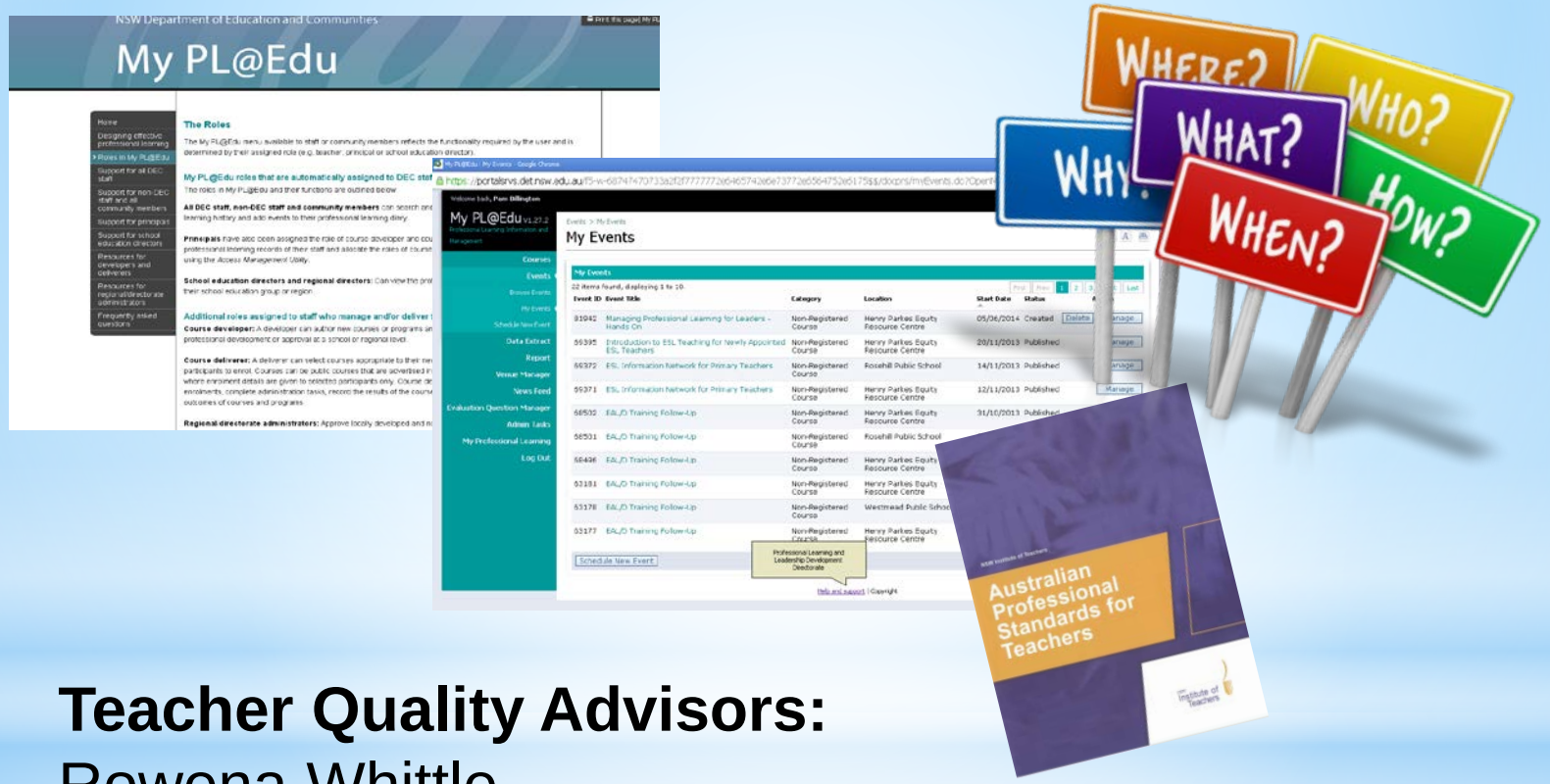
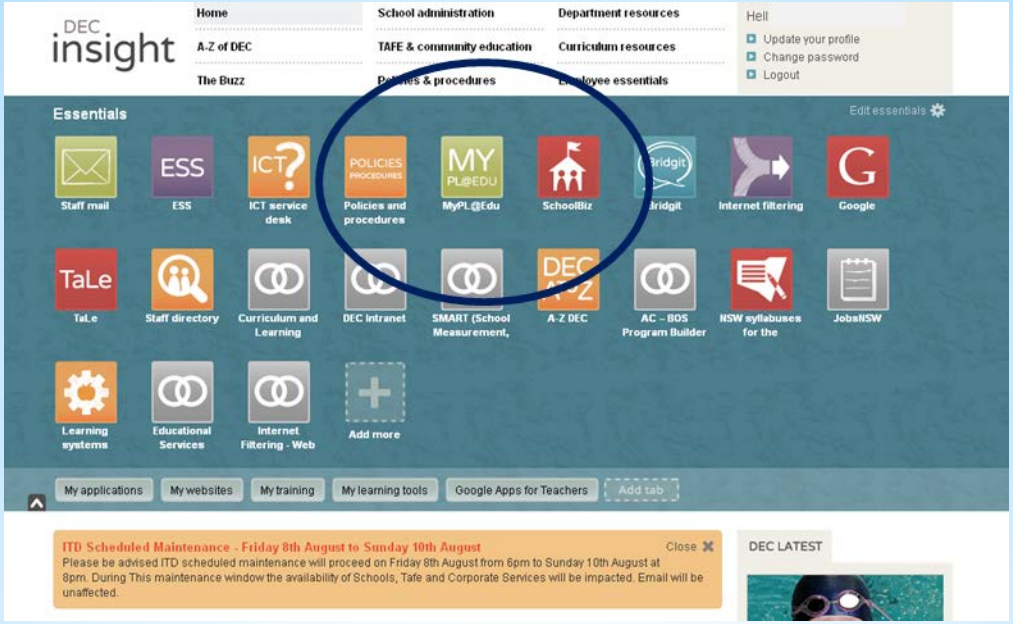
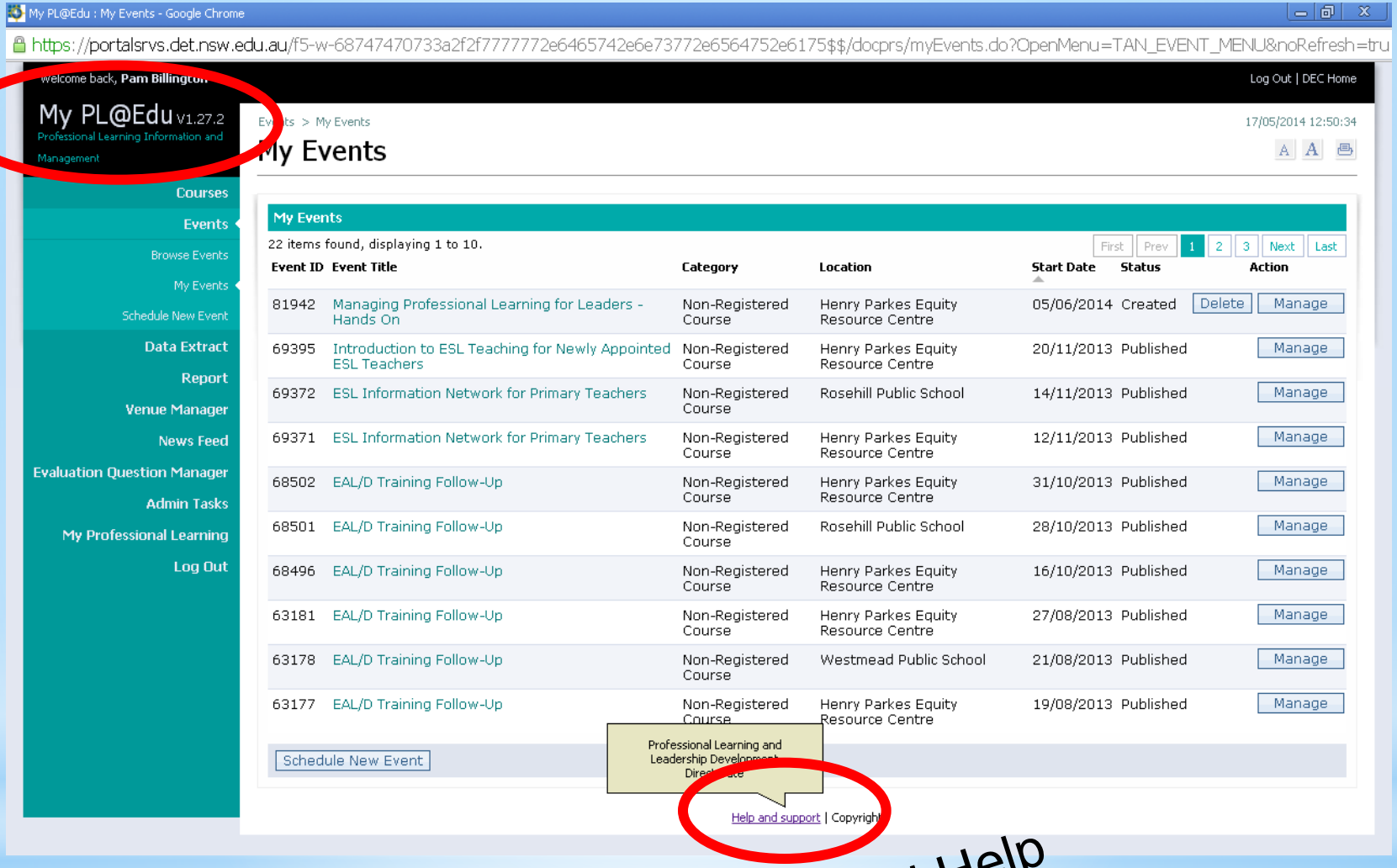
Designing, creating and managing courses on MyPL@Edu

