

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 Cost	Office Use Only	
	Day 1	Day 2		CEPs Code	Detail of paid cover
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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:
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

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.



Attach course information to the application form and have your head teacher / supervisor sign the application.



Submit form to deputy principal/SAM for processing



Deputy Principal will email approval for you to register for the course



Once you have registered, please forward the tax invoice to Deputy Principal



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.



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.



Attend Professional Learning session



Share the learning with other staff