

PROFESSIONAL DEVELOPMENT POLICY

Rationale

Professional Development is special training or advanced learning to improve the knowledge, competencies, skills and effectiveness of school staff and associates.

Aims

1. To address the procedure for applying for staff Professional Development.
2. To ensure that staff development and training is fostered equitably, according to each staff member's need and the school requirements.
3. To identify and clarify that there are priorities relating to staff development and professional learning needs.
4. To improve student learning, management and wellbeing.

Implementation

1. The Assistant Principal will be responsible for co-ordinating the whole-school Professional Learning Plan, including planning for the use of common curriculum days.
2. The dates of Curriculum Days are to be endorsed by School Council, whilst the content of the days are decided by the Assistant Principal in accordance with staff and school requirements.
3. The school and the Department of Education will provide appropriate funding for staff to attend professional learning programs according to merit and the school's Professional Development budget.
4. All staff will have access to personal professional learning, both inside and outside of school hours, within the parameters of the policy and budget.
5. Interested parents and School Councillors will have access to relevant professional learning, especially to opportunities relating to particular school programs and operations.
6. Each staff member will maintain his or her own Personal Professional Learning Register, which will be regularly updated for professional standards and VIT requirements.
7. Priority will be given to those staff members who request professional learning relating to the curriculum, to the Annual School Implementation Plan and to the current School Strategic Plan.
8. Individuals & groups who attend professional learning activities will be strongly encouraged to share their experiences with relevant school community members.
9. Staff with identified areas of expertise will be encouraged to provide in-service training for their colleagues, where appropriate.
10. Staff will follow the correct procedure when applying to the Assistant Principal for access to Professional Development where registration costs and the hire of replacement teachers are involved.

Appendix

PD & CRT Request Form

Evaluation

This policy will be reviewed as part of the School's three year review cycle.

Professional Development & CRT Request Form

Name:	Class:	Date of application:	Cost:	CRT needed Yes / No
Name of Course:	Venue:	Date(s) of PD:		

Tick appropriate category box(es)

- ☐ 1 School Priority
- ☐ 2 DET Initiative
- ☐ 3 Teacher Professional Practice Day

- ☐ 4 School Admin / Management
- ☐ 5 Learning Area (subject) development (e.g. Math / English)
- ☐ 6 Learning Technologies PD
- ☐ 7 Health & Wellbeing PD (including learning about syndromes e.g. Downs, ASD, Dyslexia, gender equity and student support)
- ☐ 8 Own identified needs (e.g.: career development, class management etc.)
- ☐ 9 Other

P.D. Approved by AP

Date.....

Once a P.D. has been approved:

3 HARD COPIES REQUIRED PLEASE:

1. ORIGINAL IN ORDER BOOK

Complete order and ensure authorisation by the PD co-ordinator (AP).
The office can only process when co-ordinators have signed orders.

2. COPY TO AP

For Budget, Whole school and Individual PD records

3. COPY TO CRT CO-ORDINATOR IF CRT REQUIRED

The CRT convener can only arrange a CRT when she has this authorisation document

**KEEP ELECTRONIC COPY FOR YOUR OWN RECORDS & FOR VIT AUDIT/EVIDENCE.
REMEMBER TO ADD THIS PD TO YOUR PD RECORD SHEET FOR VIT AUDIT/EVIDENCE.**