

ECTARC Professional Learning Guide



Transforming practice. Enhancing Outcomes.

Enriching futures together



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Why train with ECTARC?

ECTARC is your trusted leader in early childhood professional learning – proudly community-owned, not-for-profit, and the approved provider of 10 early childhood education and care services. Established in 1998, we've spent more than 25 years empowering educators with engaging, current and industry-relevant training that reflects today's best practice and legislative requirements.

Our Training and Development Officers are early childhood experts with hands-on experience across the sector. We understand the real demands of service delivery under the National Quality Framework – and we tailor our training to support success where it matters most.

With specialist knowledge, strong sector connections and a commitment to excellence, ECTARC continues to be a leading, award-winning Registered Training Organisation.

Registered with ASQA. RTO Code: 90331.

How ECTARC delivers



Flexible, relevant, and convenient professional development – designed to fit your schedule. ECTARC delivers tailored in-service workshops at your service or via live webinar, bringing professional learning directly to your team.

Build capacity across your team, one staff member at a time with our full webinar calendar of scheduled professional development opportunities, open to all educators.

Facing a specific challenge or looking to strengthen a particular area? Our expert consultants can provide targeted guidance, either one-on-one or with your team, to support meaningful outcomes.



Accredited and Non Accredited Training

All ECTARC training is designed in extensive consultation with the sector, ensuring practical, innovative, and engaging learning. Our sessions aim to enhance and expand the knowledge and skills of every participant. Use the symbols below to easily navigate our accredited and non-accredited options and select the training that best meet your professional learning needs.

ECTARC brings high-quality in-service workshops directly to your team, either on-site or online at a time that suits you. Hosting your own professional development means training is tailored to your unique context, supports meaningful team reflection, and builds confidence in a familiar environment.

Our in-service model is both time-efficient and cost-effective - and with our commitment to keeping fees affordable, professional learning has never been more accessible. Smaller services can also collaborate locally to share costs and strengthen sector connections



Nationally Recognised Training (Statement of Attainment)

ECTARC delivers individual vocational units of competency, that are recognised across Australia. Participants complete assessments following the workshop, with ongoing support from our expert TDOs as needed. Upon successful completion, a Statement of Attainment (SOA) is issued.

Requirements: Participants must provide photo ID and a Unique Student Identifier (USI). For more information or to obtain a USI, visit www.usi.gov.au.



Professional Learning (Statement of Participation)

Our non-accredited webinars are designed to provide meaningful, up-to-date professional development that responds to current sector trends and the real challenges educators face. Delivered by experienced facilitators, each session encourages reflection, discussion and practical application, allowing participants to deepen their understanding and confidently apply new knowledge in their everyday practice.

These webinars offer a supportive, collaborative learning environment - without the pressure of assessments or formal coursework. Educators can focus on learning, sharing experiences and strengthening professional practice, making our non-accredited training an ideal option for teams seeking flexible, high-quality professional development that fits seamlessly into busy schedules.

Pricing

ECTARC is committed to providing quality training and it is our recommendation that training sessions be capped at a maximum of 25 participants to enable optimum interactions and learning to occur. ECTARC can deliver training on weekends however a surcharge of 15% of the training cost will apply. Please discuss options when making a booking.

| Face-to-Face In-Service Training | Training only | Additional Participants | Assessment and marking to achieve a Statement of Attainment |
|---|-------------------------------------|---|--|
| 2-3 Hours - all topics Statement of Participation Non-accredited | \$1250 + GST For up to 10 people | \$115.00 per participant. 25 participants maximum. | N/A |
| Child Protection overview 2 Hours Statement of Participation Non-accredited | \$1250 For up to 10 people | \$115.00 per participant. 25 participants maximum. | \$230 per participant to achieve CHCPRT025 Identify and report children and young people at risk \$205 per participant to upgrade from the superseded CHCPRT001 Identify and respond to children and young people of risk of harm |
| CHCPRT025 Identify and report children and young people at risk 6 hours Statement of Attainment | \$1950 For up to 10 people | \$15.00 per participant. 25 participants maximum. | \$230 per participant to achieve CHCPRT025 Identify and report children and young people at risk \$205 per participant to upgrade from the superseded CHCPRT001 Identify and respond to children and young people of risk of harm |

