

Designing, creating and managing courses on MyPL@Edu

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 view learning history and add events to their professional learning diary.

Principals have also been assigned the role of course developer and can professional learning records of their staff and associate the roles of course using the Access Management Utility.

School education directors and regional directors can view the profile of their school education group or region.

Additional roles assigned to staff who manage and/or deliver courses

Course developer: A developer can author new courses or programs or professional development or approval at a school or regional level.

Course deliverer: A deliverer can select courses appropriate to their ten participants to enrol. Courses can be public courses that are advertised in where enrolment details are given to selected participants only. Course enrolments, complete administration tasks, record the results of the course outcomes of courses and programs.

Regional director administrator: Approve locally developed and...

My Events

Event ID	Event Title	Category	Location	Start Date	Status
51242	Managing Professional Learning for Leaders - Hands On	Non-Registered Course	Henry Parkes Equity Resource Centre	05/04/2014	Created
55395	Introduction to ESL Teaching for newly Appointed ESL Teachers	Non-Registered Course	Henry Parkes Equity Resource Centre	20/11/2013	Published
55372	ESL Information Network for Primary Teachers	Non-Registered Course	Rosehill Public School	14/11/2013	Published
55371	ESL Information Network for Primary Teachers	Non-Registered Course	Henry Parkes Equity Resource Centre	12/11/2013	Published
55352	EA/D Training Follow-up	Non-Registered Course	Henry Parkes Equity Resource Centre	31/10/2013	Published
55351	EA/D Training Follow-up	Non-Registered Course	Rosehill Public School		
55436	EA/D Training Follow-up	Non-Registered Course	Henry Parkes Equity Resource Centre		
53181	EA/D Training Follow-up	Non-Registered Course	Henry Parkes Equity Resource Centre		
53178	EA/D Training Follow-up	Non-Registered Course	Westmead Public School		
53177	EA/D Training Follow-up	Non-Registered Course	Henry Parkes Equity Resource Centre		



Teacher Quality Advisors:
Rowena Whittle
Pam Billington

DEC insight

Home School administration Department resources Help
 A-Z of DEC TAFE & community education Curriculum resources
 The Buzz Policies & procedures Employee essentials

Update your profile
 Change password
 Logout

Essentials Edit essentials


Staff mail ESS ICT service desk **POLICIES PROCEDURES** MY PL@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 6pm. During This maintenance window the availability of Schools, Tafe and Corporate Services will be impacted. Email will be unaffected.

DEC LATEST 

My PL@Edu : My Events - Google Chrome

https://portalsrvs.det.nsw.edu.au/f5-w-68747470733a2f2f777772e6465742e6e73772e6564752e6175f\$;\$/docprs/myEvents.do?OpenMenu=TAN_EVENT_MENU&noRefresh=true

welcome back, Pam Billington. Log Out | DEC Home

My PL@Edu v1.27.2
Professional Learning Information and Management

Events > My Events 17/05/2014 12:50:34

My Events

22 items found, displaying 1 to 10.

