

| Title               | Curriculum Development Policy |
|---------------------|-------------------------------|
| Policy Category     | Childrens Programs            |
| Policy Type         | Best Practice                 |
| NQF Standard        | NQS: Quality Area 1           |
| Related Legislation | See legislation map           |

### Background and Context

- This policy will provide guidelines to ensure that the educational program (curriculum) and practice at Glen Education is:
  - based on an approved learning framework
  - underpinned by critical reflection and careful planning
  - stimulating, engaging and enhances children’s learning and development.

Glen Education is committed to:

- providing an educational program that is based on reflective practice, critical analysis and planning
- supporting each child to achieve learning outcomes consistent with the national Early Years Learning Framework and/or the Victorian Early Years Learning and Development Framework
- providing an educational program where children can learn through play and are supported to make decisions, problem-solve and build relationships with others
- creating an environment that supports, reflects and promotes equitable and inclusive behaviours and practices
- involving families in the development and review of educational program and practice.

The *Education and Care Services National Law Act 2010* (National Law) requires services to deliver an educational program (curriculum) that is based on the approved learning frameworks. In Victoria, approved learning frameworks for the early childhood sector are the *Early Years Learning Framework (Belonging, Being & Becoming)* and the *Victorian Early Years Learning and Development Framework*. These documents are underpinned by practices and principles that encourage reflection and provide educators with a thorough understanding of the pedagogy of early childhood curriculum in a contemporary context.

Part 4.1 of the *Education and Care Services National Regulations 2011* (National Regulations) outlines the operational requirements for educational program and practice within services, including the requirements for documentation of assessments in relation to the educational program. There is no prescribed method in the National Law or National Regulations for documenting assessment of children’s learning. Glen Education have determined a method that meets individual circumstances. To meet the documentation requirements of the National Regulations, the assessment must include an analysis of children’s learning. Collecting this information enables educators to plan effectively for each child’s learning and development. It can also be used by educators to stimulate reflection on their own values, beliefs and teaching practices, and to communicate about children’s learning with children and their families.

The National Regulations requires the appointment of an Educational Leader to lead the development and implementation of the educational program (or curriculum) at the service (Regulation 118). This person will have suitable qualifications and experience, as well as a thorough understanding of the *Early Years Learning*

Framework and/or the *Victorian Early Years Learning and Development Framework*, enabling them to guide other educators in planning and reflection, and to mentor colleagues in implementation practices (*Guide to the Education and Care Services National Law and the Education and Care Services National Regulations*, p85). At Glen Education, the Educational Leader is the General Manager, Operations and is supported by each service team leader.

The *National Quality Standard* is linked to the approved learning frameworks. Quality Area 1: Educational Program and Practice focuses on “enhancing children’s learning and development through the:

- pedagogical practices of educators and co-ordinators
- development of programs that “promotes children’s learning across five learning outcomes” (*Guide to the National Quality Standard*, p20).

The educational program must also be underpinned by the service’s philosophy.

### Scope

This policy applies to Glen Education, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Glen Education.

### Definitions

**Approved learning frameworks:** A document that outlines practices that educators and co-ordinators must use to support and promote children’s learning. The *Early Years Learning Framework (Belonging, Being & Becoming)* and the *Victorian Early Years Learning and Development Framework* are approved learning frameworks for use in Victoria.

**Critical reflection:** Reflective practices that focus on implications for equity and social justice (*Early Years Learning Framework*).

**Curriculum:** All interactions, experiences, activities, routines and events, planned and unplanned, that occur in an environment designed to foster children’s learning and development (*Early Years Learning Framework*; adapted from Te Whariki).

**Each child:** A phrase used in the *National Quality Standard* when an individualised approach is warranted and educators are required to modify their response to meet the needs of an individual child. An example is ‘each child’s current knowledge, ideas, culture and interests provide the foundation for the program’.

**Educational Leader:** Glen Education must designate, in writing, a suitably qualified and experienced educator, co-ordinator or other individual to lead the development and implementation of educational programs at the service (Regulation 118). This person must have a thorough understanding of the *Early Years Learning Framework* (or other approved learning framework), be able to guide other educators in their planning and reflection, and mentor colleagues in the implementation of their practice. At Glen Education, the Educational Leader is the General Manager, Operations and is supported by each service team leader.

**Glen Education Leader:** A person who is nominated by Glen Education Management to provide leadership and mentoring (operational and educational) across the organisation, that aligns with the National Early Years Framework and who actively promotes and ensures adherence to all Glen Education practices, policies and procedures.