| Webinar In-Service Training | Training only | Additional Participants | Assessment and marking to achieve a Statement of Attainment |
|---|-----------------------------------|---|---|
| 2 Hours - all topics Statement of Participation Non-accredited | \$665 + GST For up to 7 people | \$85.00 per participant. 25 participants maximum. | N/A |
| Child Protection overview 2 Hours Statement of Attainment Non-accredited | \$665 For up to 7 people | \$85.00 per participant. 25 participants maximum. | \$230 per participant to achieve CHCPRT025 Identify and report children and young people at risk \$205 per participant to upgrade from the superseded CHCPRT001 Identify and respond to children and young people of risk of harm |
| CHCPRT025 Identify and report children and young people at risk 6 hours Statement of Attainment | \$805 For up to 7 people | \$105.00 per participant. 25 participants maximum. | \$230 per participant to achieve CHCPRT025 Identify and report children and young people at risk \$205 per participant to upgrade from the superseded CHCPRT001 Identify and respond to children and young people of risk of harm. |

Travel costs

Please note: Travel costs will be determined based on location and may include accommodation and flight costs if applicable. Travel is calculated on \$0.88 + GST per km (return) from Port Kembla, NSW or Springwood, QLD.

Professional development topics



ECTARC offers an extensive range of workshops and webinars. If there is something additional your team may need, ECTARC can develop or customise workshops to suit your training needs.

Topics have been clustered into the following areas:

- Pedagogy and practice
- Leadership and management
- Compliance
- Inclusion and diversity
- Child and family wellbeing
- Health and safety



Pedagogy and practice

- Observing with purpose - gathering meaningful observations to inform practices
- Programming with authentic intent - a holistic and collaborative approach to planning and assessment
- Risky and adventurous play - nurturing capable and confident children
- Delving deeper - a leadership approach to planning and programming
- Let's get physical - fundamental movement skills for children in early childhood
- Let's get physical - fundamental movement skills for out of school hours care
- Thoughtful environments - creating spaces that inspire learning
- A place to be me - supporting children's agency
- Exploring the Early Years Learning Framework for babies and toddlers
- Creative aspirations - expressing imagination through the arts
- The frameworks in action - practical strategies for EYLF/MTOP
- Through the eyes of a toddler
- STEM in early childhood - why it matters!
- Oh no, it's raining! - early childhood
- Oh no, it's raining! - out of school hours care
- Creating a musically rich environment
- Language and literacy in the early years
- Unravelling early childhood theory - see it in action
- Young minds, green futures - connecting children to sustainable practices



Leadership and management

- The Educational Leader - unpacking the role
- Communication and team building
- Reflection - creating a lively culture of professional inquiry
- Lead to inspire
- Concerns to solutions - engaging parents in continuous improvement



Compliance

- Understanding the National Quality Framework (NQF)
- Navigating the National Quality Standard (NQS)
- Self-assessment simplified - tools for effective implementation
- Who's responsible - Approved Provider, Nominated Supervisor, Responsible Person?



Inclusion and diversity

- Support children's behaviour - a shared approach
- Reframing challenging behaviour - individualised programming for children -
- Embedding cultural responsiveness - celebrating new ways of knowing, doing and being, in early childhood



Child and family wellbeing

- CHCPRT025 Identify and report children and young people at risk
- Bridging CHCPRT025 Identify and report children and young people at risk
- Child protection overview
- Safe and strong - building protective behaviours in children
- Duty of care
- Collaborative partnerships with families
- Supporting children's transition to school - a collaborative approach
- Exploring safe sleep and rest practices in early childhood settings



Health and Safety

- HLTFS001 Follow basic food safety practices
- Safe food handling overview
- Hygiene and infection control
- Safe environments for Family Day Care
- Work, health and safety in an early childhood education and care
- Collaborative supervision - building stronger teams in early childhood education and care
- Collaborative supervision - building stronger teams in school age education and care

Pedagogy and practice



Observing with purpose - gathering meaningful observations to inform practices

Build confidence and skill in capturing meaningful observations. This workshop guides educators step-by-step through observation types, key components, and an introduction to the planning cycle.