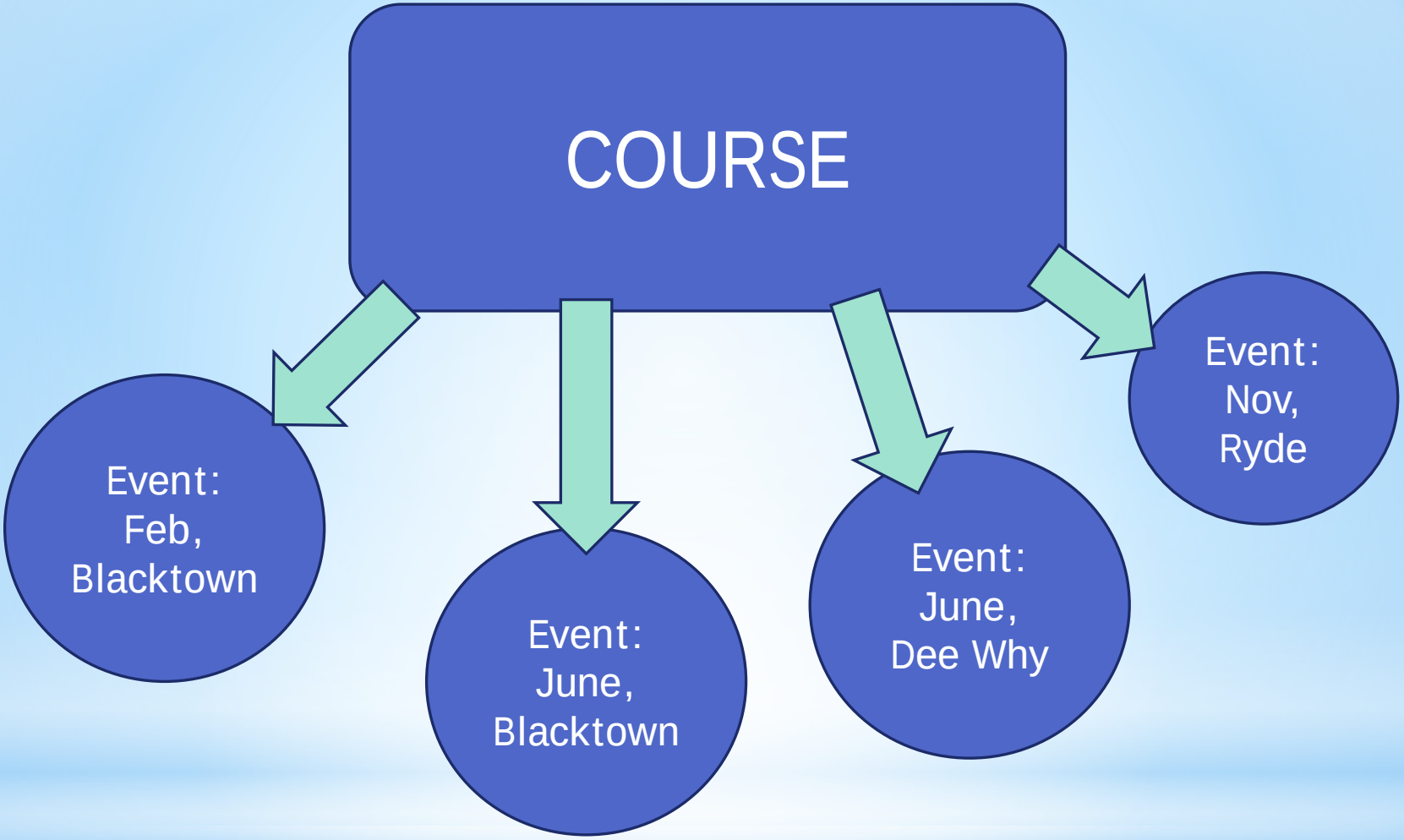


Teacher Quality Advisors:
Rowena Whittle
Pam Billington


DEC insight
Home
School administration
Department resources
A-Z of DEC
TAFE & community education
Curriculum resources
The Buzz
Policies & procedures
Employee essentials
Hell
Update your profile
Change password
Logout
Essentials
Edit essentials
Staff mail
ESS
ICT service desk
Policies and procedures
MyPL@Edu
SchoolBiz
Bridgit
Internet filtering
Google
TaLe
Staff directory
Curriculum and Learning
DEC Intranet
SMART (School Measurement,
A-Z DEC
AC – BOS Program Builder
NSW syllabuses for the
JobsNSW
Learning systems
Educational Services
Internet Filtering - Web
Add more
My applications
My websites
My training
My learning tools
Google Apps for Teachers
Add tab
ITD Scheduled Maintenance - Friday 8th August to Sunday 10th August
Close
Please be advised ITD scheduled maintenance will proceed on Friday 8th August from 6pm to Sunday 10th August at 8pm. During This maintenance window the availability of Schools, Tafe and Corporate Services will be impacted. Email will be unaffected.
DEC LATEST

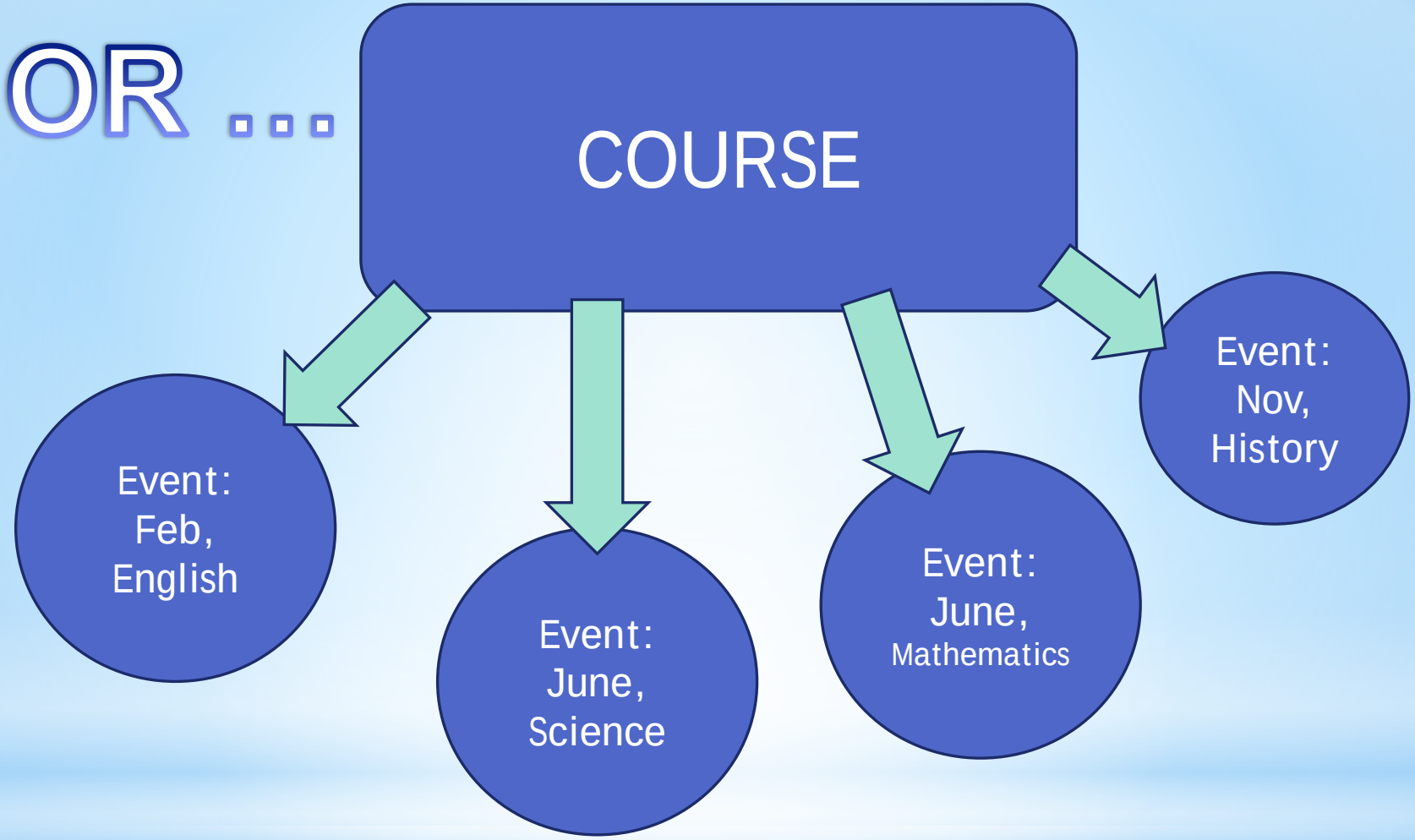


Where to find Help



One Course …….. Many Events

OR …



One Course …….. Many Events

My PL@Edu

Home
Designing effective professional learning
Roles in My PL@Edu
Support for all DEC staff
Support for non-DEC
administrators
Frequently asked questions

The Roles

The My PL@Edu menu available to staff or community members reflects the functionality required by the user and is determined by their assigned role (e.g. teacher, principal or school education director).

