Doncaster Gardens Primary School
Professional Learning Policy

Philosophical Basis:

Targeted, high quality professional learning (PL) programs provide all members of the school community with opportunities for professional growth, and the school with opportunities to improve student learning outcomes and enhance programs and practices.

Guidelines:

- Professional learning will be based on the needs of both the school and the individual members of the school community, and linked to the Annual Implementation Plan wherever possible.
- Department of Education and Early Childhood Development policies and initiatives will be a priority for professional learning.
- All school community members will be made aware of relevant professional learning opportunities, and will be expected to participate when practicable.
- Whole staff professional learning programs will be held regularly throughout the year.

Implementation:

- A professional learning (PL) coordinator will be nominated at the beginning of each year.
- A program budget for professional learning will be allocated annually, which will allow for equity of resources for staff over time, and include sufficient funds for relevant incidental professional learning.
- The PL coordinator will regularly monitor the budget.
- The PL coordinator will ensure that all members of the school community are kept aware of relevant professional learning programs on offer.
- Applications to attend professional learning programs will be made in writing to the PL coordinator, giving details of the nature of program, venue, time, cost and whether a casual replacement teacher will be required (a proforma will be provided).
- Applications will be made as far in advance as possible.
- The PL coordinator will present all applications for professional learning at the next scheduled Leadership Team meeting for consideration.
- Records of PL completed must be kept for the purpose of maintaining registration with the Victorian Institute of Teaching (VIT). Professional learning record pro formas are to be completed and returned to the PL coordinator at the conclusion of each term.
- The PL coordinator will play a role in coordinating and organising professional learning activities on a whole staff basis.
- A certificate of professional learning completed will be available at the end of each year for each staff member upon request, signed by the Principal.

Evaluation:

- Reporting back at team and staff meetings may be required following minor professional learning undertaken.
- The completion of a PL Evaluation Form may be required following major professional learning undertaken.
- This policy will be reviewed every three years as part of the policy review cycle.