Perfect as a stand-alone session or the first step in a programming and planning series - *Programming with authentic intent - a holistic and collaborative approach to planning and assessment* and *Delving deeper - a leadership approach to programming and planning*.



Creative aspirations - expressing imagination through the arts

Reignite your own creativity and discover new ways to spark it in children. This session encourages educators to rethink environments, experiences and their own perceptions of creative arts to support imaginative, confident learners.



Through the eyes of a toddler

Designed for educators working with 18-month to three-year-olds, this interactive workshop explores environments, interactions and practices that help toddlers thrive as curious, capable learners.



Delving deeper - a leadership approach to programming and planning

Deepen your professional reflection and strengthen your planning approach. Through guided discussion, educators will explore pedagogy, theory, and leadership styles that influence curriculum decisions. Walk away with confidence to explain your practice and inspiration to try new ideas.



Programming with authentic intent - a holistic and collaborative approach to planning and assessment

Move beyond documentation and uncover what truly drives effective programming. Educators will investigate the ongoing cycle of planning and explore practical strategies to analyse and use information intentionally. They will examine how the services philosophy and teamwork shape a meaningful program for children.



Pedagogy and practice



STEM in early childhood - why it matters!

STEM doesn't have to be complicated! Learn practical ways to foster curiosity, problem solving, and critical thinking using everyday materials and intentional teaching. Discover how cross-disciplinary learning can be embedded into daily practice.



Creating a musically rich environment

Bring rhythm, movement and joy into every day. This practical, engaging workshop equips educators with simple, creative strategies to embed music into daily practice – using accessible resources, children's interests and familiar songs.



Language and literacy in the early years - engaging young minds

Deepen your understanding of how language and literacy shape children's learning. Explore meaningful strategies, rich environments, and practical ideas that extend communication, curiosity, and critical thinking beyond the spoken word.



Young minds, green futures - connecting children to sustainable practices

Sustainability is about shaping the future – and children have a powerful role to play. Throughout this workshop, discover practical, achievable ways to embed sustainability every day. This workshop helps educators reflect, explore "green" ideas, and support children to develop lifelong eco-friendly habits.



Oh no, it's raining! - Providing opportunities for physical activities no matter the weather

Select from Early Childhood Education and Care or Out of School Hours Care

Discover how to create flexible, meaningful programs – rain, shine or anything in between! Learn strategies to embrace weather changes while still supporting children's learning and development.



Thoughtful environments - creating spaces that inspire learning

Explore what makes a learning environment truly engaging. Through real examples and collaborative reflection. Educators will unpack the decision-making behind high-quality spaces that meet regulations, reflect community culture, and inspire children every day.



A place to be me - supporting children's agency

Explore how the Early Years Learning Framework's concept of *being* can shape your practice. Learn strategies that nurture children's autonomy, confidence, and individuality through thoughtful environments, choices and interactions.



Exploring the Early Years Learning Framework for babies and toddlers

Deepen your understanding of how infants and toddlers learn. Using the EYLF learning outcomes, this session unpacks brain development and provides practical ways to support rich, meaningful learning in the earliest years.

The frameworks in action - practical strategies for EYLF/ MTOP

Bring the learning frameworks to life.

These practical workshops unpack the big ideas of the nationally approved learning frameworks: Belonging, Being and Becoming - The Early Years Learning Framework for Australia or My Time Our Place - Framework for School Age Care in Australia. Supporting educators to confidently embed pedagogy into everyday practice. Explore flexible, service-wide approaches and practical strategies for planning, implementing and evaluating meaningful learning experiences.

Risky and adventurous play - nurturing capable and confident children

Risky play looks different for all children and adults. Developing confidence to take risks is an important life skill, so this workshop concentrates on exploring different categories of risky play to identify the benefits these have on children's agency, learning and wellbeing. Participants will reflect on how this play fits within legislative requirements and their curriculum planning so children can be supported to make decisions to challenge their own development.