My PL@Edu roles that are automatically assigned to DEC staff

The roles in My PL@Edu and their functions are outlined below.

Additional roles assigned to staff who manage and/or deliver the professional learning of others

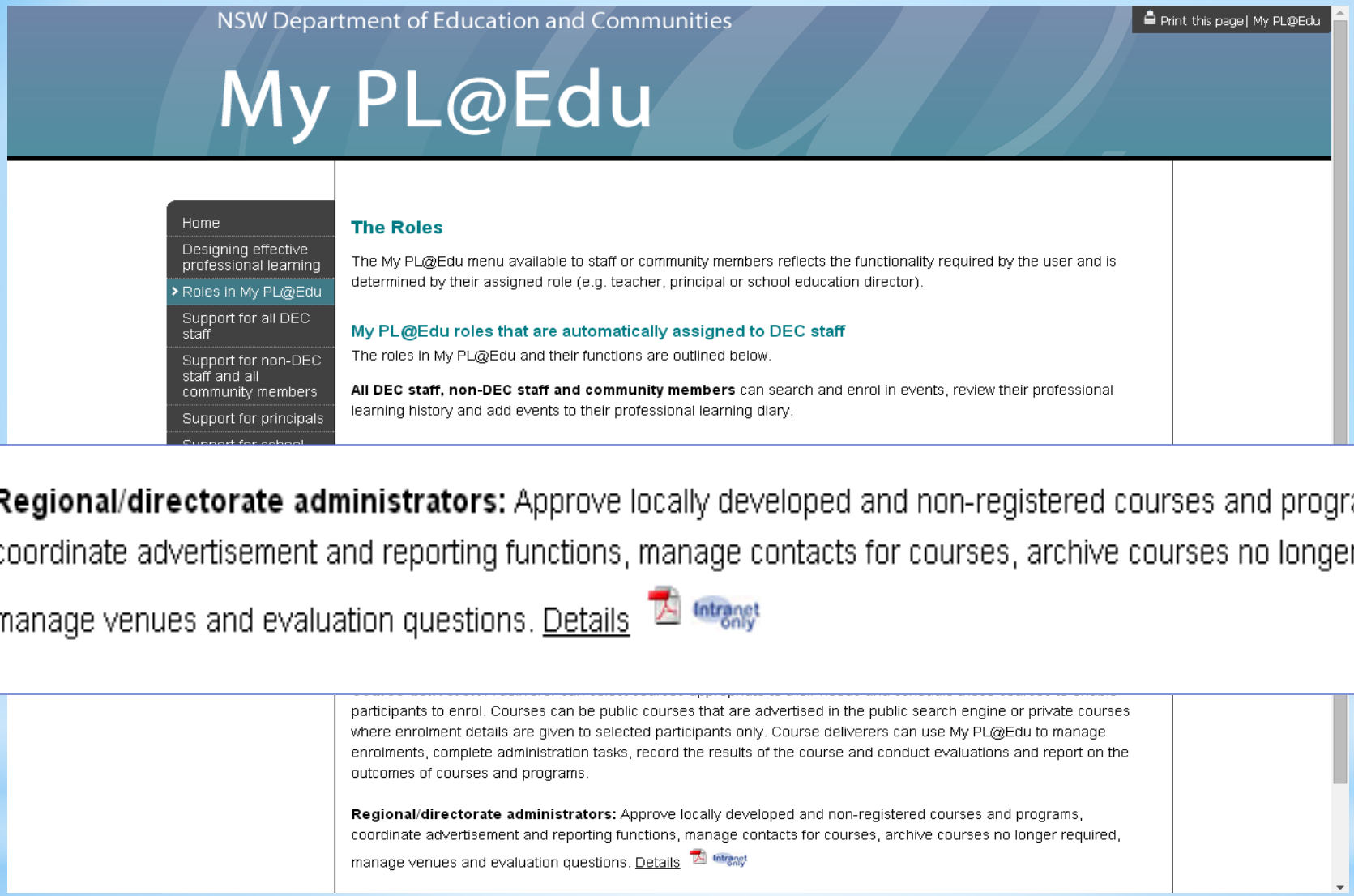
Course developer: A developer can author new courses or programs and submit them for endorsement as registered professional development or approval at a school or regional level.

Additional roles assigned to staff who manage and/or deliver the professional learning of others

Course developer: A developer can author new courses or programs and submit them for endorsement as registered professional development or approval at a school or regional level.

Course deliverer: A deliverer can select courses appropriate to their needs and schedule those courses to enable participants to enrol. Courses can be public courses that are advertised in the public search engine or private courses where enrolment details are given to selected participants only. Course deliverers can use My PL@Edu to manage enrolments, complete administration tasks, record the results of the course and conduct evaluations and report on the outcomes of courses and programs.

Regional/directorate administrators: Approve locally developed and non-registered courses and programs, coordinate advertisement and reporting functions, manage contacts for courses, archive courses no longer required, manage venues and evaluation questions. Details


NSW Department of Education and Communities
Print this page| My PL@Edu
My PL@Edu
Home
Designing effective professional learning
Roles in My PL@Edu
Support for all DEC staff
Support for non-DEC staff and all community members
Support for principals
The Roles
The My PL@Edu menu available to staff or community members reflects the functionality required by the user and is determined by their assigned role (e.g. teacher, principal or school education director).
My PL@Edu roles that are automatically assigned to DEC staff
The roles in My PL@Edu and their functions are outlined below.
All DEC staff, non-DEC staff and community members can search and enrol in events, review their professional learning history and add events to their professional learning diary.
Regional/directorate administrators: Approve locally developed and non-registered courses and programs, coordinate advertisement and reporting functions, manage contacts for courses, archive courses no longer required, manage venues and evaluation questions. Details
Intranet only
participants to enrol. Courses can be public courses that are advertised in the public search engine or private courses where enrolment details are given to selected participants only. Course deliverers can use My PL@Edu to manage enrolments, complete administration tasks, record the results of the course and conduct evaluations and report on the outcomes of courses and programs.
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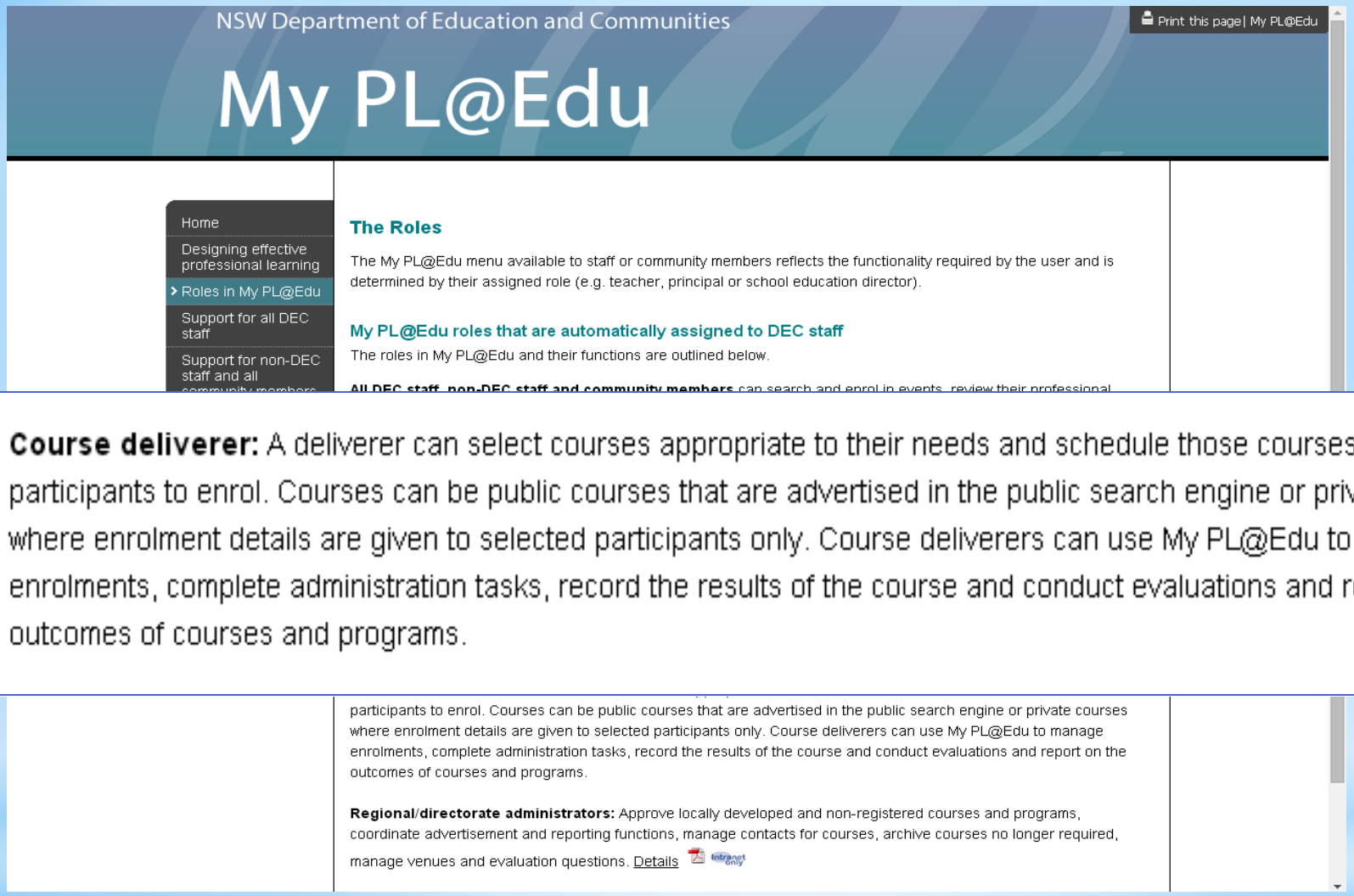

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Standards
Staff needs

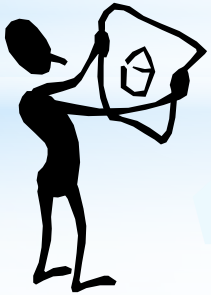
Courses

Develop new course - use Word template from MyPL@Edu

Developer access required : see your Principal

ale | What? Content | Advert Describe

Which? Syllabus | Which? Standards | Length | Evaluation



Approved + Event Scheduling

Developer status required

ship
nt Directorate

My PL@Edu

Developers template

Developer's template

Prior to developing a *Course* or *Program*, it is recommended that you *Browse Courses* on *My PL@Edu* (URL: *www.det.nsw.edu.au/docprs/welcome.do*) to check if a course that would met your needs has been published by another *Developer*. Contact the *Course Contact* to request approval to deliver the course or program.

