

**Holy Family Primary School  
GOWRIE**



**STAFF  
PROFESSIONAL  
LEARNING**

**Policy**





# Staff Professional Learning Policy

## Related Policies:

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Nil

## Purpose

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Continuous learning is the hallmark of a professional, and it is the responsibility of both the school and the individual staff member to ensure that professional learning is both regular and effective. Staff are expected to avail themselves of the opportunities provided by the system, the school and other sources. Each staff member has obligations under the terms of the current Enterprise Agreement but is also expected to engage in additional activities when possible.

## Policy

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1. The continuing Professional Learning of ACT teachers is now recognised through Teacher Quality Institute (TQI) accreditation of Professional Learning(PL) programs and the inclusion of PL as a requirement to maintain professional registration. These processes connect Professional Learning to the Australian Professional Standards for Teachers or Standard for Principals.
2. The various aspects of school life – educational and administrative – change constantly and therefore, staff must be given opportunities to update their knowledge.
3. The provision of Professional Learning opportunities is a system responsibility in light of the current Enterprise Agreement, but personal growth and development is also an individual responsibility.
4. The system and the school both supply funding to support staff in their Professional Learning, and the allocation of this funding is determined by the Principal.
5. Staff are encouraged to select their own Professional Learning, in line with their career goals but they might also be guided in this matter by executive staff, who share the responsibility for encouraging staff to grow professionally.

## Definitions

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### **TQI Accredited Programs**

Accredited Programs are listed on the resources menu of TQI portal. The accredited programs staff attend will automatically be added to staff PL Profile as soon as the provider has verified staff attendance with TQI. Staff complete a brief online evaluation for each program they attend and an online professional reflection if submitting the program as part of required hours.

### **TQI Teacher Identified Activities**

Teacher Identified Activities encompass a wide range of other professional learning which they have completed to improve their professional knowledge and practice. Examples include: formal academic study, formal action research, online learning, professional collaborative projects, professional reading, non-accredited programs and conferences.

### **Other Professional Learning**

Teachers who attend Professional Learning through the course of the year will share their reflections of this learning with the staff of Holy Family. Through completing the 'Attendance at Professional Learning Report' (attached) teachers will focus reflections on:

- Aims of Professional Learning
- Insights from Professional Learning
- Recommendations for Holy Family

## **Procedures**

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1. Mandatory Professional learning is required for renewal of teacher registration.
2. All teachers (including casual and part-time staff) need to record and reflect on a minimum of 20 hours of Professional Learning to meet requirements for registration renewal. This will be done by each teacher through his or her Professional Learning Profile which is accessed on the TQI portal.
3. To make up the 20 hours required each year teachers must choose a combination of programs accredited by TQI (Accredited Programs) and other Professional Learning (Teacher Identified activities) with a minimum of 5 hours of each.
4. During the last week in January, the school provides four days of whole staff Professional learning. At least one of the allocated days must be devoted to spiritual and pastoral development.
5. Professional learning activities during school time will be made available to staff as required, but the Principal must be satisfied that the cost involved.
6. Staff meetings are designed to provide quality Professional Learning to occur. Several staff meetings can be combined to register for a course of study that can be TQI accredited.

## **References**

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<http://ww.tqi.act.edu.au/professional-learning>

<https://portal.tqi.act.edu.au/>

## Forms

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### Attendance at Professional Learning Report

Approved by:	Holy Family School Board
Implementation Date:	2013
Policy last Updated:	August 2014
School Contact Officer:	Anne-Marie Marek



## Attendance at Professional Learning Report

Staff Members: \_\_\_\_\_ Date: \_\_\_\_\_

Venue: \_\_\_\_\_ Hours: \_\_\_\_\_

Aims of  
Professional  
Development



Insights from  
Professional  
Development



**Recommendations for Holy Family**