

PADUA COLLEGE LIMITED
ACN 072 693 700 ABN 20 072 693 700

Policy Title	Version Number	Date Issued
Professional Learning and Training Policy	2.0	March 2006
		Reviewed April 2010 June 2015

INTRODUCTION

Padua College is a Year 5-12 Catholic boys' day school conducted by the Franciscan Friars. In the spirit of the Melbourne Declaration on Educational Goals for Young Australians, Padua College is committed to its development as a learning organisation.

POLICY STATEMENT

Each member of staff is encouraged to further his/her professional development, aside from mandatory training and development. For teaching staff, it is a requirement to undertake professional development which is linked to the school's professional development requirements as articulated through the performance processes. Professional development may be accessed through school sponsored inservice activities during school hours or it may be undertaken outside of school hours as negotiated in enterprise bargaining agreements.

The College will comply with the legal requirements of State and Federal education authorities as to professional learning and training.

PURPOSE

This document outlines the guidelines and procedures for the implementation of the professional development policy at Padua College.

SCOPE

This policy applies to all staff employed at Padua College. However, all teaching staff are required to develop their potential to assist the College in its development as a learning organisation.

PROCEDURE

1. Inservice opportunities (other than formal tertiary) funded by the College

- a) Professional development opportunities are made available to staff by the Heads of Curriculum and House Guardians through communication from the Vice Rector Teaching and Learning, Vice Rector Pastoral Care and the Vice Rector Formation.
- b) Staff members are to consult with the relevant Head of Curriculum and/or Vice Rector for support of their inservice application.

- c) A Professional Development Application Form is to be completed and together with the relevant documentation, forwarded to the Vice Rector Formation for processing and final approval.
- d) The Vice Rector Formation consults the Vice Rector Administration seeking approval for release time. The Vice Rector Administration notes the details in preparation for providing supervision of classes.
- e) The Vice Rector Formation processes the registration of the staff member into the relevant course and arranges for the payment of expenses through the Business Manager who also keeps a copy of the activity for recording and taxation purposes.
- f) The Vice Rector Formation notifies the staff member when the registration has been completed and informs him/her of any relevant details relating to attending the activity.
- g) Teachers are to keep a record of professional development activities for Queensland College of Teachers.
- h) As a follow-up to the inservice staff members may be called upon to report back to colleagues via whole staff or curriculum meetings.

2. Financial assistance for professional development (formal tertiary) provided by the Board of Padua College

- a) Staff members may apply to the Rector for reimbursement of up to 50% of costs of each subject/course to be incurred for further self-education of staff.
- b) Details of the subject/course to be funded are to be provided to the Rector at the beginning of each calendar year. Priority will be given to any application for studies undertaken in religious education. Any remaining funds will be made available for subjects/courses approved by the Rector in order of priority as he sees fit.
- c) The total amount of the fund for each year will be approved in the annual budget by the Board of Directors. Should this amount not be sufficient to cover the above stated costs for each application, then the funds will be disbursed on a proportionate basis to those staff members successfully completing the approved course/subject.
- d) Staff members wishing to claim reimbursement of approved study successfully completed will provide the Rector proof of successful completion of the subject/course, and the costs in respect of the reimbursement sought.