Let's get physical - fundamental movement skills for children

Select from Early Childhood Education and Care or Out of School Hours Care

This practical workshop explores how physical activity guidelines can shape everyday practice. Discover intentional teaching strategies that increase movement, embed enjoyment and support children to develop physical skills and healthy habits for life.



Unravelling early childhood theory - see it in action

Uncover the theories already shaping your service - often without you realising! Learn how theory links to your philosophy, influences program decisions, and guides effective teaching practices you can use right away.

Leadership and management



The Educational Leader - unpacking the role

Build your confidence as an Educational Leader. Explore practical strategies for mentoring teams, leading reflective conversations and creating systems that support strong, consistent teaching and learning.



Communication and team building

Great teams start with great communication. This workshop explores practical strategies to build trust, strengthen relationships and create a workplace culture centered on collaboration and respect.



Reflection - creating a lively culture of professional inquiry

This Learn how to make critical reflection meaningful, purposeful and linked to improved practice. Explore the approved learning frameworks and discover strategies to build new understandings and uplift your team's reflection.



Lead to inspire

Leadership looks different for everyone. Explore practical ways to inspire your team, use your strengths, and create a positive, motivated culture where everyone can thrive.



Concerns to solutions - engaging parents in continuous improvement

Understand your responsibilities under the National Quality Framework and learn practical tools for identifying, documenting and responding to complaints. See complaints as opportunities to strengthen practice and improve service quality.



Compliance



Understanding the National Quality Framework (NQF)

Build your understanding of the NQF and how it shapes everyday practice. Explore key components and learn how to use the Guide to the NQF to strengthen quality across your service.



Navigating the National Quality Standard (NQS)

Gain confidence in the Quality Areas, Standards and Elements, and learn how to use them to guide everyday practice. This workshop supports educators to actively contribute to QIP processes and continuous improvement.



Self-assessment simplified - tools for effective implementation

Explore simple, effective ways to implement self-assessment in your service. Learn how to use tools, resources and reflective processes to drive meaningful continuous improvement under the NQF.



Who's responsible – Approved provider, Nominated supervisor, Responsible person?

Strengthen your knowledge of the legal and operational responsibilities of the Responsible Person. Build confidence, clarity and capability in maintaining quality practice across the service.



Inclusion and diversity



Supporting children's behaviour - a shared approach

Learn practical strategies to support positive behaviour by building strong relationships and emotional safety. Explore theories, environments, and approaches that promote social and emotional wellbeing.



Reframing challenging behaviour - individualised programming for children

This workshop builds on the *Supporting Children's Behaviour - a Shared Approach* session, encouraging participants to view challenging behaviour through a new lens. Educators will explore the communicative function of behaviour, respond to individual needs, and support children's self-regulation and social and emotional development. The use of Individualised Education Plans (IEPs) is introduced as a tool to promote long-term wellbeing and learning.



Embedding cultural responsiveness - celebrating new ways of knowing, doing and being, in early childhood

Reflect on your own cultural identity and learn how it shapes your interactions. Explore practical strategies to embed cultural responsiveness throughout your curriculum with respect, curiosity, and inclusion. During this engaging workshop, participants will explore concepts of their own cultural identity. Professional discussions will be encouraged amongst participants around effective strategies to embed cultural responsiveness throughout our everyday curriculum, based on respect and acceptance of difference.



Child and family wellbeing



CHCPRT025 Identify and report children and young people at risk

The safety and wellbeing of children and young people is of utmost importance. Children have the right to feel safe and to be protected. This training is based on the unit of competency from the current national CHC Community Services Training Package and provides participants with information that guides practice within a legislative and policy framework. Participants will explore possible indicators of risk of harm, the documenting of concerns, the processes involved with the reporting of indicators, and applying ethical practices regarding child protection in line with relevant requirements. A written and practical assessment must be successfully completed to achieve a Statement of Attainment.



Bridging CHCPRT025 Identify and report children and young people at risk

This workshop is for participants who have previously completed accredited training in the unit: CHCPRT001 Identify and respond to children and young people at risk and wish to upgrade their qualification to the current unit from the CHC Training Package: CHCPRT025 Identify and report children and young people at risk. A written assessment must be successfully completed to achieve a Statement of Attainment.



