



FREE TEMPLATE

Professional Development Plan

For OSHC Educators · NQS QA4 & QA7 Aligned · The OSHC Collection

Why professional development matters

Professional development is not just a compliance requirement — it is how we grow as educators, improve outcomes for children and build stronger teams. This plan helps every educator in your service set intentional goals, identify learning opportunities and track their progress across the year.

Educator Details

Educator name:		Role:	
Service name:		Year:	
Qualification:		Coordinator:	
Plan period:		Review date:	

My Strengths & Areas for Growth

My current strengths as an educator	Areas I want to grow in

NQS Self Assessment — How Confident Am I?

Quality Area	How confident am I in this area?	Do I want to develop in this area?
QA1 — Educational Program & Practice	☐ Very confident ☐ Fairly confident ☐ Still developing	☐ Yes ☐ No
QA2 — Children's Health & Safety	☐ Very confident ☐ Fairly confident ☐ Still developing	☐ Yes ☐ No
QA3 — Physical Environment	☐ Very confident ☐ Fairly confident ☐ Still developing	☐ Yes ☐ No
QA4 — Staffing Arrangements	☐ Very confident ☐ Fairly confident ☐ Still developing	☐ Yes ☐ No
QA5 — Relationships with Children	☐ Very confident ☐ Fairly confident ☐ Still developing	☐ Yes ☐ No
QA6 — Collaborative Partnerships	☐ Very confident ☐ Fairly confident ☐ Still developing	☐ Yes ☐ No
QA7 — Governance & Leadership	☐ Very confident ☐ Fairly confident ☐ Still developing	☐ Yes ☐ No



My Professional Development Goals

Professional Development Goal 1

My goal:

NQS quality area/s this links to:

How will I achieve this goal?

Target date: _____ Achieved? ☐ Yes ☐ In progress ☐ Not yet

Professional Development Goal 2

My goal:

NQS quality area/s this links to:

How will I achieve this goal?

Target date: _____ Achieved? ☐ Yes ☐ In progress ☐ Not yet

Professional Development Goal 3

My goal:

NQS quality area/s this links to:

How will I achieve this goal?

Target date: _____ Achieved? ☐ Yes ☐ In progress ☐ Not yet

Professional Development Goal 4

My goal:

NQS quality area/s this links to:

How will I achieve this goal?

Target date: _____ Achieved? ☐ Yes ☐ In progress ☐ Not yet



Professional Development Activity Log

Date	PD activity / training completed	Provider / source	Hours	Certificate obtained?
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
Total hours:				

Mandatory Training Checklist

Mandatory training requirement	Completed?	Date	Due for renewal
First Aid (HLTAID012 or equivalent)	☐ Yes ☐ No		
CPR — refreshed annually	☐ Yes ☐ No		
Anaphylaxis management training	☐ Yes ☐ No		
Asthma management training	☐ Yes ☐ No		
Child protection / mandatory reporting	☐ Yes ☐ No		
Geccko Foundation Training — Course 1 & 2	☐ Yes ☐ No		
Geccko Advanced Training (if applicable)	☐ Yes ☐ No		
Working with Children Check / Blue Card	☐ Yes ☐ No		

End of Year Reflection & Goals for Next Year

End of year reflection	Goals for next year

NQS Quality Area Links

NQS Quality Area	How this plan links
QA4.2.1 — Professional collaboration	Professional development is planned intentionally and linked to service goals and QIP
QA7.2.3 — Development of professionals	Educators are actively supported and encouraged to undertake continuing professional development
QA7.2.2 — Educational leadership	The educational leader uses PD plans to support and guide educator growth and practice

Educator signature:		Date:
Coordinator signature:		Date reviewed:
Shared with team?	☐ Yes ☐ No	Next review:

Great educators never stop growing — and neither should their professional development plan
@theoshccollection