\*\* Please note that this form is to be used for any internal, formal, accredited training, or any professional development that is not listed on the Professional Development Program \*\*

1. **Applicant Details and Employment Details**

|  |
| --- |
| **STAFF and PROFESSIONAL DEVELOPMENT DETAILS (Please attach any activity details to this form)** |
| **Name** |   |
| Activity/Course title |   |
| Delivered by |   |
| Location |   |
| Date/s |   |
| Total hours/days absent |   |
| **EMPLOYMENT DETAILS** |
| Department |   |
| Employee number |   |
| Employment status | Ongoing |[ ]  Contract |[ ]  Casual/Sessional [ ]  |
| Employment type | HEW |[ ]  Teaching |[ ]   |

1. **Description of the Activity Details**

|  |  |  |
| --- | --- | --- |
| Internal [ ]  | External [ ]  (if not listed on Federation TAFE PD Program)  | Attachment of promotional flyer/electronic evidence of activity [ ]  |

|  |
| --- |
| **PROFESSIONAL DEVELOPMENT** (**Please tick relevant domain)** |
| **Teaching** [ ]  | **Assessment** [ ]  | **Industry Collaboration** [ ]  | **Systems & Compliance** [ ] **(VET sector knowledge)** | **Skills Area** [ ]  |

|  |
| --- |
|  **Session Type** |
|  Full day | [ ]  |  | Workshop | [ ]  |
|  | Conference | [ ]  |
| Half day | [ ]  |  | Network Meeting | [ ]  |
|  | Training / Formal Course | [ ]  |
| 1 hour short session | [ ]  |  | Industry Release / Engagement | [ ]  |
|  | Online | [ ]  |
| 2 hour short session | [ ]  |  | Other | [ ]  |

1. **Alignment between Professional Development Opportunity and PRDP/Professional Plan (PP)**

|  |
| --- |
| **ALIGNMENT to Federation TAFE PRIORITIES** |
| My current PRDP or Performance Plan |[ ]
| Other *(specify)*  |
| How will this enhance your vocational teaching and learning (and assessment) skills? |
| How will this ensure that you remain current in your relevant industry skills, practice and knowledge (directly relevant to the qualification and subsequent training and assessment being delivered by you)?  |
| How will this ensure broader VET Sector knowledge is maintained, especially around complex systems, compliance and regulatory requirements?  |

1. **Evidence Summary**

|  |
| --- |
| **SHARING of INFORMATION/EVALUATION of ACTIVITY** |
| Report to Team meeting |[ ]
| Presentation to Faculty Department meeting |[ ]
| Written report to Supervisor |[ ]
| Document evidence summary with PRDP or PP document |[ ]
| Provide evidence to VET Practice Unit for recording  | [ ]  |
| Other *(specify)*  |

1. **Budget (refer to notes)**

|  |  |
| --- | --- |
| **ACCOUNT CODE**  | **(PD Code)**  |
| **TOTAL ACTIVITY COSTS ($)**  |
| Registration fees |   |
| Travel |   |
| Accommodation |   |
| Meals |   |
| Other |   |
| Time release (e.g. cost to backfill with sessional) |   |

**Note 1:** Please contact your Faculty Business Manager or equivalent, and/or Supervisor, and/or Director to ascertain budgetary limits for professional development within your Faculty/School/Directorate.

**Note 2:** If you do not know the account code, please contact your Supervisor, and/or Faculty Business Manager or equivalent for assistance.

**Note 3:** Please discuss this with your Supervisor, who is responsible for actual booking arrangements (if the activity is approved).

1. **Booking Requirements**

|  |
| --- |
| **BOOKING REQUIREMENTS** |
| [ ]  Plane | Departure Date:  | Time:  | Return Date:  | Time:  |
| [ ]  Fed TAFE Car | Departure Date:  | Time:  | Return Date:  | Time:  |
| [ ]  Hire Car | Departure Date:  | Time:  | Return Date:  | Time:  |
| [ ]  Shuttle Bus | Departure Date:  | Time:  | Return Date:  | Time:  |
| [ ]  Train | Departure Date:  | Return Date:  | Myki required [ ]  |
| [ ]  Taxi | Departure Date:  | Return Date:  | No. of vouchers required:  |
| [ ]  Accommodation | Arrival Date:  | Departure Date:  | Location:  |
| Accommodation Address:  |
| [ ]  Attachment of proposed itinerary  |

1. **Approvals and Checklist**

|  |  |
| --- | --- |
| **Signature** – Staff member |  |
| **Date of application** |   |
| **Approval of attendance** (*by Program Manager/Director)* | YES [ ]  | NO [ ]  |
| **Signature** – Program Manager/Director |  | Date:  |
| **Completed overseas travel form**<http://policy.federation.edu.au/forms/University-Funded-Overseas-Travel-Application-Form.pdf> | **N/A** [ ]  | **Yes** [ ]  | **No** [ ]  | Date:  |
| **Filled in details on Empower (Employment Self Service Systems)** | **N/A** [ ]  | **Yes** [ ]  | **No** [ ]  | Date:  |

1. **Additional Notes/Details:**
* Applications must be received at least two weeks prior to the scheduled activity.
* All staff must discuss the proposed professional development activity with their direct supervisor prior to completing this application form.
* The Program Manager approves the form and then scans/sends it with **supporting documentation and evidence of attendance**, to tafepd@federation.edu.au for tracking of Professional Development.
* For additional information regarding professional development policies and procedures: http://policy.federation.edu.au/human\_resources/professional\_development/professionaldevelopment/ch01.php
* For additional information regarding travel policies and procedures (including overseas travel): http://policy.federation.edu.au/finance/travel/travel/ch01.php

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office use only:**

[ ]  **Signed by Administration and entered on PD Tracker – Date:**