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> It is important to contact your Authoriser to request approval prior to the actual submission of the course or program on My PL@Edu.

Key*

Course Category* (Nominate one)

☐ DEVELOPED	☐ NON-REGISTERED	☐ REGISTERED
General course for which no teaching standards apply	Course content is relevant to teaching standards, but registration is not sought	Registered through the DET *Course Registration Committee* with the *NSW Institute of Teachers*

DEVELOPER

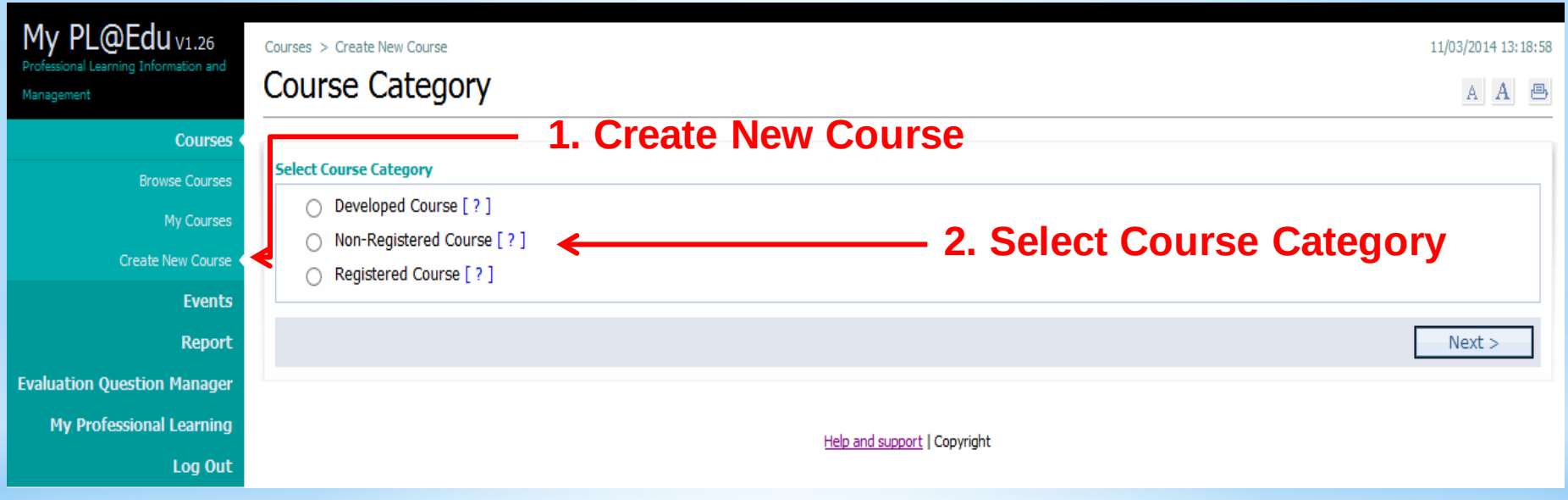
Title of Course* (Ensure title clearly describes course content. Course titles cannot be duplicated in *My PL@Edu*)	
Name of Region or Directorate* (Nominate one)	
Postal address*	
Contact Name*	
Contact Position Title*	

Email*		**Mobile**	
Phone*		**Facsimile**	

Review Notes for this Section

(*Review Notes* is provided for communication between the *Developer* and *Reviewer*, if required. (The *Reviewer* may be

Course tab – New Course



ship
nt Directorate

My PL@Edu

Developers template

Developer's template

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Name of Region or Directorate* (Nominate one)	
Postal address*	
Contact Name*	
Contact Position Title*	

Email*		**Mobile**	
Phone*		**Facsimile**	

Review Notes for this Section

(*Review Notes* is provided for communication between the *Developer* and *Reviewer*, if required. (The *Reviewer* may be

and Leadership
Development Directorate

- Macquarie Park
- Tamworth and Coffs Harbour
- Dubbo and Wagga Wagga
- Ultimo

My PL@Edu

Developers template

Education & Communities

Developer's template

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Key*

Course Category* (Nominate one)

☐ DEVELOPED	☐ NON-REGISTERED	☐ REGISTERED
General course for which no teaching standards apply	Course content is relevant to teaching standards, but registration is not sought	Registered through the DET

DEVELOPER

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Name of Region or Directorate* (Nominate one)	
Postal address*	
Contact Name*	
Contact Position Title*	
Email*	Mobile
Phone*	Facsimile

Review Notes for this Section
(*Review Notes* is provided for communication between the *Developer* and *Reviewer*, if required your *Authoriser* or the region or directorate *Systems Administrator* for *Developed* or *Non-Registered* Programs and the *Course Registration Committee* for *Registered* Courses or Programs)

*Macquarie Park

*Tamworth & Coffs Harbour

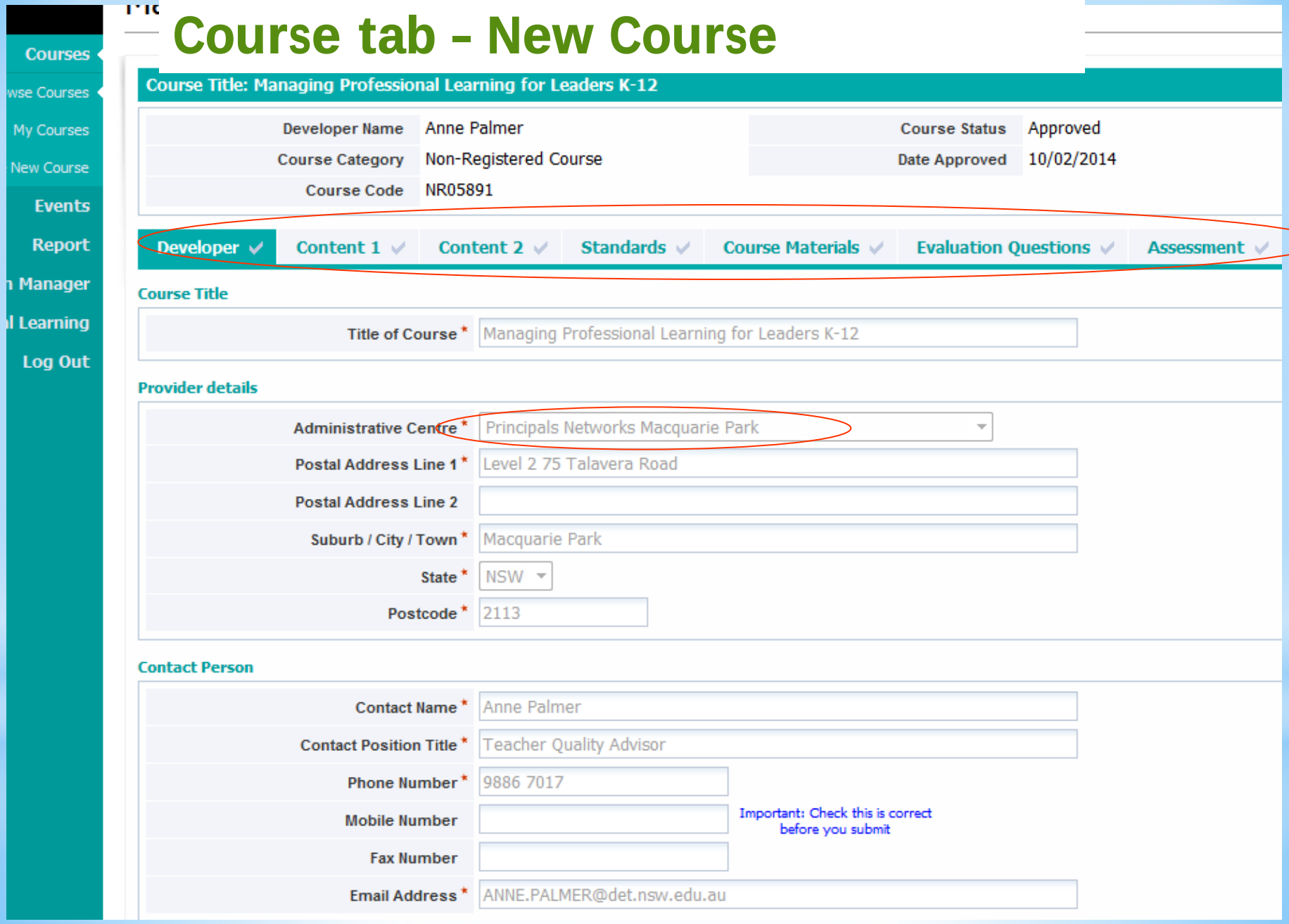
*Dubbo & Wagga Wagga

*Ultimo

© State of New South Wales, Department of Education and Communities
Professional Learning and Leadership Development Directorate, 2011

