

Application to attend External Professional Learning

This application must be completed and approved before applying for Professional Learning courses organised by outside providers. Please read the school policy regarding external PL before applying.

This process is to help ensure all staff has access to PL, that funds from the school PL budget are used effectively and that the whole school gains from attendance at PL courses.

Applicant Name(s)			
Faculty			
Course Title			
Venue		Date(s) of attendance	
Is this course providing one for one casual release? Yes/No Please provide code or details			
Accreditation	Yes/No	CSO Code	Cost
Please indicate how you intend to use the information in your teaching			
All attendees must be able to share resources and knowledge gained within their faculty and/or with the wider staff community. Please discuss this with your Studies Coordinator and indicate how you will fulfil this requirement.			
Signature of Applicant		Date	
<i>Please give your application to your Studies Coordinator</i>			
Studies Coordinator's comment in support of application or otherwise			
Course Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>	Signature	Date
<i>Please return form to applicant who will then forward it to the Assistant Principal.</i>			
Assistant Principal Comment (if required)			
Signature		Date	
Principal's Signature		Date	
Course Recommended <input type="checkbox"/>		Not Recommended <input type="checkbox"/>	

This completed form must be attached to any request for funds from the Bursar.