

Professional Learning Application Form

Event Title		Date of Event							
Location		Start	Finish						
What area of the school plan / faculty plan / PDP does this professional learning address?									

What plan is in place to share the learning with other staff?

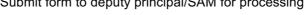
Staff Attending	Periods to cover		Course	Office Use Only					
Staff Attending	Day 1	Day 2	Cost	CEPs Code		Detail of paid cover			
Head Teacher / Supervisor approval					Date				
Course Information attached Approval to register (Senior Executive)									
The approved application will now be added to the calendar									
Office Use Only									
APPROVAL AND AUTHORITY TO AUTHORISE PAYMENT									
Registration completed and tax invoice attached or Registration completed & Department direct debit									
Payment:			ſ						
Cost Centre: Ed Delivery 68484101 Description for Payment									
Budget Area: Professional Learning RSP/848405-17 Beginning Teacher RSP/848406-17									
Other:									
Casual General Ledger: 500101 Course General Ledger: 522874 Fund Code: 6100									
Approver Name			Signature			Date			
Copies made and distributed to:									
Original and attachments to Admin Manager Copy to Teacher Copy to HT Admin Copy to Deputy Version 171007									

Professional Learning Application Process

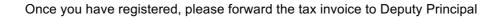
Review school plan, faculty plan or PDP to assess usefulness of professional learning opportunity. If relevant, check school calendar. If calendar okay, in consultation with your supervisor/head teacher, complete application form.











Deputy Principal finalises your application by adding the event to the calendar. Office staff will provide a copy to the finance office, HT Admin and the applicant. You will know that you have final approval to attend the course when you receive a copy of the application form.

Attend Professional Learning session



Share the learning with other staff



If for any reason you are unable to attend, please inform your Deputy Principal and HT Admin as soon as possible as casual teachers may have already been employed to cover your classes.