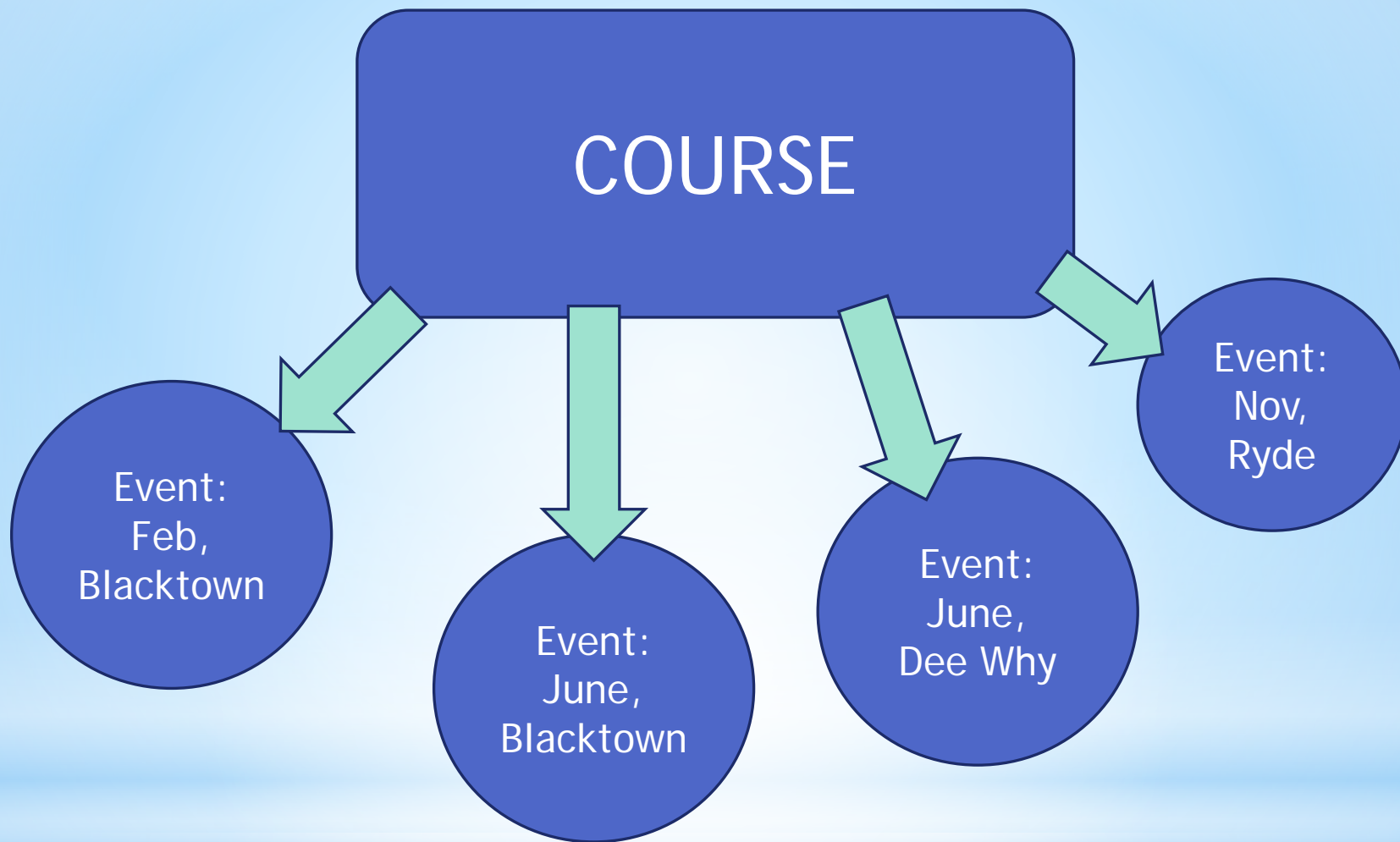
Event ID	Event Title	Category	Location	Start Date	Status	Action
81942	Managing Professional Learning for Leaders - Hands On	Non-Registered Course	Henry Parkes Equity Resource Centre	05/06/2014	Created	Delete Manage
69395	Introduction to ESL Teaching for Newly Appointed ESL Teachers	Non-Registered Course	Henry Parkes Equity Resource Centre	20/11/2013	Published	Manage
69372	ESL Information Network for Primary Teachers	Non-Registered Course	Rosehill Public School	14/11/2013	Published	Manage
69371	ESL Information Network for Primary Teachers	Non-Registered Course	Henry Parkes Equity Resource Centre	12/11/2013	Published	Manage
68502	EAL/D Training Follow-Up	Non-Registered Course	Henry Parkes Equity Resource Centre	31/10/2013	Published	Manage
68501	EAL/D Training Follow-Up	Non-Registered Course	Rosehill Public School	28/10/2013	Published	Manage
68496	EAL/D Training Follow-Up	Non-Registered Course	Henry Parkes Equity Resource Centre	16/10/2013	Published	Manage
63181	EAL/D Training Follow-Up	Non-Registered Course	Henry Parkes Equity Resource Centre	27/08/2013	Published	Manage
63178	EAL/D Training Follow-Up	Non-Registered Course	Westmead Public School	21/08/2013	Published	Manage
63177	EAL/D Training Follow-Up	Non-Registered Course	Henry Parkes Equity Resource Centre	19/08/2013	Published	Manage

[Schedule New Event](#)