Education & Communities
Public Schools NSW

Course tab – New Course



NSW GOVERNMENT Education & Communities

Public Schools NSW

Developer's template

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General course for which no teaching standards apply	Course content is relevant to teaching standards, but registration is not sought	Registered through the DET *Course Registration Committee* with the *NSW Institute of Teachers*

DEVELOPER

Title of Course * (Ensure title clearly describes course content. Course titles cannot be duplicated in *My PL@Edu*)	Accreditation at Proficient Teacher – An Introduction
Name of Region or Directorate * (Nominate one)	Principals Networks Macquarie Park
Postal address *	Name of school, school address
Contact Name *	Rowena Whittle
Contact Position Title *	Teacher Quality Advisor

Email *	rowena.whittle@det.nsw.edu.au	**Mobile**	
Phone *	9208 7661	**Facsimile**	

Review Notes for this Section

(*Review Notes* is provided for communication between the *Developer* and *Reviewer*, if required. (The *Reviewer* may be

Brief Rationale for Course or Program

2 or 3 sentences indicating WHY

Outline of Content

Could refer to content in each session – if course or programs is submitted to be registered course materials are required e.g. ppt, participant workbooks, reflection journals, handouts, facilitators notes

Use Word template for course creation

Brief Rationale for Course or

This course outlines the process relating to accreditation at Proficient Teacher level. Participants will acquire an understanding of the requirements, including the collection of evidence and annotation associated with the Standards at Proficient Teacher level.

Outline of Content *

(Could refer to session titles or outcomes. Applications for Institute Registered courses require supply of course materials eg. *PowerPoint*, participant workbooks, reflection journals, handouts, facilitators notes)

In this course, participants will become acquainted with appropriate documentation and resources to support accreditation at Proficient Teacher level, in line with the Australian Professional Standards for Teachers. Teachers will become familiar with the componets of the Domains, Standards and Descriptors.

Brief Description for Course or Program Advertisement *

(max 500 characters)

Participants will become acquainted with appropriate documentation and resources to support accreditation at Proficient Teacher level inline with the Australian Standards for Teachers. Teachers will become familiar with the components of the Domains, Standards and Descriptors. They will have the opportunity to unpack

Board of Studies Syllabi addressed by this Course or Program * (Not required for *Developed* Courses)

(if applicable. or N/A if not applicable)

N/A

Research or methodology that underpins the Cou

(Not required for *Developed* Courses) (Refer to researcher and

Typing immediately into online MyPL will not indicate typos or grammatical inaccuracies

Accreditation at Proficient Teacher Procedures DEC Feb
Australian Professional Standards for Teachers NSW Institute of Teachers

Outline of Delivery Strategies *

Brief Description of Course or Program

'Advertisement' for your Event (not the Course)

'Advertisement' is what appears on the 'Enrol in Event' page

(what participants will read to find out about the content in your course)

Outline of Delivery Strategies

How will it be implemented?

Consider personnel who will deliver as well as delivery mode e.g. face to face or facilitated online – adobe connect

Outline of Assessment Strategies

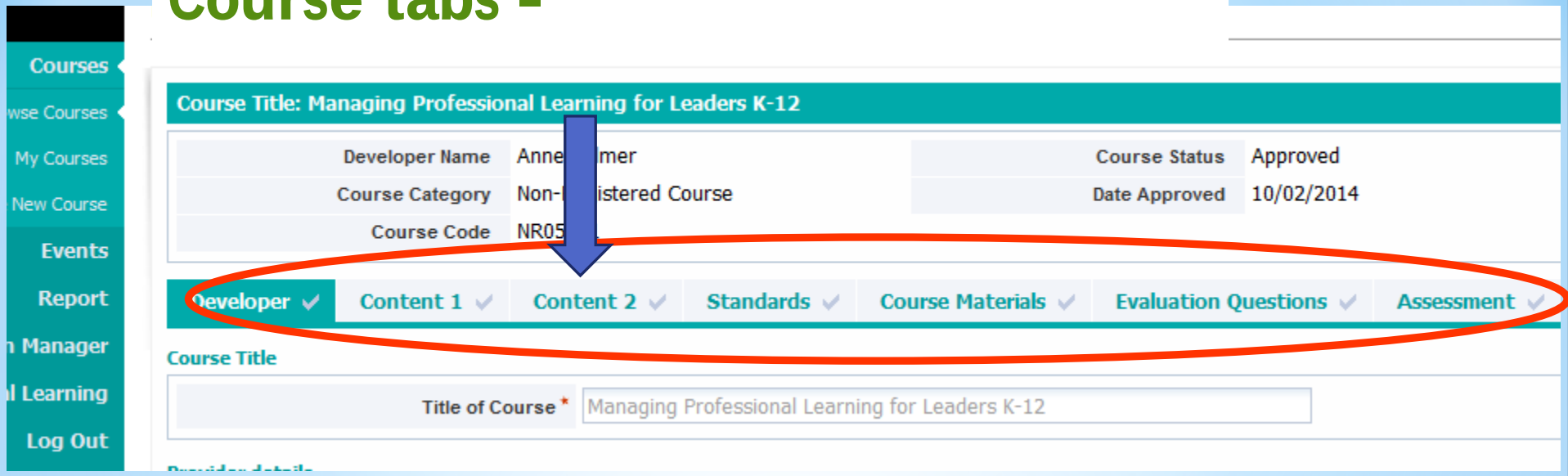
(essential for Registered courses)

What will participants do to demonstrate their professional learning? How will participants be assessed as having completed task(s) and course?

Evaluation Process for course

Example: Online via MyPL@Edu

Course tabs -


Courses
wse Courses
My Courses
New Course
Events
Report
n Manager
l Learning
Log Out
Course Title: Managing Professional Learning for Leaders K-12
Developer Name
Course Category
Course Code
Course Status
Approved
Date Approved
10/02/2014
Developer
Content 1
Content 2
Standards
Course Materials
Evaluation Questions
Assessment
Course Title
Title of Course *
Managing Professional Learning for Leaders K-12

CONTENT 2

Course or Program Duration *

(Indicative hours and minutes for completion. A full day is equal to 5 hours (eg 9:30-3:30)

1	Hours	30	Minutes

Course or Program *

(Courses are up to 10 Hours. Programs are more than 10 hours.)

√	Course	☐	Program

Student Stage/s * (Not required for *Developed* Courses)

√ ALL	√ ES1	√ S1	√ S2	√ S3	√ S4	√ S5	√ S6

Course Syllabus * (Not required for *Developed* Courses)

(A comprehensive list of syllabus options is listed in the *Appendix* on Page 9 at the conclusion of this document.
Select check box beside * *Syllabus* if all syllabuses apply.
Select *Not applicable* from the list of syllabus options if the Course or Program does not specifically address a syllabus or group of syllabuses. eg. welfare courses, literacy across the KLAs, general ICT skills)

N/A

DET Professional Learning Priority Area * (Not required for *Developed* Courses)

☐ Career development
√ Support for new teachers

CONTENT 2

Course or Program Duration *

(Indicative hours and minutes for completion. A full day is equal to 5 hours (eg.9:30-3:30)

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N/A

DET Professional Learning Priority Area * (Not required for *Developed* Courses)

☐ Career development
√ Support for new teachers

Professional Learning Priority
Select ONE Priority area (more than One is not essential)

Available to DET employees only?

Target Group

MaximumParticipants
Minimum Participants ……. Must differ

Proposed Cost …….
Anticipated cost (Actual cost will be indicated in Event details)

Organisation of the Australian Professional Standards for Teachers

The National Professional Standards for Teachers comprise seven Standards which outline what teachers should know and be able to do. The Standards are interconnected, interdependent and overlapping.

The Standards are grouped into three domains of teaching; Professional Knowledge, Professional Practice and Professional Engagement. In practice, teaching draws on aspects of all three domains.

Within each Standard focus areas provide further illustration of teaching knowledge, practice and professional engagement. These are then separated into Standard Descriptors at four professional career stages: Graduate, Proficient, Highly Accomplished and Lead.

DOMAINS OF TEACHING	STANDARDS	FOCUS AREAS AND STANDARD DESCRIPTORS
Professional Knowledge	1. Know students and how they learn 6	Refer to the Standard at each career stage
	2. Know the content and how to teach it 6	
Professional Practice	3. Plan for and implement effective teaching and learning	7
	4. Create and maintain supportive and safe learning environments	5
	5. Assess, provide feedback and report on student learning	5
Professional Engagement	6. Engage in professional learning	4
	7. Engage professionally with colleagues, parents/carers and the community	4

Explanation of each domain

Australian Professional Standards for Teachers p5

37 focus areas and standard descriptors

Standard 3 **(7 descriptors)**

Plan and Implement Effective Teaching and Learning

Focus

Using teaching strategies

descriptor **proficient**

3.3.2 Select and use relevant teaching strategies to develop knowledge, skills, problem solving and critical and creative thinking

Australian Professional Standards

Proficient

5.1.2

Develop, select and use informal and formal, diagnostic, formative and summative assessment strategies to assess student learning

5.2.2

Provide timely, effective and appropriate feedback to students about their achievement relative to their learning goals.

