

4_Professional Development Application

ID:0 | 17/10/2019 |

Recipient: Carol Connelly | CONNELLY J

* Mandatory fields |

1	Staff Information		
	Attendees (list all names): *	Date Submitted:	Curriculum area of in-service: *
	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>
2	Date of PD: *	End Date of PD: *	Total PD Days: *
	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>
	If PD is not for a full day, please specify times: <input type="text"/>		
3	Professional Development Information		
	Title of In-service and Provider: *	Location: *	
	<input type="text"/>	<input type="text"/>	
AISTL Standards Addressed by the PD: <input type="text"/>			
Learning Goals			
Related Professional Learning Goal from the PRD Process: *			

How does this PD support your meeting of your Professional Learning Goal listed above: *

PD information

4

Upload any PD information (if applicable):

No fi...hosen

Add Link for PD information (if applicable):

COSTING

Course Fee \$:

Accommodation \$:

5

Transport \$:

TOTAL COST:

Comments (if any):

6

Disseminate Learning

Outline how you intend to disseminate the learning from the PD to staff:

This should be negotiated with your HOC or relevant person prior to completing this application. *

Dean / HOD Teaching & Learning Approval

Has a copy of the PD information been provided:

Not Selected Yes No

Supported by Head of Department or Dean of Pastoral Care:

Not Selected Yes No

Comment (if any):

Business Manager

Cost Approval of proposed PD.

Not Selected Yes No

Comment (if any):

OFFICE USE ONLY

Approval Status:

Not Selected Approved Not Approved

Date:

dd/mm/yyyy

Comment (if any):

PD Approved Requirements

If Your PD has been approved then the following steps need to occur:

- Registration for PD. Invoice to be obtained and forwarded to accounts. (If immediate payment required please contact Assistant to Business Manager)
- Items to be booked. (Accommodation, Air Fares, Other). Make own arrangements and supply invoices/receipts, or contact Assistant to Business Manager to make appropriate bookings and payments (if required).