Professional Learning and Leadership Development Directorate

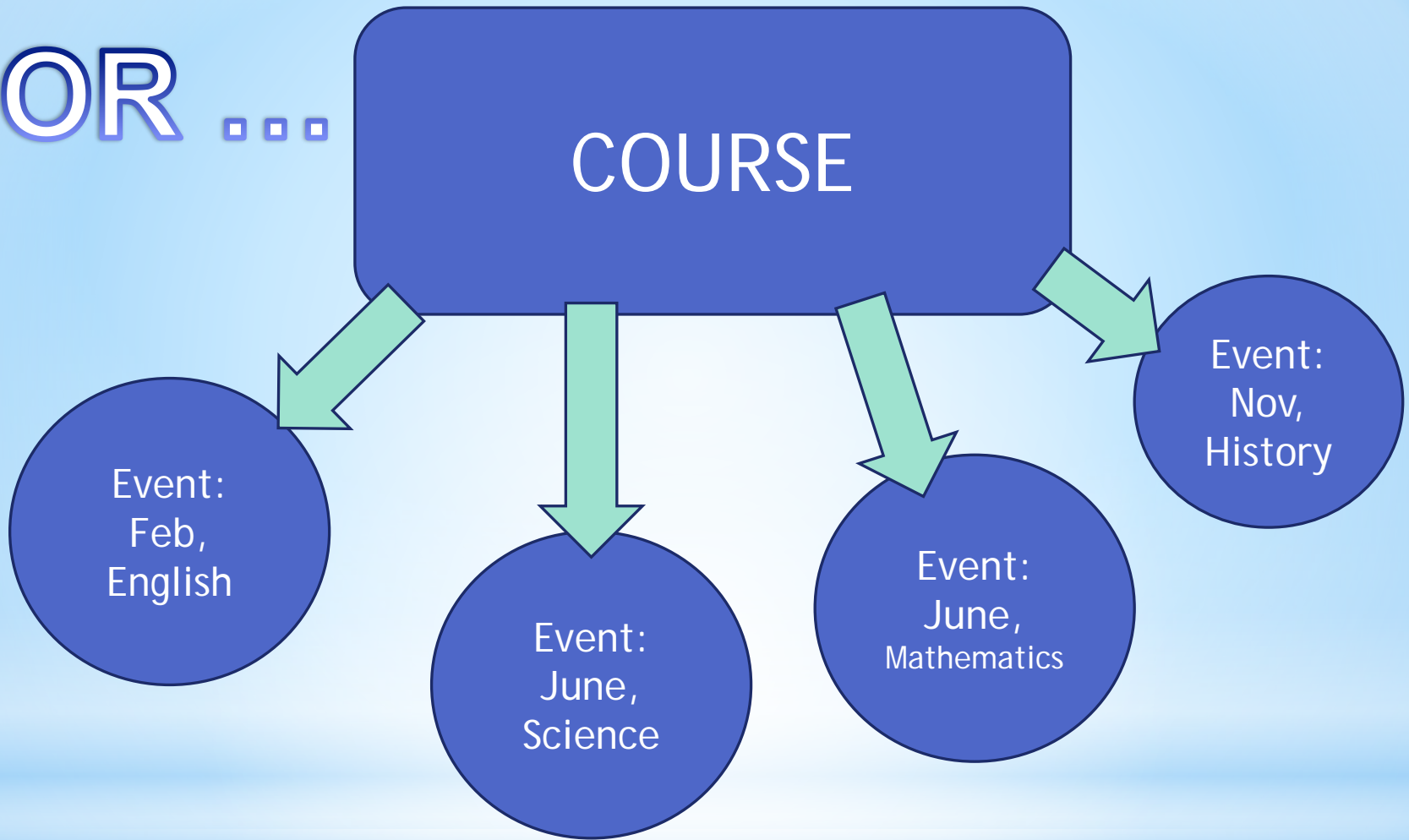
[Help and support](#) | Copyright

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

The Roles

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

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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.

administrators

Frequently asked questions

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

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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](#) 