5.2.3

Select from an effective range of strategies to provide targeted feedback based on informed and timely judgements of each students current needs in order to progress learning.

How Many Standards?

1 Descriptor = 2 hours

STANDARDS

Standards Addressed by the Course or Program * (Not required for *Developed* Courses)

Advice on nominating standards:

- Whilst Courses and Programs may address standards at other key stages, registration is only against the standards at the key sta
- Only includ
- Most one c

For example: i

Teachers will a course. Effecti viewing skills.

How this Course or program addresses this Standard

Element	Standard	How this Course or Program addresses this Standard * (Not required for *Developed* Courses)
6 Engage in professional learning	6.3.2 **Contribute to collegial discussions** and **apply** constructive feedback from colleagues **to improve professional knowledge and practice**	Participants will **engage in collegial discussions** whilst **developing a clear understanding of** the Australian Professional Standards for Teachers at Proficient

Describe what participants will do during the course to meet aspects of the standard descriptor

COURSE MATERIALS

Attached Course Materials

(If you add Course or Program materials in *MY PL @DET*, they will be accessible by other *Developers* and course *Deliverers*. You may wish to provide the materials by other means. If so, check with your region or directorate *Systems Administrator*. In the case of *Registered* courses, please consult the *Senior Officer, Teaching Standards and Accreditation* in the *Professional Learning and Leadership Development Directorate* on 9886 7767)

Description	File Name	Document Type

Other Course Materials

Please provide a description of any other required materials that could not be attached. Where there is a cost involved for a resource, please indicate.	

Review Notes for this Section

© State of New South Wales, Department of Education and Communities
Professional Learning and Leadership Development Directorate, 2011

Course Title: Managing Professional Learning for Leaders K-12

Developer Name	Anne Palmer	Course Status	Approved
Course Category	Non-Registered Course	Date Approved	10/02/2014
Course Code	NR05891		

Developer ✓ | Content 1 ✓ | Content 2 ✓ | Standards ✓ | Course Materials ✓ | Evaluation Questions ✓ | Assessment

Attached Course Materials

Description	File Name	Size	Document Type

There are no course materials to attach.

Other Course Materials

Please provide a description of any other required materials that could not be attached electronically to this course. Where there is a cost involved for a resource, please indicate.	Australian Professional Standards Classroom Teacher Program Great Teaching Inspired Learning Great Teaching Inspired Learning Implementation Update Accreditation at Proficient Teacher/Professional Competence (BOSTES) Great Teaching Inspired Learning Implementation Update August 2013

Review Notes

Review Notes for this Section	

EVALUATION

Evaluation Questionnaire Content

The identified *Professional Teaching Standards* must be included in the evaluation. (Not required for *Developed* Courses)
In addition to the question: *To what extent did the course or program address the standard/s ...*
You may also select additional evaluation questions from the following *Question Bank* or *create new questions* in one of the

You may select additional or create new evaluation questions based on five categories:

Course presentation
Course content and knowledge
Skills
Application to the workplace
Improved student outcomes

Evaluation Questionnaire Content

Pre-event Question	Print Order	Question Text	Question Type	Action
		To what extent did the course or program address the standard 6.3.2, contribute to collegial discussion and apply constructive feedback from colleagues to improve professional knowledge and practice?	Likert Scale1-5	
☐	1	To what extent did the content in this course improve your knowledge and understanding of the Australian Professional Standards for Teachers seeking accreditation at the Proficient level?	Likert Scale1-5	
☐	2	To what extent did the content in this course improve your knowledge and understanding of the process for accreditation at the Proficient level?	Likert Scale1-5	
☐	3	Any other comments or suggestions?	Free Text	

Submit for Approval

Before requesting approval, please refer to the instructions found using the below link regarding any additional documentation to be provided for Registered courses to the *Course Registration Committee*.

Documentation Required

√ I have provided all the required documentation as requested.

√ This application is endorsed by an authorised person
(State Office Director, Regional Director, or their nominees)

(Generally this will be your line manager or supervisor. Your region or directorate ... who is the application *Authoriser*. For further information contact your region or ...

Authoriser's Name *	Carol...
Authoriser's position Titl...	...ator
Contact Email *	...ncginty@det.nsw.edu.au
Contact Telephone *	9208 7664

Authoriser (usually your Supervisor/ Principal) MUST be different from Course Developer

Review Note application

It is important to contact your Authoriser to request approval prior to the actual submission of the course or program on My PL@Edu.

Online-activity

Further Details

Review Notes for this Section

05-05-2014 12:58 Amended content to reflect single mode of delivery, as suggested

Entered By Rowena Whittle

30-04-2014 15:23 You have this course listed as state-wide. Is this an Adobe Connect ir VC session? If so could you add that to 'Outline of delivery strategies.'

Entered By XXXXXXX

Communicate with the Approver by adding Review Notes

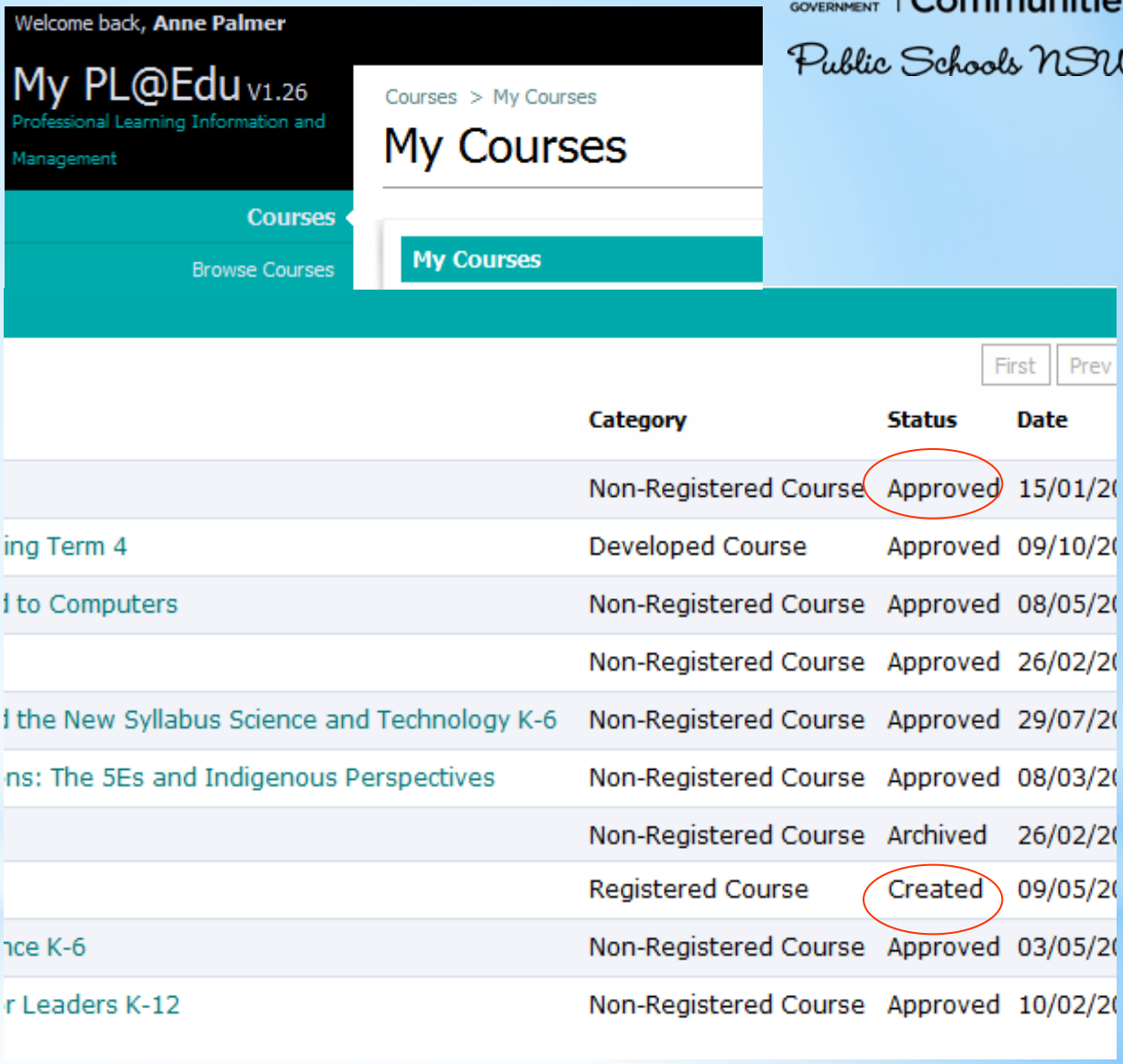
Remember to click **Add Note** button

Course is read by course approver at Principal Network Office

CREATED, APPROVED, DECLINED

Course status is then change to **APPROVED**

Ready to schedule as an Event



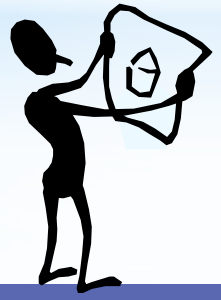
Standards
Staff needs

Courses

Develop new course - use Word template from MyPL@Edu

Why? **Rationale** → What? **Content** → Advert **Describe** → Which? **Syllabus** → Which? **Standards** → When? **Length** → **Evaluation**