Child protection overview

This workshop is suitable for people who require a general knowledge of child protection or for those needing to refresh and update their knowledge of current legislation. When working with children and young people, it is likely that educators will be exposed to situations of concern involving children and families. It is therefore important to ensure all educators have the training and knowledge of their professional role in keeping children safe, as well as the ability to embed a child safe culture into the service to support the prevention of child abuse and neglect. This workshop provides participants with an overview of possible indicators of risk of harm, the processes involved with the documenting and reporting of indicators and applying ethical practices regarding child protection in line with relevant requirements.



Safe and strong - building protective behaviours in children

This workshop is designed to complement child protection training and expands on how educators can support children and young people to develop strong protective behaviours. Participants will examine strategies and learning experiences to empower young children to recognise their rights. They will understand ways to further increase family and child awareness of early warning signs of concerns and when they may be at risk of harm.



Child and family wellbeing



Duty of care

Navigate the difference between legal requirements and ethical responsibilities with confidence. This workshop explores real-world scenarios that help educators make clear, informed decisions aligned with regulations and ethical best practice.



Collaborative partnerships with families

Discover practical ways to foster meaningful, respectful relationships with families. Learn strategies for shared decision-making, effective communication, and building strong community connections that support better outcomes for children.



Supporting children's transition to school - a collaborative approach

Explore what quality transition-to-school programs look like in action. Learn how to support children's readiness for school, work effectively with families, and build strong community partnerships- aligned with the EYLF and NQF.



Exploring safe sleep and rest practices in early childhood settings

Support children's wellbeing through safe, developmentally appropriate sleep and rest practices. This session builds educators' confidence in meeting regulatory requirements and creating calm, respectful environments that honour children's agency and family expectations.



Health and safety



HTLFSE001 Follow basic food safety practices

Learn the skills and knowledge needed to keep food safe in education and care settings. Understand FSANZ requirements, identify hazards, follow your Food Safety Program, and confidently prevent contamination and food-related risks.



Safe food handling overview

Get a clear overview of legislation and best practices for safe food handling. Learn practical steps to prevent contamination, follow safe work procedures, and ensure food is prepared and served with high standards of safety.



Collaborative supervision - building stronger teams

Select from Early Childhood Education and Care or Out of School Hours Care

This workshop explores different supervision approaches in education and care settings, including the use of supervision plans. Participants will examine what makes supervision effective and collaborative, with a focus on communication, teamwork, and how breakdowns in communication can impact children's safety.



Hygiene and infection control

Perfect for new educators or anyone needing a refresh, this workshop covers essential hygiene practices to reduce illness and protect vulnerable immune systems. Gain confidence using current guidelines to keep your service safe and healthy.



Safe environments for Family Day Care

This workshop supports Family Day Care educators to refresh their knowledge of safety requirements in home-based settings. It covers key regulations, safe environments, and travelling safely with children, while providing opportunities to discuss real-world safety challenges and reflect on current practices to support ongoing quality improvement.



Work, health and safety in early childhood education and care

Understand your WHS responsibilities and learn practical strategies to keep your environment safe for everyone. This workshop covers hazard identification, risk control, emergency planning, documentation and effective communication.





EARLY CHILDHOOD
EDUCATION SERVICES & TRAINING

To find out more about ECTARC Professional Learning and how we can tailor training to meet your needs, please call ECTARC Head Office on **02 4223 1111** or email pd@ectarc.com.au

We invite you to discover ECTARC's wide range of early childhood courses and professional development webinars, workshops and resources at www.ectarc.com.au/professional-development/

Accredited Courses



Education and Care Qualifications

- CHC30121 Certificate III in Early Childhood Education and Care
- CHC50125 Diploma of Early Childhood Education and Care
- 10983NAT Certificate III in Outside School Hours Care
- CHC50221 Diploma of School Age Education and Care

Business & Leadership Qualifications

- BSB40520 Certificate IV in Leadership and Management

Statement of Attainment - single unit courses

- Child Protection - CHCPRT025 Identify and report children and young people at risk
- Safe Food Handling - HLTFS001 Follow basic food safety practices

