



He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

Date Effective: June 2019

Review Date: June 2021

Professional Development for Non-teaching Staff

Responsible to:	Chief Executive Officer
Applies to:	All non-teaching staff
Purpose:	<ul style="list-style-type: none">-To promote the professional development of all staff, ensuring that all staff are actively involved in ongoing training and development.-To provide formal opportunities for feedback to staff on their professional practice.-To establish processes and procedures that identify and meet the needs of all staff for professional development.
Definition:	'Professional development' includes support and advice, courses and other opportunities through which staff receive knowledge, skills and attitudes to enhance their work for Whānau Manaaki Kindergartens.

Policy

1. Whānau Manaaki Kindergartens (WMK) acknowledge that professional development yields benefits for everyone involved at all levels of the organisation.
2. WMK supports ongoing professional development for all staff as part of a continuous improvement model.

Procedures:

1. WMK shall allocate funds annually for professional development.
2. Staff will identify their professional development requirements at the time of their appraisal.
3. Additional opportunities may be provided to meet professional needs as they arise.