Professional Learning for Staff Policy

Help for non-English speakers

If you need help to understand the information in this policy, please contact the college via email (Kyabram.P12@education.vic.gov.au) or phone (03 5851 2100).

PURPOSE

It is essential all our staff have access to professional learning to continually develop their knowledge, skills and career opportunities which in turn will enhance the learning experiences and outcomes for all our students. We run a comprehensive professional learning program which takes many forms and is offered internally and externally.

SCOPE

Professional learning at the College should:

- Contribute to improved teaching and learning, enhanced work practices and career advancement
- Be adequately resourced
- Be planned in accordance with the school's goals and personal learning priorities
- Ensure that the professional growth of staff is developed cooperatively, resources are used effectively, and evaluation of the program occurs regularly

POLICY

The Prin Team, in conjunction with members of PCC, will be responsible for facilitating the learning of all staff through a coordinated approach. All staff will identify individual professional learning needs through the College's Performance and Development Plan process.

In conjunction with individual professional needs, the school will identify the key professional learning priorities based on the following areas:

- Goals and priorities as listed in the School Strategic Plan and Annual Implementation Plan
- Whole school professional learning needs
- Group professional learning needs
- Individual professional learning needs

System priorities

Each person is to submit their own professional learning request. One person per request on Compass. These submissions will need approval from the Collaborative Team Leader (CTL). Submissions needs to be completed in general one month prior to the professional learning session taking place.

The procedure for approving staff attendance at professional learning activities during school hours will take place at the Leave meeting. If a professional learning request is submitted (e.g., a late submission) and there is not a Leave meeting scheduled, the Professional Learning Coordinator will discuss the possibility of these requests being approved with the principal in consultation with the Daily Organiser.

At the Leave meeting, the following criteria will be discussed and addressed prior to approval:

- The purpose/ relevance of the professional learning activity to be undertaken
- The timing of the professional learning activity in relation other college activities and events running on the same day. Where possible, we will avoid approving professional learning activities that are scheduled in the first and last week of each term.
- The cost and the number of people wanting to attend the professional learning activity
- The number of other staff already participating in other activities or events, ensuring not to exceed five people in total, to be reviewed as required.

Where possible, professional learning requests could be approved outside of a Leave meeting if it is low cost, outside school hours and/ or requires no coverage.

All professional learning activities that are scheduled to occur during Flying Start will be reviewed during a Leave meeting held early in Term 4. The Professional Learning Coordinator will ask all CTLs to coordinate all requests from their respective teams. Once collated, the CTLs will submit it via email to the Professional Learning Coordinator.

Professional learning requests schedule for February of the following year need to be submitted and discussed at a Leave meeting during mid-Term 4 of the current year.

A certificate outlining all the professional learning activities attended by staff, both within and outside of school, will be provided to all staff at the end of the year or on the departing staff member's final school day, if prior to the end of the year. A regular time in the meeting cycle will be reserved for staff development. The program will ensure that requirements of VIT renewal of registration can be met.

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023
Consultation	October 2023 Education Subcommittee of College Council
Approved by	Principal
Next scheduled review date	October 2026 Recommended cycle of 3-4 years