Traineeship & Apprenticeship Training - NSW, QLD, ACT

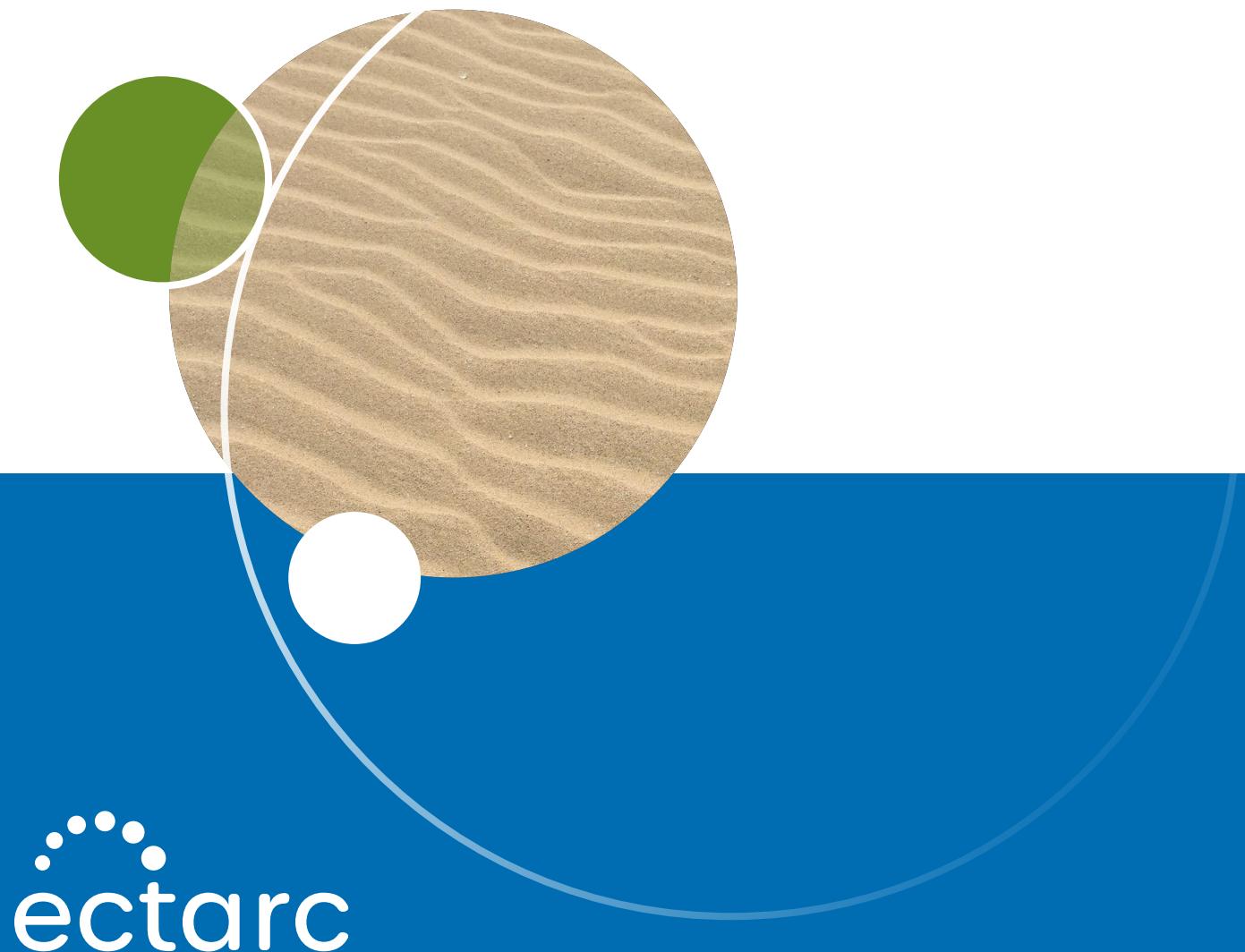
Workshops - Regional, Remote, Metropolitan

Live Webinars

Management & Educator Resources

Consultancy





EARLY CHILDHOOD
EDUCATION SERVICES & TRAINING

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Illawarra Area Child Care Ltd trading as ECTARC