Approved =



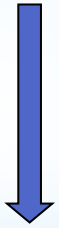
\+ Event Scheduling

Scheduling an Event Flowchart

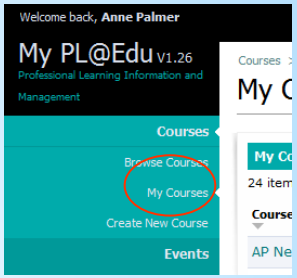
Deliverer access is required

Identify the course or program

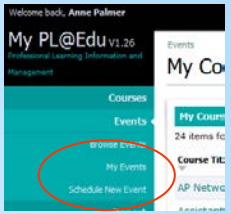
Contact the ‘course contact’ to request approval to deliver the course or program



Scheduling an Event Flowchart



Click on Events



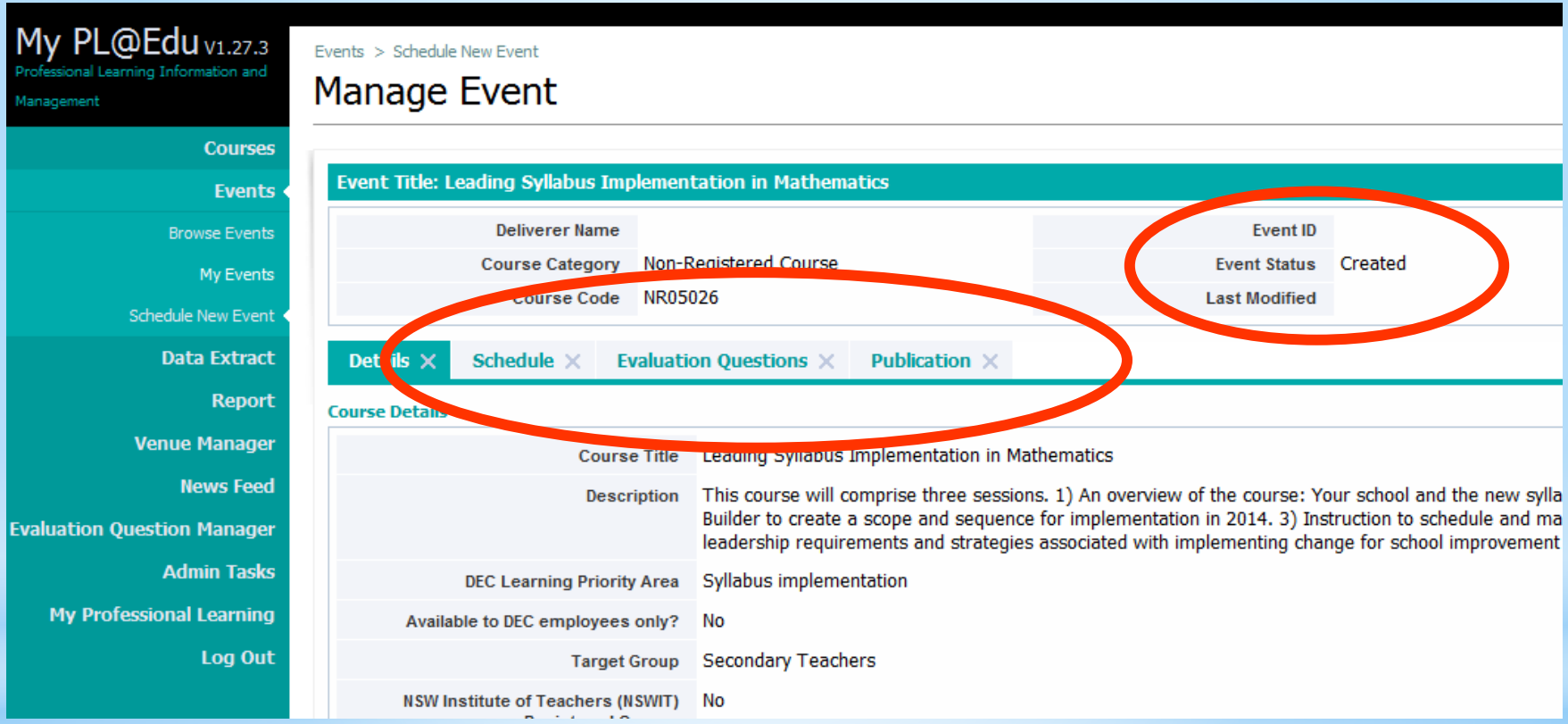
Click on *Schedule New Event*

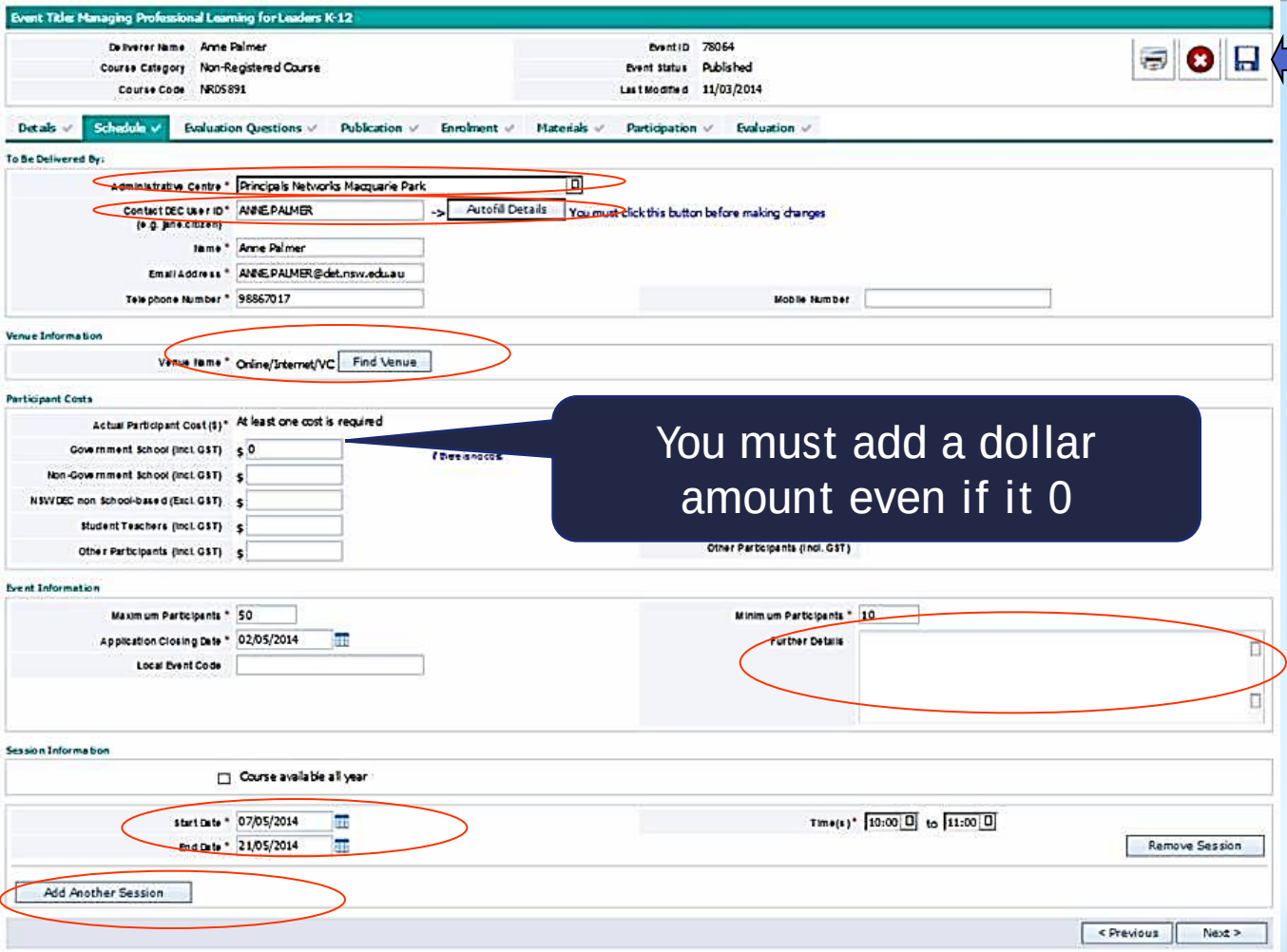
Search for the course or program by typing the course title (key words)

