

**LAMBTON HIGH SCHOOL
PROFESSIONAL DEVELOPMENT APPLICATION AND TRANSFER OF DUTY**

Section 1

Name:..... Faculty :.....

Activity:

Closing Date of Application: Venue:

Date (s): Number of Days:

| |
|---|
| Outline how this professional development activity supports school priorities (attach details if needed) |
| |
| |
| |

Costs: (Please be aware of the guidelines document attached)

| Requests | Details & Costs | Approved |
|---|-----------------|----------------------------------|
| Course Fee | | Yes / No |
| Accommodation | | Yes / No |
| Meal Allowance (tick): <input type="checkbox"/> Breakfast (Maximum \$10) <input type="checkbox"/> Lunch (Maximum \$10) <input type="checkbox"/> Dinner (Maximum \$25) | | Yes / No Yes / No Yes / No |
| Travel: <input type="checkbox"/> Private car <input type="checkbox"/> Bus/ Train <input type="checkbox"/> Air travel* | | Yes / No |
| Incidental Costs | | Yes / No |
| Is Relief Required? (\$319) | Yes / No | Yes / No |

Costing *To be completed by Professional Development Committee)*

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|----------------|---------|---------------|---------|----------------|---------|--------|---------|------------------|---------|--------|---------|--------------|----------------|---|---------------------------|--------------|---------------------------------|--------------|--------------------------------|--------------|-------------------------|--------------|--------------------------------|--------------|---------------------------|--------------|-----------------------------|--------------|-----------------------------------|--------------|
| <table style="width: 100%;"> <tr><td>Course Fee</td><td style="text-align: right;">\$.....</td></tr> <tr><td>Accommodation</td><td style="text-align: right;">\$.....</td></tr> <tr><td>Meal Allowance</td><td style="text-align: right;">\$.....</td></tr> <tr><td>Travel</td><td style="text-align: right;">\$.....</td></tr> <tr><td>Incidental Costs</td><td style="text-align: right;">\$.....</td></tr> <tr><td>Relief</td><td style="text-align: right;">\$.....</td></tr> <tr><td>TOTAL</td><td style="text-align: right;">\$_____</td></tr> </table> | Course Fee | \$..... | Accommodation | \$..... | Meal Allowance | \$..... | Travel | \$..... | Incidental Costs | \$..... | Relief | \$..... | TOTAL | \$_____ | <p style="margin: 0;"><u>Subsection</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Beginning teachers</td><td style="text-align: right;">412-250.....</td></tr> <tr><td>Use of ICT for T & L</td><td style="text-align: right;">413-250.....</td></tr> <tr><td>Literacy & Numeracy</td><td style="text-align: right;">414-250.....</td></tr> <tr><td>Quality Teaching</td><td style="text-align: right;">415-250.....</td></tr> <tr><td>Syllabus Implementation</td><td style="text-align: right;">416-250.....</td></tr> <tr><td>Career Development</td><td style="text-align: right;">417-250.....</td></tr> <tr><td>Welfare & Equity</td><td style="text-align: right;">418-250.....</td></tr> <tr><td>School Identified Priority</td><td style="text-align: right;">419-250.....</td></tr> </table> | Beginning teachers | 412-250..... | Use of ICT for T & L | 413-250..... | Literacy & Numeracy | 414-250..... | Quality Teaching | 415-250..... | Syllabus Implementation | 416-250..... | Career Development | 417-250..... | Welfare & Equity | 418-250..... | School Identified Priority | 419-250..... |
| Course Fee | \$..... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accommodation | \$..... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Meal Allowance | \$..... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Travel | \$..... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Incidental Costs | \$..... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Relief | \$..... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | \$_____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Beginning teachers | 412-250..... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Use of ICT for T & L | 413-250..... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Literacy & Numeracy | 414-250..... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quality Teaching | 415-250..... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Syllabus Implementation | 416-250..... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Career Development | 417-250..... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Welfare & Equity | 418-250..... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Identified Priority | 419-250..... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

To be completed by Professional Development Committee)

| | | |
|--------------------------------------|---|--|
| Decision: | Approved: | Declined: |
| Feedback: | <input type="checkbox"/> Written Report <input type="checkbox"/> Staff Meeting | <input type="checkbox"/> Executive Meeting <input type="checkbox"/> Staff Development Day |
| Signature (chairperson) | Date: | |

Section 2

Lambton High School Teacher Professional Learning Guidelines

These guidelines have been developed for all staff to provide clear instructions on the approval and authorisation process for Teacher Professional Learning at Lambton High School.

Staff wishing to undertake Teacher Professional Learning courses must first complete the application form and provide the following information:

- Details of the activity including the closing date of application, date of activity, venue, and course fee
- An outline of how the professional development activity supports the school priorities
- Specific information relating to the cost of relief, travel arrangements, meal arrangements and accommodation

Prior approval to undertake travel provides better control of the travel arrangements, improves planning and coordination, establishes limits for expenditure and assists in budget management.

If it is necessary for staff to undertake travel, the most economical and practical form of transport should be chosen. Staff should in the first instance consider travelling by public transport.

When comparing various travel options the following factors must be considered:

1. The cost of overnight accommodation;
2. The cost of meal allowances (only for overnight accommodation);
3. The cost of any incidental expenses such as taxis, buses or car parking.

The **Authority to Travel Form** must be used for air travel. All domestic and international travel bookings are to be made through the NSW Government's appointed Travel Management Company. (Further information can be obtained from the Department of Commerce at www.nswbuy.com.au)

The following documents are required for staff claiming actual expenses:

- docketts are original;
- docketts relate to the journey;

Credit card statements without a tax invoice are not acceptable for reimbursement.

Only approved costs determined by the Teacher Professional Learning Committee will be reimbursed.

The application must be initially endorsed by the Teacher Professional Learning Committee.

Once the activity is approved then the organising teacher will seek approval from the Faculty Head Teacher, Deputy Principal, and Principal.

I have read and understand the Teacher Professional Learning Guidelines:

Teacher (Signature) **Date:**

Transfer of Duty Approved by:

1. Faculty Head (Signature) Date:
2. Deputy Principal (Signature) Date:
3. Principal (Signature) Date:

| Notified | Signature | Date |
|---|-----------|------|
| Entered on school calendar | | |
| Copy to Administration Manager | | |
| Copy to H.T. Administration | | |
| Original to Chairperson of Professional Committee | | |