

**first
door**

Early Childhood
Professional Learning

Leaders Guide

**Team Professional Development
Quality Standard Partner Package
Ongoing Learning Workshops
Diploma of Leadership and Management**



Nationally Recognised Training www.firstdoor.com.au

Because each child deserves your best



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trust

There's no greater trust than to provide quality education and care for their little person.



confidence

Each child deserves a joyful childhood to discover, play and become confident learners.



flourish

At First Door, everything we do
is to see each child flourish.



enable

Our students and partners share our passion to create
enabling learning environments for children and their teams



Andrea Isitt, Company Director

The First Door Difference

At First Door, we believe each child deserves your best. We connect you with like-minded leaders and engaging learning experiences. With First Door, you will develop your leadership and management skill sets to create a knowledge sharing team, focused on quality improvement. First Door guides you to being your best, to achieve your goals and to lead the way.

First Door partners together with Early Childhood professionals to open up new perspectives and possibilities, providing current trends and tools for best practice. We support you and your team to work towards exceeding the National Quality Standards and excellence in Early Childhood Education and Care.

Leadership involves inspiring your team towards a shared vision, with shared values. Here's ours.

Our Team's Values

1. **EXCEED:** We place your success at the heart of all we do, and strive to exceed your expectations
2. **JOY:** Our team is passionate about what they do
3. **INSPIRE:** We are inspired to be the best we can be and to inspire others
4. **SUPPORT:** We provide support and demonstrate that all people have the right to live with respect, fairness and well-being
5. **PARTNER:** We partner with and develop educators, leaders and teams towards exceeding quality practice
6. **NATURAL:** We appreciate nature and natural, and are respectful to the environment

For an introduction about each of our team, see 'Our People' at www.firstdoor.com.au

Connecting People, Resources and Learning

Everything we do at First Door is with the vision to see each child flourish in their Early Childhood experience. To achieve this vision, we provide professional learning for educators and leaders to connect to:

- current trends, research and information relating to leadership and quality outcomes for children in early childhood
- meaningful information to gain knowledge, and to conversations to explore knowledge
- examples of best workplace practice and environments in Early Childhood centres that are rated exceeding and excellent in the National Quality Standard
- experiences to put their learning into practice

Our workshops, events and resources inspire Early Childhood professionals to reflect on practice, explore fresh learning, share knowledge and work towards continuous improvement.

Access to learning and workshop resources through digital technology

First Door is invested in building professional knowledge within the Early Childhood industry, so we provide access to digital learning and follow on workshop resources to share with your team.

Our website www.firstdoor.com.au provides access to videos and resources to guide practice based on the National Quality Framework, current Early Childhood trends, research and theory.

Directors Network Events

First Door's regular network events for Directors are held at centres rated excellent, or exceeding the National Quality Standard. Explore exceeding quality in a centre tour, and bring along your questions on listed topics to the Q&A panel with the First Door team and the hosting centre Director. Networking events connect and inspire Directors with steps towards excellence in Early Childhood Education and Care.





First Door opens fresh perspectives, possibilities and growth in teams towards exceeding quality standards.

Partnering Your Team Towards Excellence

Team Professional Development Workshops at Your Centre

Team professional development is an opportunity to reignite enthusiasm and professional conversations within your team. Inviting First Door to your centre provides your team with a current knowledge base for shared thinking towards quality improvement.

Our two-hour workshops provide opportunities for your team to reflect on current practice, engage in professional conversations to relate to new ideas and to consider strategies to move forwards in practice.

First Door has a range of interactive and inspiring workshops, being grouped under these categories:

- **INSPIRED EDUCATOR**
- **PUTTING PURPOSE INTO DOCUMENTATION** (Series of two workshops)
- **ENVIRONMENT & EXPERIENCES**
- **NATURE PLAY, CHALLENGE & EMBEDDING SUSTAINABILITY** (Series of two workshops)
- **DEVELOPING COOPERATIVE BEHAVIOUR** (Series of two workshops)
- **PROFESSIONAL PRACTICE**
- **TEAM DEVELOPMENT**

For full details of our Team Professional Development Workshops see www.firstdoor.com.au

Quality Standard Partner Package

Partner with First Door for guidance and shared team vision towards quality improvement. We bring fresh perspective, updating, supporting and guiding your team towards growth and improvement relating to a Quality Standard in need of review.