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

Support for schools

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My PL@Edu

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► Roles in My PL@Edu

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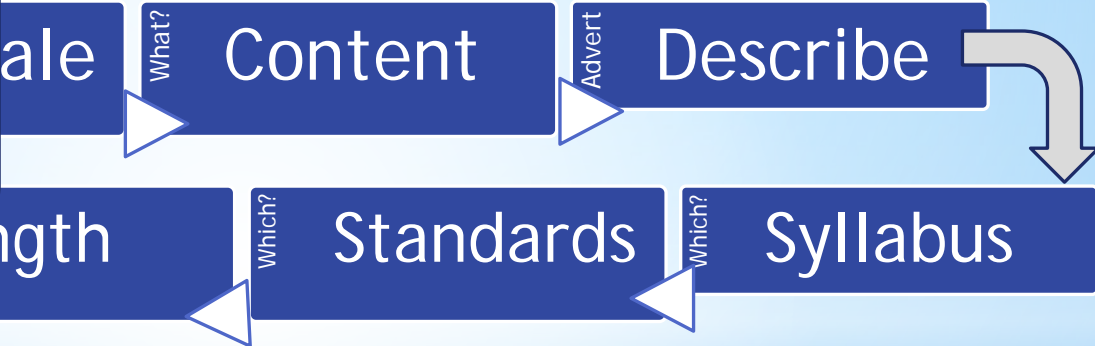


Standards
Staff needs

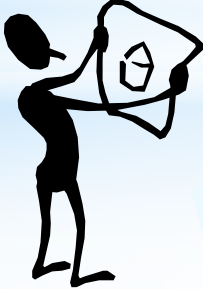
Courses

Develop new course - use Word template from MyPL@Edu

Developer access required :
see your Principal



Approved



+ Event Scheduling

Developer status required

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](http://www.det.nsw.edu.au/docprs/welcome.do) (URL: www.det.nsw.edu.au/docprs/welcome.do) to check if a course that would meet your needs has been published by another *Developer*. Contact the *Course Contact* to request approval to deliver the course or program.

The following template should be used to prepare a draft in preparation for the creation and final submission of a *Course* or *Program* application via [My PL@Edu](http://www.det.nsw.edu.au/docprs/welcome.do). It will assist you to think through the necessary details required for the final application via [My PL@Edu](http://www.det.nsw.edu.au/docprs/welcome.do). Please be aware that there is no *grammar* or *spell check* function available on [My PL@Edu](http://www.det.nsw.edu.au/docprs/welcome.do), hence the importance of using the *Word* template to draft an accurate application. It also allows you to consult colleagues and make any amendments necessary before finalisation. The template can then be used to simply copy and paste relevant information into [My PL@Edu](http://www.det.nsw.edu.au/docprs/welcome.do).



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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 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](http://www.det.nsw.edu.au/docprs/welcome.do))

Name of Region or Directorate*

(Nominate one)

