



Rationale

The skills of teachers are regarded as an important part of the overall educational structure. For the school to be effective, teachers need to be confident, knowledgeable and adaptable individuals who are able to provide high quality services. The continuing professional development of all staff is recognised as important to the acquisition of new skills and the extension of knowledge.

Professional development is neither a privilege nor an optional activity, but forms an integral part of a staff member's registration and duties.

VIT REQUIREMENTS AND WHAT WILL BE RECOGNISED

All teachers who wish to teach in Victoria must be registered with the Victorian Institute of Teaching (VIT). Registration is required by law and must be renewed every five years. Teachers seeking to renew their registration must declare that they are up to date in their professional practice and suitable to teach.

To maintain professional practice:

- From November 2008 teachers will be required to declare that they have undertaken a defined quantity and scope of professional development activities when applying for renewal of registration.

The quantity of professional development activities will be phased in until 2012 when teachers will be required to have undertaken 100 hours in the previous five years.

- Teachers who renewed their registration at the end of 2007 need to keep records of their professional development activities from 2008, in preparation for the next five years period of renewal.
- Teachers applying for renewal of registration from November 2008 onwards will be required to declare their hours of professional development activities according to the phased implementation process. The schedule for the implementation process can be found on the VIT web site at - www.vit.vic.edu.au/files/documents/1338_summary-of-requirements-2.pdf

To be considered part of the required hours, PD activities must relate to the standards of professional practice. Teachers need to be able to articulate to the VIT the link between the PD activity completed and the relevant standard/s.

Standards of Professional Practice:

PROFESSIONAL KNOWLEDGE
<ul style="list-style-type: none">• Teachers know how students learn and how to teach them effectively
<ul style="list-style-type: none">• Teachers know the content they teach
<ul style="list-style-type: none">• Teacher know their students
PROFESSIONAL PRACTICE
<ul style="list-style-type: none">• Teachers know their students
<ul style="list-style-type: none">• Teachers plan and assess for effective learning
<ul style="list-style-type: none">• Teachers create and maintain safe and challenging learning environments
PROFESSIONAL ENGAGEMENT
<ul style="list-style-type: none">• Teachers reflect on, evaluate and improve their professional knowledge and practice
<ul style="list-style-type: none">• Teachers are active members of their profession.

All teachers, according to the VIT, should keep records of their employment and PD activities.

The following PD activities, as supplied by VIT, meet the practice requirements for renewal of registration. These activities are representative of possible PD activities that are related to the Standards of Professional Practice:

1. Activities listed on Pdi (www.vit.pdi.vic.edu.au). These activities include conferences, workshops, seminars, online learning, professional reading, certified courses, school based PD activities and consultants working in schools.
2. Courses of study leading to formal qualifications. Postgraduate or other tertiary level courses relating to the teacher's current or future work in the educational setting will meet the requirements for renewal of registration.
3. Activities sourced from PD providers. Such activities as conferences, workshops, seminars, online learning, certified courses and school based PD consultancies.
4. Professional reading.
5. Professional meetings such as staff meetings, unit or teaching team meetings, working parties and committees and network meetings.
6. School, or work based PD activities such as school based PD workshops/days, professional learning team activities, action research projects, mentoring and peer coaching.

7. Other activities that inform professional knowledge or practice such as working parties and committees e.g. VELS, VCE Exam assessing, welfare, advisory groups, education union councils, VIT Council. Industry involvement through seminars, courses and performances, exhibitions, industry/community projects, current industry experience.

Implementation

Professional Development within the school must reflect the needs of teachers and the school by the best use of limited resources; for this reason no more than two (2) staff at any one time will be permitted to attend an external professional development in school hours unless authorised by the relevant Deputy Principal.

Staff wishing to attend in-service activities, either within or outside the school should discuss the matter with their Department/Level Head and submit an application to the Curriculum Coordinator/s for consideration. If the Curriculum Coordinator/s deems the activity worthwhile, he/she will then submit the application for approval by the relevant Deputy Principal.

A budget will be allocated for professional development each year. Budget implementation will allow, over time, for equity of resources amongst staff.

For 2009 the following are the **minimum arrangements** for staff PD to be provided by the College:

- All staff members are entitled to one (1) external PD activity day funded by the College. Staff attending such activities/day will be expected to report back to unit/level/subject/staff meetings and where necessary PD other staff. These activities must be related to the professional practice requirements of staff and relevant to the College's needs.
- The college will fund one internal PD activity/day for all staff. This activity must be related to the professional practice requirements of staff and relevant to the College's needs.
- Assist teachers by providing internal PD as per the VIT professional practice requirements to a minimum of 10 hours.

Depending upon the needs of the College and budgetary constraints these minimum arrangements may be surpassed.

A Register of Professional Development will be maintained within the school by the Curriculum Coordinator/s in both Primary and Secondary and submitted to the College Management Team when requested. Staff can view their records on request.

Teachers are reminded that it is a VIT requirement that they *should keep records of their own PD activities.*

To meet the needs of the College, the Curriculum Coordinators from both Primary and Secondary will liaise at least twice a term to coordinate college wide professional development activities.

**Whole School
Professional
Development Needs**

There are a number of whole school professional development needs that have been identified:

- implementation of the VELs
- literacy and numeracy
- ESL
- ICT implementation
- First Aid
- Multiple intelligence curriculum planning and development
- Middle Years
- Child Protection
- Working With Children
- P-10 Health and Physical Education Program

Review Process

Review and evaluation will be undertaken according to the policy review process set out in the School Development Plan 2007 - 2010.

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