The package includes three 90 minute consultation meetings, usually with the Centre Director and the Educational Leader and/or a Management stakeholder. Our Partner Package facilitates:

Meeting 1: We discuss current industry trends relating to the Quality Standard, then explore and identify current strengths and issues for the identified Quality Standard. We update these findings in your Quality Improvement Plan (QIP).

Meeting 2: Based on Meeting 1, we discuss ideas and requirements for quality improvement relating to this Quality Standard. Your QIP is updated with identified realistic, measurable goals and success measures that are time frame related.

Team Professional Development Workshop

Following the first two consultation meetings, this two hour professional development workshop is based on the identified issues and goals for improvement. This interactive workshop is facilitated for the whole team to gain shared understandings and identify with the shared vision and goals for improvement.

Professional Conversations Workshop

We follow up the team workshop with a smaller focus group, usually with lead educators. In this workshop, we use critical reflection to examine the shared issue using the 'ask, look, think, do' process to identify actions to be taken.

Meeting 3: Following the team workshop and Professional Conversations workshop, we fine tune the discussed new actions and update the QIP with agreed strategies and any progress notes.



partner



inspire

Ongoing Learning Workshops

Being in the Early Childhood profession means being open to learning and improving practice, no matter where people are in their career.

Our workshops connect you and/or members of your team with our passionate, qualified and industry experienced workshop facilitator and with other Early Childhood professionals. We invite conversations based around real examples and experiences. Our workshops showcase centres that have been rated excellent or exceeding the National Quality Standard to inspire the vision of providing higher quality education and care for children.

We engage people in active learning experiences, conversations and reflection. These workshop experiences open up new perspectives, so participants reflect on their practice and explore new ideas to keep building professional practice.

Participants are encouraged with practical ways to use their learning in their workplace and to share the new perspectives with their team.

Upcoming Workshops and Bookings

See our website for details on upcoming workshops and for website bookings.

Places are limited so bookings are required. Bookings can be made by email to admin@firstdoor.com.au or you can book and pay online at www.firstdoor.com.au

If you book by email, you will be invoiced and payment is to be made prior to the workshop to confirm your place.

See www.firstdoor.com.au for First Door testimonials



career

First Door is developing qualified educators, leaders, and teams focused on quality professional practice.

Diploma of Leadership and Management



Empower your Early Childhood Career

In choosing to study the course BSB51915 Diploma of Leadership and Management with First Door, you are empowering your career as a highly regarded leader in the Early Childhood profession.

Where can the Diploma of Leadership and Management take you?

- Senior leadership role within the Early Childhood sector
- Outside School Hours Care Coordinator
- Early Childhood Centre Director or Manager
- Operations Manager or Senior management role within the Early Childhood sector
- Owning or managing your own Early Childhood service

Our Approach for Your Success

Your success and active engagement is achieved through:

- engaging learning and networking with other Early Childhood leaders
- industry relevant and interactive learning through a workshop for each unit in the course
- exposure to best workplace practice and experiences to practice what you are learning
- mentoring and study support to inspire and support you throughout the course

See www.firstdoor.com.au for First Door testimonials

Course Structure

The Diploma of Leadership and Management is a nationally recognised qualification and consists of twelve units. The units in this course have been selected by First Door to relate to the leadership and management skills required in the National Quality Standard Quality Area 7: Leadership and service management.

At First Door, the twelve units that form the Diploma of Leadership and Management course are grouped into three related parts.