Postal address*

Contact Name*

Contact Position Title*

Email*

Phone*

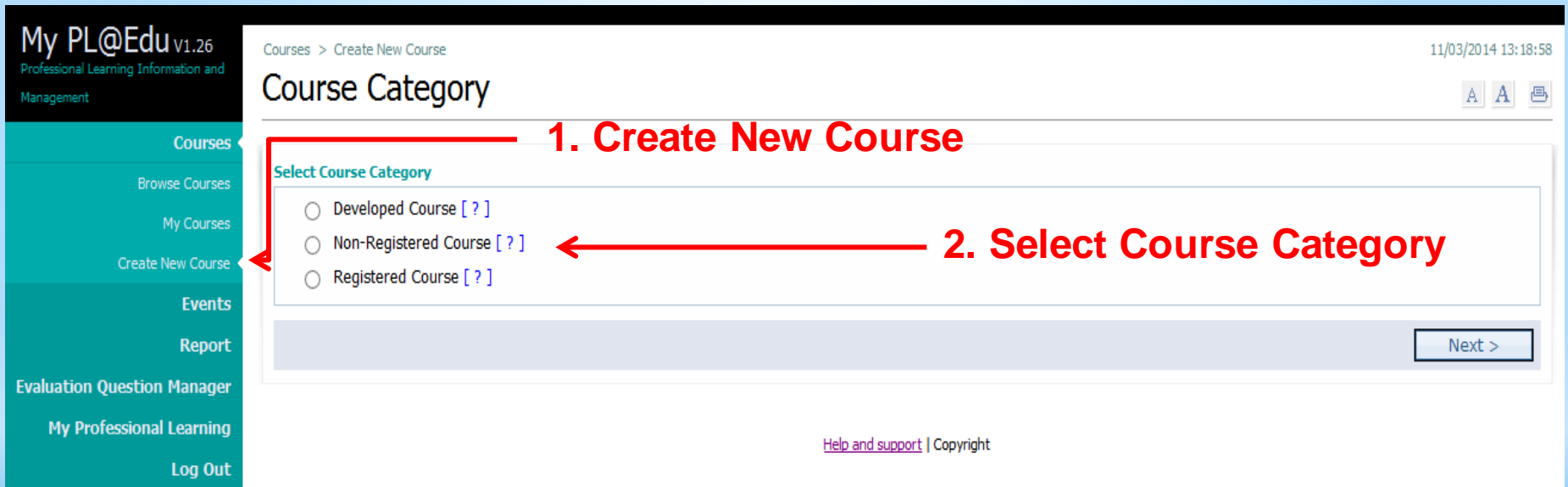
Mobile

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



My PL@Edu v1.26
Professional Learning Information and Management

Courses > Create New Course 11/03/2014 13:18:58

Course Category

1. Create New Course

2. Select Course Category

Select Course Category

- Developed Course [?]
- Non-Registered Course [?]
- Registered Course [?]

Next >

[Help and support](#) | Copyright

My PL@Edu

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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 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](http://www.det.nsw.edu.au/docprs/welcome.do))

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

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

My PL@Edu

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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

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, your Authoriser or the region or directorate. Systems Administrator for Developed or Non-Registered Courses and the Course Registration Committee for Registered Courses or Programs)

*Macquarie Park
*Tamworth & Coffs Harbour
*Dubbo & Wagga Wagga
*Ultimo

Course tab - New Course

Course Title: Managing Professional Learning for Leaders K-12

Developer Name Anne Palmer
Course Category Non-Registered Course
Course Code NR05891

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

Provider details

Administrative Centre * Principals Networks Macquarie Park ▾

Postal Address Line 1 * Level 2 75 Talavera Road

Postal Address Line 2

Suburb / City / Town * Macquarie Park

State * NSW ▾

Postcode * 2113

Contact Person

Contact Name * Anne Palmer

Contact Position Title * Teacher Quality Advisor

Phone Number * 9886 7017

Mobile Number

Fax Number

Email Address * ANNE.PALMER@det.nsw.edu.au


Important: Check this is correct
before you submit

Courses
wise Courses
My Courses
New Course
Events
Report
n Manager
al Learning
Log Out

Developer's template

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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](mailto:MyPL@Edu).

Key*

Course Category *
(Nominate one)

DEVELOPED

General course for which no teaching standards apply

NON-REGISTERED

Course content is relevant to teaching standards, but registration is not sought

REGISTERED

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](mailto:MyPL@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



CONTENT 1

Brief Rationale for Course or

Use Word template for course creation

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 e.g. 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 components 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 Course *

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

Accreditation at Proficient Teacher Procedures DEC Feb 2014
Australian Professional Standards for Teachers NSW Institute of Teachers

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

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
- My Courses
- New Course
- Events
- Report
- Manager
- Learning
- Log Out

Course Title: Managing Professional Learning for Leaders K-12

Developer Name	Anne ...mer	Course Status	Approved
Course Category	Non-registered Course	Date Approved	10/02/2014
Course Code	NR05		

Developer ▾ | **Content 1** ▾ | **Content 2** ▾ | **Standards** ▾ | **Course Materials** ▾ | **Evaluation Questions** ▾ | **Assessment** ▾

Course Title

Title of Course *

Provider details



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.)

<input checked="" type="checkbox"/> Course	<input type="checkbox"/> Program
--	----------------------------------

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

<input checked="" type="checkbox"/> ALL	<input checked="" type="checkbox"/> ES1	<input checked="" type="checkbox"/> S1	<input checked="" type="checkbox"/> S2	<input checked="" type="checkbox"/> S3	<input checked="" type="checkbox"/> S4	<input checked="" type="checkbox"/> S5	<input checked="" type="checkbox"/> 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))

1	Hours	30	Minutes
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<input checked="" type="checkbox"/> Course	<input type="checkbox"/> Program
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N/A

DEI 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

Maximum Participants

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	37 focus areas and standard descriptors
	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



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 stage of the course.
- Only include standards that are explicitly addressed by the course or program.
- Most one descriptor per standard.

For example: in

Teachers will address this standard through the course. *Effective* viewing skills.

How this Course or program addresses this Standard

Element	Standard	How this Course or Program addresses this Standard * (Not required for <i>Developed</i> 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.	
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Review Notes for this Section

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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
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Review Notes

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 Scale 1-5	
<input type="checkbox"/>	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 Scale 1-5	
<input type="checkbox"/>	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 Scale 1-5	
<input type="checkbox"/>	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 may have a designated person who is the application *Authoriser*. For further information contact your region or directorate.)

