

# Learning and development

## Policy statement

Goodstart Early Learning (Goodstart) recognises that the commitment to our people's learning and development is critical to the provision of quality early learning for all children. To this end Goodstart advocates for quality learning and development opportunities for all employees. Achievement of Goodstart's strategic goals and the securing of our mission, vision and guiding principles is dependent on providing quality professional learning and development opportunities for Goodstart's workforce.

## What does this policy apply to?

Goodstart operates as a learning organisation that:

- Is committed to meeting the professional learning and development needs of our people
- Provides direction for the delivery of learning and development activities
- Works with internal experts and external organisations to extend learning opportunities at all levels

Goodstart believes that a holistic approach is the key to ensuring real learning takes place and endures. Knowledge, skills and learned behaviours are acquired through a mix of formal and informal learning opportunities. Typically, a staff member's approach to learning should comprise:

- 70 % development and application of knowledge and skills within everyday work-based activities and learning assignments including self-reflection and other learning in the flow of work activities;
- 20% through establishment and development of 'appropriate relationships' including manager one-on-ones team meetings, observations, coaching, mentoring; and
- 10% participation in 'formal learning' through seminars, workshops and accreditations.

## Employee Responsibilities

Goodstart encourages staff to be responsible for their learning. The learner is encouraged to create and develop an individualised learning plan with the support of their manager and/or other leaders. Professional learning opportunities selected should cater to the learner's needs, providing the learner with appropriate challenge and support so that they achieve the intended outcome. Staff formally document, discuss and plan for their professional development goals at their 6-monthly PEP meetings.

## Managers Responsibilities

Managers play a critical role through their commitment to and leadership with their staff's professional learning and development. Managers should create a learning environment that supports 'learning in the flow of work', along with the provision of professional learning that enhances the balance between personalised professional learning goals of individual employees, centre or team-based goals and the strategic goals of Goodstart.

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## Learning & Development at Goodstart

The role of Learning & Development at Goodstart is to:

- Align learning programs with Goodstart's strategic priorities, guiding principles and organisation values.
- Ensure that learning opportunities develop key workforce capabilities
- Develop learning programs that support the Goodstart practice and leadership frameworks
- Tailor learning to be accessible, of consistent high quality, flexible, practical, connected, personalised and affordable

*Related documents: BM7 Online Learning Requirement; BM7 Pathways to Learning Guideline.*

## Responsibilities

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This policy is to be implemented by: All Staff

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