- Part 1: Planning – two units
- Part 2: Organising and monitoring – five units
- Part 3: Leading – five units

Students studying the Diploma of Leadership and Management with First Door will:

- be equipped with skills to effectively recruit, select and induct staff
- gain skills and knowledge to develop your workplace into a learning environment
- gain competence in mentoring, leading and developing teams and individuals
- be equipped with skills to manage operational plans, budgets and financial plans
- develop skills to plan marketing activities
- gain the ability to manage people performance and inspire others to deliver quality and professional practice
- be inspired to plan and monitor continuous improvement



Getting Started

First Door has rolling enrolment for when it suits you to get started in your course, at any point in the year from February to November. Students get started on the relevant unit that commences following their enrolment, and their training plan is built from your start date. You have up to two years to complete this course.

Course Entry Requirements

To enrol in this Diploma course with First Door, you will need to:

- be currently employed in a leadership role so you are able to complete the assessment tasks
- have a sound understanding of the written and spoken English language
- have the required foundation skills and vocational experience

Students need to have access to:

- a computer (PC or Mac) with Internet access
- a scanner and printer
- Adobe Flash Player 7 and Adobe Acrobat Reader
- Microsoft Word 97 or later (for PC)

Recognition of Prior Learning

We recognise your skills and knowledge gained through formal or informal training, work and/or life experience. To be granted Recognised Prior Learning (RPL) for a unit of study you will need to:

- complete a RPL application form
- participate in a meeting with First Door to discuss the prior learning evidence and the RPL process
- provide the required evidence of competency for the listed performance criteria for the unit/s. For example by: collecting and providing evidence, completing an RPL workbook and/or your practical skills being observed in the workplace.

For additional information relating to the RPL process, contact us.





Personalised Training Plans

You are able to choose either a Flexi or Structured training plan, depending on your preferred way of working and lifestyle. First Door consults with you to establish the best training plan to suit your needs and to enable successful completion of the course.

Flexi Training Plan

The flexi plan suits students that are highly self-motivated and need flexibility to set their own assessment due dates. Flexi students set their own timetable providing they are able to complete the course within one year. The flexi plan follows the three part course structure, excluding any RPL units.

The student's meetings with the student's personal mentor enables goal setting and assessment due dates to be established. Where possible, flexi students choose units that are in sync with the structured plan so that they can attend relevant workshops.

Structured Training Plan

Monthly Timetable

The structured plan provides students with a timetable to work through the course units on a monthly schedule. Our structured plan allows for the twelve units to be completed combining part time study with working. Studying using this plan also allows for RPL, and assists students to stay focused and motivated.

At the beginning of each unit, students receive their new unit's resources and attend an interactive workshop. A workplace mentoring meeting occurs mid-way through the unit and the assessment workbook is due prior to the commencement of the next unit.



Your Personal Mentor

First Door students have a personal mentor throughout their course that is industry experienced and a qualified trainer and assessor. As part of your student support, a meeting is arranged with your mentor to discuss each current unit. These can be either at your workplace, within specific locations, or by phone.

Where workplace mentoring is not possible, due to the location of the centre, then a phone meeting is arranged between student and mentor.

Study Support

You have access to student study support to assist in understanding the unit information and assessment workbook tasks. Study support is available by phoning or emailing your personal mentor. Emails will be returned within 24 hours excluding on weekends and public holidays. Phone calls can be made between 9am and 6pm on weekdays.

Workplace Related Assessment

First Door has designed an assessment workbook for each unit of study so that the assessment tasks and activities are meaningful and relevant to your current or future leadership and management role.

Throughout the course units you will need to organise and complete various meaningful workplace activities as outlined in your assessment workbook. These experiences enable you to put your learning into practice, using leadership skills and setting up management systems, to demonstrate your competency in the workplace.

Due Date Accountability

At First Door, we encourage students to be motivated, accountable and focused by setting assessment due dates. Whether your assessment due dates are self-directed on the flexi plan or set by First Door on the structured plan, all assessments are required to be received by First Door on or before due date. If necessary, you are able to request an extension request prior to due date.

Student Assessment Processes

Digital Assessment Workbook

The First Door assessment workbook is emailed to you at the beginning of each unit.

Wherever possible the assessment workbook is to be completed as a computer Word document and emailed to admin@firstdoor.com.au for marking. If you are unable to submit the workbook in this format then please make suitable alternative arrangements with us.