Click on the appropriate course or program

3 Tabs to be completed: Details - course information
Schedule – event information
Publication – public or restricted

Create the Event





You must add a dollar amount even if it 0

Click save - created

* Make the appropriate selection in the Provider drop-down menu

* If the contact person for the event is different - amend

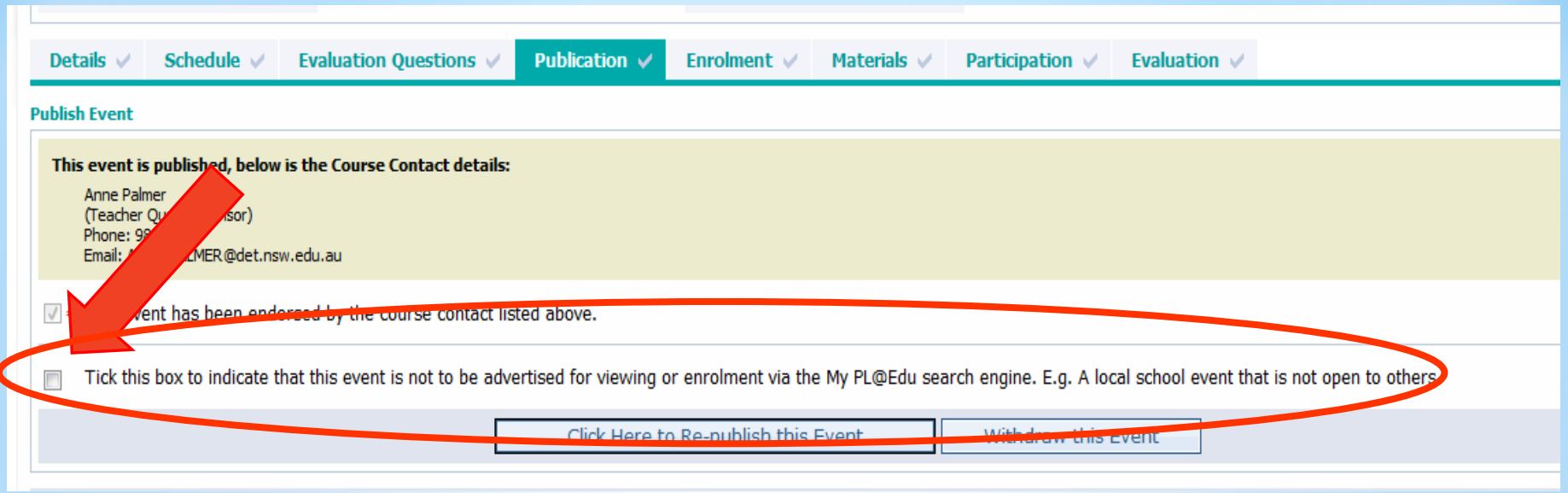
* Add venue

*Enter any specific information for participants or to restrict enrolments

*Start and end dates

* Click add another session If there are a number of session in the course or program.

Check all information prior to public

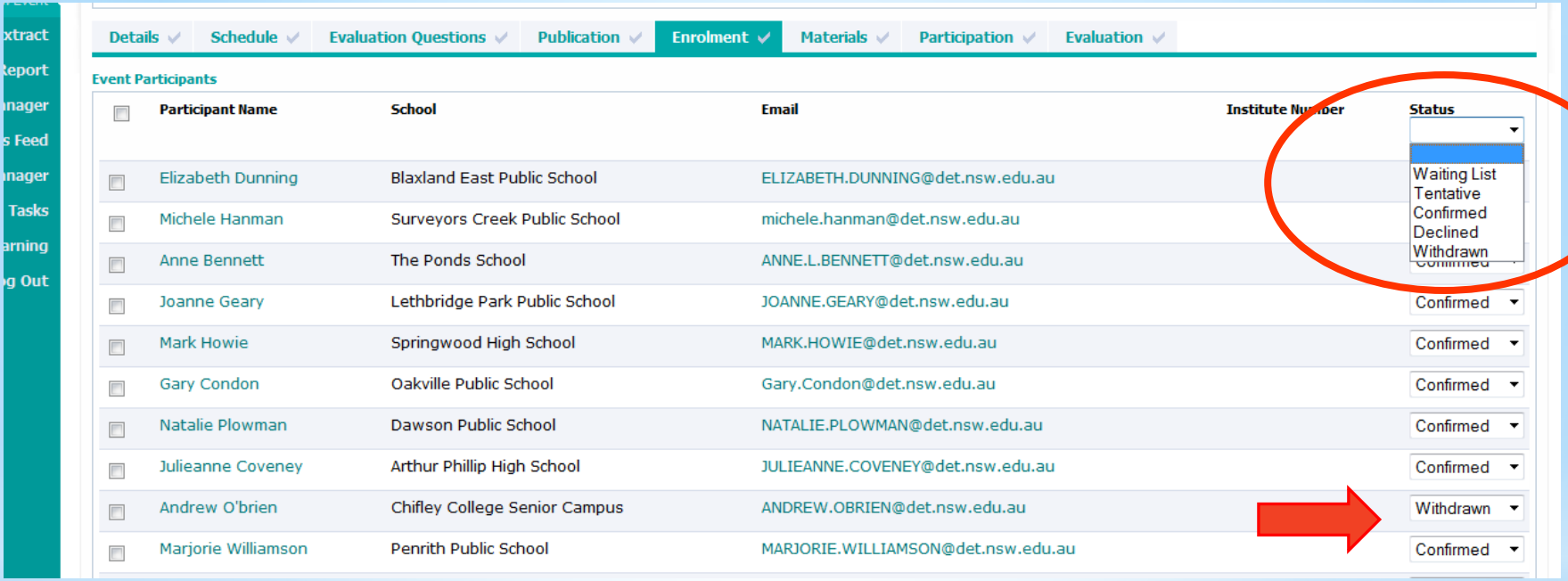


Advertise Event for enrolment
Send link for participants:
https://detwww.det.nsw.edu.au/media/downloads/proflearn/secure/link.pdf

Link:
https://www.det.nsw.edu.au/docprs/publicViewEvent.do?eventId= NNNNNN

(add your Event ID code)

Managing the Event: Enrolments



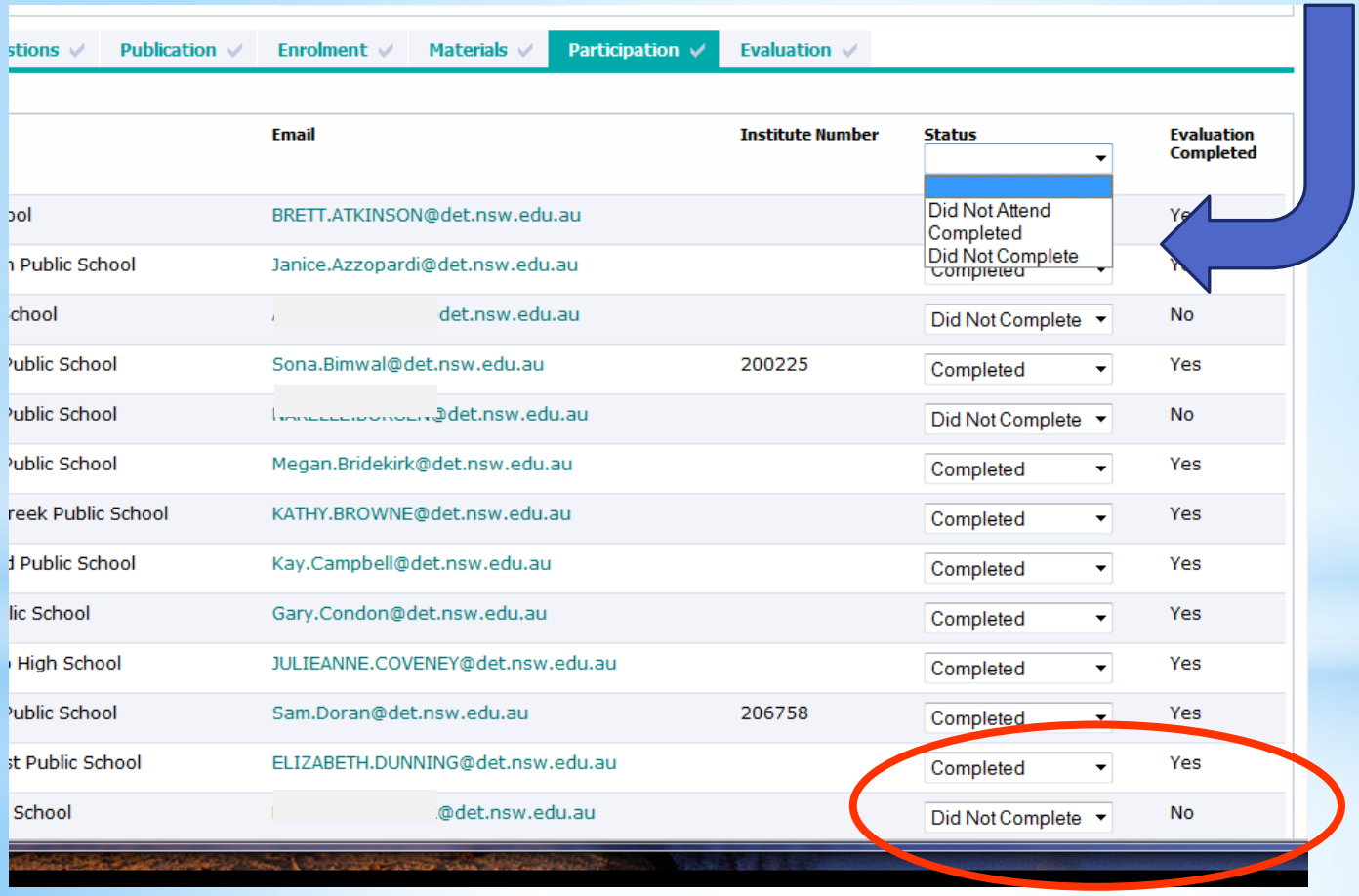
Confirmation email sent to participants when ‘Confirmed’

Event tab –
Post Event Management

At the completion of the course and once you have received evidence of achievement you can register staff as completing the course

Status menu:

allows you to individualise staff achievement



Macquarie Park

Teacher Quality Advisors

Anne Palmer	anne.palmer@det.nsw.edu.au	**98867017**	**- Talavera Road**
Christie Absalom	christie.zaraftis@det.nsw.edu.au	**98867075**	**- Talavera Road**
Pam Billington	pamela.billington@det.nsw.edu.au	**92087620**	**- Nirimba**
Rowena Whittle	rowena.whittle@det.nsw.edu.au	**92087661**	**- Nirimba**
Lucie Vandeven	lucie.vandeven1@det.nsw.edu.au	**43489113**	**- Gosford**
Deborah Murray	deborah.j.murray@det.nsw.edu.au	**4348913**	**- Gosford**