



Training Plan in the field of early childhood

Level Required Qualifications Required PDT Required Training Suggested Training

Nursery Director

Bachelors in Early Childhood Education, Child Development, Child Psychology or higher.

Bachelors in unrelated area and Level 5 diploma in leadership in childcare services or equivalent.

Bachelors in unrelated area.

18 hours annually

30 hours annually

- Child Protection
- Emergency preparedness
- Leadership skills for early childhood professionals

- HR: supervision, mentoring, motivation
- Observation and assessment
- Child growth and development
- Curriculum and pedagogy
- Standards for child early year development
- Team building and staff communication
- Child advocacy
- Parent and community relationships
- Leadership and management skills
- Research and technology
- Marketing and public relations

Administrative Supervisor

Bachelors in unrelated area and Level 3 diploma in early years or higher.

Bachelors in unrelated area.

18 hours annually

30 hours annually

- Child Protection
- Emergency preparedness
- Leadership skills for early childhood professionals

- Child growth and development
- Parent and community relationships
- Administrative skills
- Customer service

Nursery Supervisor

Bachelors degree in Early Childhood Education, Child Development, Child Psychology or higher.

Bachelors in unrelated area and: Level 3 diploma in early years or CDA.

Bachelors in unrelated area.

18 hours annually

30 hours annually

- Child Protection
- Pediatric first aid

- Child health, safety, and nutrition
- Child social emotional development
- Early literacy
- Learning environments
- Guidance and discipline
- Inclusion and special needs
- Child brain development
- Child observation and assessment
- Parent relationships
- Classroom management
- Early intervention

Assistant Nursery Supervisor

Diploma in Early Childhood Education, Child Psychology, Montessori.

Diploma in unrelated area and Level 2 diploma in early years or CDA

Diploma in unrelated area.

18 hours annually

30 hours annually

- Child Protection
- Pediatric first aid

- Child health and safety
- Child nutrition
- Child growth and development
- Guidance and discipline
- Inclusion and special needs
- Parent relationships
- Classroom management
- Early intervention

Nurse

Degree in Nursing

18 hours annually

- Child Protection
- Pediatric first aid
- Preparing to work with children

- Child health and safety
- Child nutrition
- Shaken baby syndrome, SIDS
- Infant and toddler care

Asst. Nurse

Diploma in Nursing

30 hours annually

- Child Protection
- Pediatric first aid
- Preparing to work with children

- Child health and safety
- Child nutrition
- Shaken baby syndrome, SIDS
- Infant and toddler care

Nannies

High school diploma and Level 1 in early childhood education and care.

High school.

18 hours annually

30 hours annually

- Child Protection
- Pediatric first aid
- Preparing to work with children

- Child health and safety
- Child nutrition
- Shaken baby syndrome, SIDS
- Infant and toddler care
- Early intervention

babysitter

Level 1 in early childhood education and care.

No educational credential.

18 hours annually

30 hours annually

- Child Protection
- Pediatric first aid
- Preparing to work with children

- Health and hygiene
- Food allergies and child nutrition
- Shaken baby syndrome, SIDS
- Infant and toddler care
- Early intervention



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Level	Required Qualifications	Required PDT	Required Training	Suggested Training
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Cleaner

No educational credential.

30 hours annually

- Child Protection
- Pediatric first aid

- Environmental health and safety (indoor/outdoor)
- Safe storage and handling of cleaning materials

Secretary

Secretary Diploma & High school

30 hours annually

- Child Protection
- Pediatric first aid

General Accountant

Bachelors degree in Accounting OR High school diploma

30 hours annually

- Child Protection
- Pediatric first aid

General Admin

High school diploma or higher

30 hours annually

- Child Protection
- Pediatric first aid

Bus Driver

No educational credential.

30 hours annually

- Child Protection
- Pediatric first aid
- Preparing to work with children

Security Guard

No educational credential.

30 hours annually

- Child Protection
- Pediatric first aid

Bus supervisor

High school OR Level 1 in early childhood education and care.

30 hours annually

- Child Protection
- Pediatric first aid
- Preparing to work with children

- Child transportation and field trip safety
- Transporting children with disabilities
- Emergency and accident management