Timely and Constructive Assessment of Student Work

First Door undertakes to return assessment workbooks to you within fourteen days of their receipt. Constructive assessment feedback is provided to address any areas of difficulty and to further guide you on their progress.

Graduation

Graduating with First Door is a celebration event not to be missed. The graduation ceremony is held at the end of November each year for our graduating students.

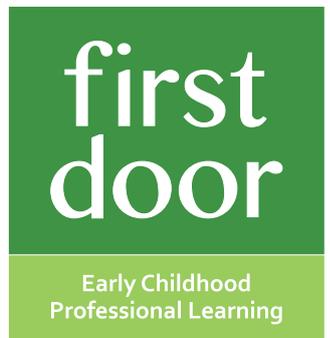
How to Enrol with First Door

We are here to help you throughout the enrolment and study process. Request or download an enrolment form from www.firstdoor.com.au then email the completed form to admin@firstdoor.com.au

Please note: All enrolments are subject to a non-refundable \$65 enrolment fee, plus \$110.00 textbook fee and the first unit fee.

Please contact us for additional information by phone: 3204 4336 or email: admin@firstdoor.com.au





contact us

www.firstdoor.com.au

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Follow Us



Nationally Recognised Training

RTO Code 40782

ACN No 161 108 596

Because each child deserves your best

Part 1: PLANNING

BSBMGT516 Facilitate continuous improvement

BSBHRM405 Support the recruitment, selection and induction of staff

Part 2: ORGANISING AND MONITORING

BSBFIM501 Manage budgets and financial plans

BSBMGT518 Develop organisational policy

BSBMKG508 Plan direct marketing activities

BSBMGT502 Manage people performance

BSBMGT517 Manage operational plan

Part 3: LEADING

BSBLDR501 Develop and use emotional intelligence

BSBLDR502 Lead and manage effective workplace relationships

BSBWOR502 Lead and manage team effectiveness

BSBLED501 Develop a workplace learning environment

PSPGEN048 Support workplace coaching and mentoring

Investment Structure

Professional Development For Your Team

Ongoing Learning Workshop | \$145 per person, or as advised for the relevant workshop

Workshop participants attend a workshop at our training venue including a light lunch and refreshments. Each participant receives a workshop workbook and a certificate of participation.

Team Professional Development Workshop | \$550

These interactive two hour workshops are facilitated at your centre, for your team of up to 15 people. Each additional person booked to attend is charged at \$30 per person. An individual quote is required for team workshops with 28 people or more.

Quality Standard Partner Package | \$1,675

The Partner Package is a tailored package to meet your current requirements. This investment includes: three consultation meetings and two tailored team professional development workshops.

Diploma of Leadership and Management Course

Fee Payment | \$230.00 per month for 12 months

Structured plan students are charged twelve monthly instalments of \$230.00 from the date of enrolment. Flexi plan students will receive an invoice by email before commencing each unit, and this is to be paid before starting the new unit.

Enrolment Fee | \$175 non-refundable fee

First Door invests in a thorough enrolment process to understand each student's individual learning needs and to establish the appropriate training program for each student. This fee is non-refundable and includes course resources.

Course Investment | \$2,935

The total investment for the course includes the cost of: First Door enrolment, resources, text book, a monthly workshop, personal mentoring, study support and assessment. On successful completion of the course, students receive a certificate for their nationally accredited qualification and are invited to attend a graduation ceremony.

Recognition of Prior Learning (RPL) | \$145 per unit

Please be advised that a RPL unit requires thorough assessment processes, and may require a combination of: completion of a workbook, evidence collection and workplace observation.

Fee Protection and Refunds

All fees paid in advance are protected. If First Door has to cancel the workshop or course a full refund will be given.

If a student provides one week notice to cancel prior to the course starting date, they will receive a full refund less the non-refundable enrolment fee. Cancellations after the course has begun will be dealt with on a case by case basis to ensure that First Door has done everything within its ability to assist the student in completing the course.

Note: Fees are subject to change. For current fees please see our website www.firstdoor.com.au