**Learning:** A natural process of exploration that children engage in from birth, as they expand their intellectual, physical, social, emotional and creative capacities. Early learning is closely linked to early development.

**Learning framework:** Refer to **approved learning framework** above.

**Learning outcome:** A skill, knowledge or disposition that educators can actively promote in early childhood settings, in collaboration with children and families.

**Learning relationships:** Relationships that further children’s learning and development. Both adult and child have intent to learn from one another.

**Nominated Supervisor:** A person who has been nominated by Glen Education under Part 3 of the Act and who has consented to that nomination in writing can be the Nominated Supervisor. All services must have a Nominated Supervisor(s) with responsibility for the service in accordance with the National Regulations (Section 5 and 161).

**Play-based learning:** A context for learning through which children organise and make sense of their social world as they engage actively with people, objects and representations.

## Policy

### **Glen Education is responsible for:**

- ensuring that the educational program is stimulating and engaging, enhances children’s learning and development, and is based on an approved learning framework (refer to *Definitions*) (Section 168)
- ensuring the developmental needs, interests and experiences, and the individual differences of each child are accommodated in the educational program (*Section 168*) (refer to *Inclusion and Equity Policy*)
- ensuring the educational program contributes to each child:
  - developing a strong sense of identity
  - being connected with, and contributing to, his or her world
  - having a strong sense of wellbeing
  - being a confident and involved learner
  - being an effective communicator (*Regulation 73*)
- designating a suitably qualified and experienced Educational Leader to direct the development and implementation of educational programs at all Glen Education services (*Regulation 118*)
- ensuring the staff record includes the name of the Educational Leader at all Glen Education services (Regulation 148)
- ensuring that Glen Education’s overarching philosophy guides educational program and practice
- ensuring that assessments of the child’s developmental needs, interests, experiences and participation in the educational program are documented (*Regulation 74(1)(a)(i)*)
- ensuring that assessments of the child’s progress against the outcomes of the educational program are documented (*Regulation 74(1)(a)(ii)*)
- ensuring documentation of assessments includes reflection on the period of time the child is at the service, and how documented information will be used by educators at the service (Regulation 74(2)(a)(i)&(ii))
- ensuring documentation is written in plain language and is easy to understand by both educators and parents/guardians (*Regulation 74(2)(b)*)
- ensuring a copy of the educational program is displayed at the service and accessible to parents/guardians (*Regulation 75*)
- ensuring that parents/guardians are provided with information about the content and implementation of the educational program, their child’s participation in the program and documentation relating to assessments or evaluations of their child (*Regulation 76*)
- supporting the educational teams to develop and evaluate the educational program

**The Nominated Supervisor/Glen Education Leader is responsible for:**

- Working with teachers and educators to ensure that the educational program is stimulating and engaging, enhances children's learning and development, and is based on an approved learning framework (refer to *Definitions*) (Section 168)
- ensuring the developmental needs, interests and experiences, and the individual differences of each child are accommodated in the educational program (Section 168) (refer to *Inclusion and Equity Policy*)
- displaying a copy of the educational program at the service in a location accessible to parents/guardians
- ensuring that each child's learning and development is assessed as part of an ongoing cycle of planning, documentation and evaluation
- ensuring that there is a record of learning and development for each child, and that it is updated and maintained on an ongoing basis
- developing and evaluating the educational program in collaboration with Glen Education Management, educators, children and families
- ensuring regular communication is established between the service and parents/guardians in relation to their child's learning and development.

**All other educators are responsible for:**

- delivering an educational program that is stimulating and engaging, enhances children's learning and development, and is based on an approved learning framework (refer to *Definitions*)
- considering the developmental needs, interests and experiences, and the individual differences of each child in the educational program (refer to *Inclusion and Equity Policy*)
- assessing and documenting each child's needs, interests, experiences, participation and progress in relation to the educational program in a way that is easy to understand for parents/guardians
- making information available to parents/guardians about their child's participation in the educational program
- communicating regularly with parents/guardians in relation to their child's learning and development
- developing and evaluating the educational program in collaboration with Glen Education, Nominated Supervisor, children and families.

**Parents/guardians are responsible for:**

- communicating regularly with the service in relation to their child's learning and development
- providing input to the development of the educational program in collaboration with Glen Education Management, Nominated Supervisor, educators and children.

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

**Approvals and Revision**

| Date    | Version | Author                    | Revision Description                      |
|---------|---------|---------------------------|---|
| Q3 2012 | 1.00    | Glen Education Management | New Policy                                |
| Q2 2022 | 4.00    | Glen Education Management | Policy updated due to rebranding May 2022 |