



PROCEDURE FOR THE ROTATION OF  
DISCUSSIONS AND WORKSHOPS

November 2014

Rationale:

The Education Team provides workshops and discussion to trainees for completion of courses. Playcentres support trainees within their Playcentre to complete courses to meet their Playcentre's licensing requirements.

Where distance to workshops and discussions is high Trainees are disadvantaged and less able to complete courses.

Discussions on Island Playcentres and Playcentres north of Puhoi (Warkworth, Matakana, and Tomarata) take additional planning and historically have been infrequent.

Purpose:

To develop strategic plans and budgets to support the needs of the local community for delivery of the diploma programme. (QMS 1.2.3.2)

Procedure:

The Education Team will prepare a annual budget catering for delivery of Course Two, Three, and Four, including travel costs and mileage.

Provision will be made in the budget for Course two and three delivery including Workshops at a range of Playcentres including annual delivery on each island based Playcentre and one for the Playcentres north of Puhoi. Course four discussions are provided for on an annual basis out of headquarters.

An annual plan for course discussions will be drafted each year by the Facilitation Coordinator to ensure maximum accessibility for all trainees. Island based centres, and Playcentres North of Puhoi will be invited to contribute to this planning process.

Termly date lists will be created using the annual plan, and the feedback of centres, including requests for additional Course 2 where minimum numbers would be met.

Courses will be cancelled or postponed when minimum numbers cannot be met. Minimum numbers will be set at 8 trainees for normal Workshops, Course 2 and Course 3 Discussions. **Minimum numbers for any workshops or discussions on Island based Playcentres, or C3 discussions north of Puhoi will be 5 trainees.**

Where minimum numbers are not met the Education team will consider offers from centres to contribute to the cost of facilitation and facilitator travel.

Trainees who are unable to attend course discussion due to a lack of other trainees should travel to discussions in other areas. Where this is not possible the trainee may apply the Education Team via the Child and Whanau Support Advisor for an alternative delivery method.

Guidelines for Contribution to the Annual Plan:

Tomarata, Matakana, Warkworth, Aotea and Waiheke

**Annual Planning :**

When your centre completes its annual plan for your centre AGM consider the training needs of your centre for the coming year.

Look at your current members and licensing needs and decide who will be completing course 3 in the coming year and when they will need to start.

Advise the Education team of your preferred terms for delivery Course 2 and 3 by the first week of term 4.

**Termly Planning:**

When the Facilitation Coordinator requests information from centres about locations for workshops and courses in the coming term by egroup or email please advise if your needs have changed. For example if the number of trainees for course 2 in your centre has dropped then discuss whether postponing the discussions would be preferable, or if you have had an influx of new members and will need C2 delivered in the next 3-6 months.

Also advise when it would be preferable for discussions to be at the next best venue for your trainees – for example one Aotea trainee flying into Dairy flat may request discussions at Silverdale.

**Alternative Funding:**

Island based centres should utilise the Policy for Training and Orientation Support Fund for Island Centres to fund travel by individual trainees.

Aotea Playcentre may additionally apply their Equity funding to training expenses.

**Individual Trainees unable to Travel:**

Where one or two trainees are unable to travel but need discussions email the Child and Whanau Support advisor to discuss. The Child and Whanau Support Advisor will advocate for your trainees at the next Education Team meeting to help develop an education plan for the trainee.

<p><b>Policy reviewed:</b> Approved Association Meeting, November 2014. <b>Next Review Date:</b> 2016</p>
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