | Location: Marrickville

Effective Engagement and Communication in Children’s Learning NESA Registered PD
MON 20 MAY, 9.30AM-3.30PM
Member $250 | Non-Member $275
LDC, Preschools, Occasional Care, Mobiles
Location: Marrickville

Becoming an Approved Provider - Roles and responsibilities under the National Quality Framework
TUE 21 MAY, 9.30AM-4.00PM
Member $350 | Non-Member $425
New & existing service providers
Location: Marrickville

Understanding Autism in OOSH
THU 23 MAY, 10.00AM-2.00PM
Member $180 | Non-Member $200
OOSH | Location: Marrickville

Effective Engagement and Communication in Children’s Learning NESA Registered PD
FRI 31 MAY, 9.00AM-4.00PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

June

Practical Approaches to Programming and Documentation ACTION LEARNING SERIES
NESA Registered PD
WEBINAR: MON 3 JUN, 4.00PM-6.00PM
FACE TO FACE: MON 24 JUN, 9.30AM-12.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

CHCPRT001 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842
Webinar 3 part series NESA Registered PD
TUE 4, 11 & 18 JUN, 2.00PM-4.00PM
Member $200 | Non-Member $225
All service types | Location: Webinar
NEW! The Educator Behaviour Toolkit – Neuroscience and yoga
THU 6 JUN, 9.30AM-3.30PM
Member $250 | Non-Member $275
LDC & Preschools | Location: Marrickville

Acknowledging and Celebrating Aboriginal Australia
- A starting point NESA Registered PD
FRI 7 JUN, 9.30AM-3.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

Directors Toolkit - Connect to all the resources you need at your fingertips NESA Registered PD
THU 13 JUN, 9.30AM-3.30PM
Member $250 | Non-Member $275
LDC, Preschools, Mobiles | Location: Marrickville

NEW! The Educator Behaviour Full Toolkit – applying current theory and research to children’s behaviour. ACTION LEARNING SERIES
WEBINAR: FRI 14 JUN, 4.00PM-6.00PM
FACE TO FACE: FRI 28 JUN, 9.30AM-12.30PM
Member $250 | Non-Member $275
All service types | Location: Webinar & Marrickville

Chcppto01 - Identify & Respond to Children and Young People at Risk - RTO ID: 90842
NESA Registered PD
SAT 15 JUN, 9.00AM-4.00PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

Becoming an Approved Provider - Roles and responsibilities under the National Quality Framework
WED 19 JUN, 9.30AM-4.00PM
Member $350 | Non-Member $425
New & existing service providers
Location: Marrickville

Young Gifted Children in ECE Settings
NESA Registered PD
THU 20 JUN, 9.30AM-3.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

Little Scientists - Human Body
FRI 21 JUN, 9.30AM-4.30PM
Price $115
All service types | Location: Marrickville
Bookings: littlescientists.org.au

Demystifying Critical Reflection - Assumptions, possibilities and practice
TUE 25 JUN, 9.30AM-3.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

Leap into Leadership - Learn how to unlock and identify your leadership potential
WED 26 JUN, 9.30AM-3.30PM
Member $250 | Non-Member $275
All service types | Location: Marrickville

Vulnerable and Valuable - Understanding and working with children from disadvantaged backgrounds
NESA Registered PD
THU 27 JUN, 9.30AM-3.30PM
Member $250 | Non-Member $275
LDC, Preschools, Occasional Care, Mobiles
Location: Marrickville

HOW TO BOOK
www.cela.org.au | 1800 157 818 | info@cela.org.au
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 2019.

### Week 1
**Evaluating 2018**
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 2019.

### 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 2018 budget adequately meet your learning and development needs? Will you need help to tailor your training to meet your 2019 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 2019?**
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 2019. 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 2019!

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 2019. Remember that if you work with a not-for-profit provider you know you are getting the best possible value for your PD budget.

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