\*\* 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](mailto: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

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**Office use only:**

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