Authoriser's Name *	Carolyn
Authoriser's position Title *	Regional Director
Contact Email *	carolyn.mcinty@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 or VC session? If so could you add that to 'Outline of delivery strategies.'

Entered By XXXXXXXX

Communicate with the Approver by adding Review Notes

Remember to click **Add Note** button

Course is read by course approver at Principal Network Office



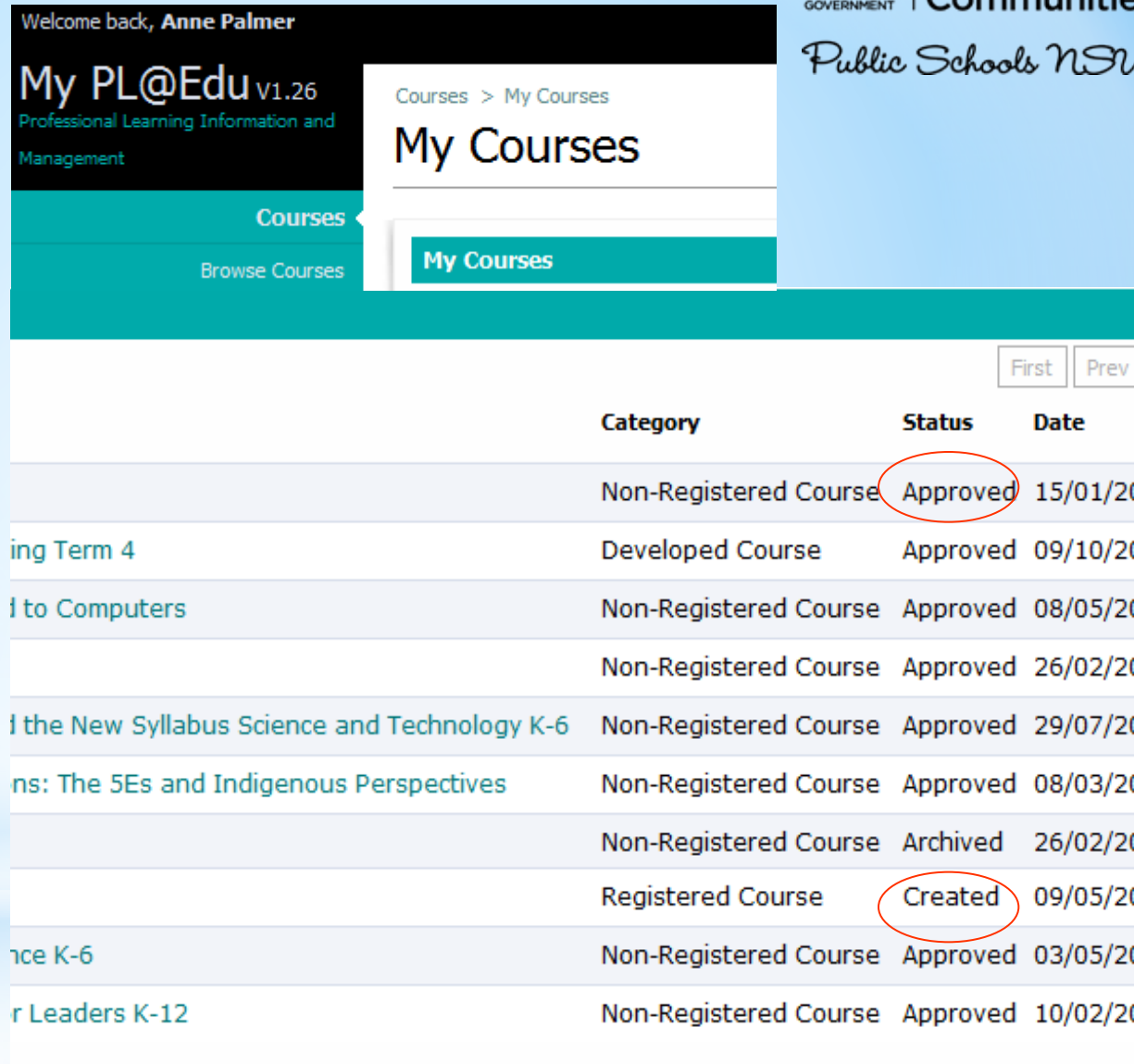
**CREATED,
APPROVED,
DECLINED**



Course status is then change to **APPROVED**



Ready to schedule as an Event



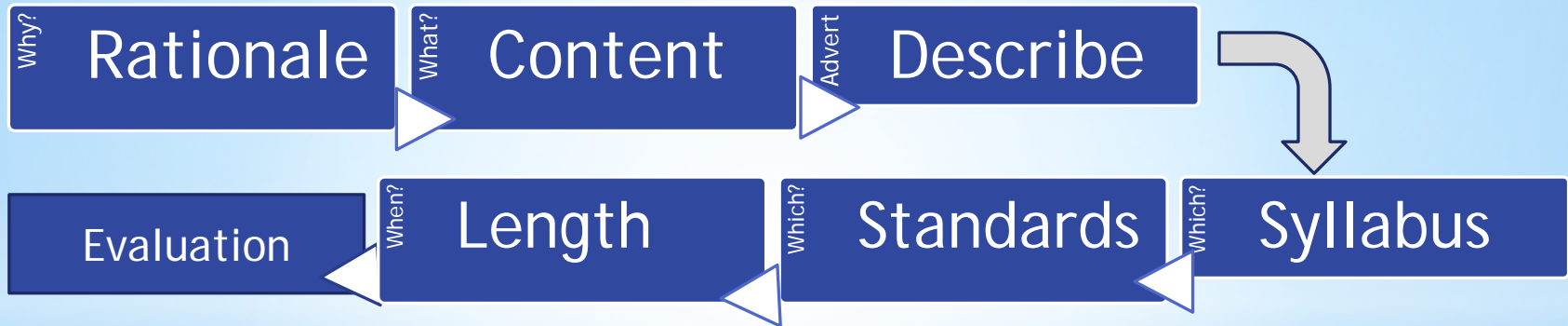
	Category	Status	Date
	Non-Registered Course	Approved	15/01/20
ing Term 4	Developed Course	Approved	09/10/20
l to Computers	Non-Registered Course	Approved	08/05/20
	Non-Registered Course	Approved	26/02/20
l the New Syllabus Science and Technology K-6	Non-Registered Course	Approved	29/07/20
ns: The 5Es and Indigenous Perspectives	Non-Registered Course	Approved	08/03/20
	Non-Registered Course	Archived	26/02/20
	Registered Course	Created	09/05/20
nce K-6	Non-Registered Course	Approved	03/05/20
r Leaders K-12	Non-Registered Course	Approved	10/02/20

Standards
Staff needs

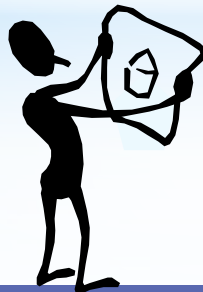


Courses

Develop new course - use Word template from MyPL@Edu



Approved =



+ Event Scheduling

Scheduling an Event Flowchart

Deliverer access is required



Identify the course or program



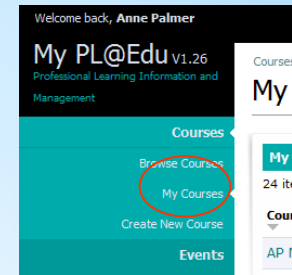
Contact the 'course contact' to request approval to deliver the course or program



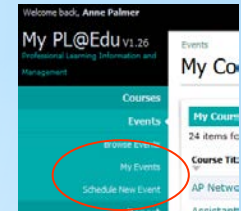
Scheduling an Event Flowchart



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

My PL@Edu v1.27.3
Professional Learning Information and Management

Events > Schedule New Event

Manage Event

Event Title: Leading Syllabus Implementation in Mathematics

Deliverer Name		Event ID	
Course Category	Non-Registered Course	Event Status	Created
Course Code	NR05026	Last Modified	

Details × Schedule × Evaluation Questions × Publication ×

Course Details

Course Title	Leading Syllabus Implementation in Mathematics
Description	This course will comprise three sessions. 1) An overview of the course: Your school and the new syllabus Builder to create a scope and sequence for implementation in 2014. 3) Instruction to schedule and manage leadership requirements and strategies associated with implementing change for school improvement
DEC Learning Priority Area	Syllabus implementation
Available to DEC employees only?	No
Target Group	Secondary Teachers
NSW Institute of Teachers (NSWIT)	No

Event Title: Managing Professional Learning for Leaders K-12

Deliverer Name: Anne Palmer
 Course Category: Non-Registered Course
 Course Code: NR05891

Event ID: 78064
 Event Status: Published
 Last Modified: 11/03/2014

Details | **Schedule** | Evaluation Questions | Publication | Enrolment | Materials | Participation | Evaluation

To Be Delivered By:

Administrative Centre: Principals Network Macquarie Park
 Contact DEC User ID: ANNE.PALMER -> AutoFill Details *You must click this button before making changes*
 Name: Anne Palmer
 Email Address: ANNE.PALMER@det.nsw.edu.au
 Telephone Number: 98867017

Venue Information

Venue Name: Online/Internet/VC

Participant Costs

Actual Participant Cost (\$) * At least one cost is required

Government School (incl. GST)	\$ 0
Non-Government School (incl. GST)	\$
NSWDEC non-school-based (Excl. GST)	\$
Student Teachers (incl. GST)	\$
Other Participants (incl. GST)	\$

Other Participants (incl. GST)

Event Information

Maximum Participants: 50
 Application Closing Date: 02/05/2014
 Local Event Code:

Minimum Participants: 10
 Further Details:

Session Information

Course available all year

Start Date: 07/05/2014
 End Date: 21/05/2014
 Time(s): 10:00 to 11:00

< Previous Next >

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.

You must add a dollar amount even if it 0

Check all information prior to public

Details ▾ Schedule ▾ Evaluation Questions ▾ **Publication ▾** Enrolment ▾ Materials ▾ Participation ▾ Evaluation ▾

Publish Event

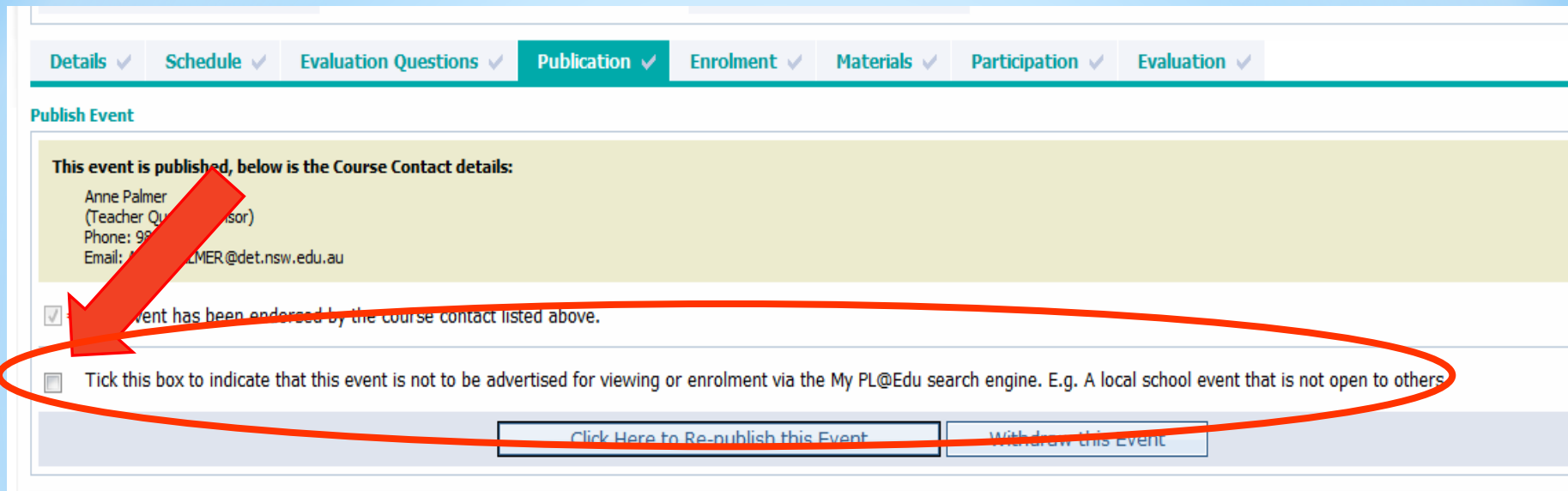
This event is published, below is the Course Contact details:

Anne Palmer
(Teacher Quality Advisor)
Phone: 9589 1234
Email: ANNE.PALMER@det.nsw.edu.au

This event has been endorsed by the course contact listed above.

Tick this box to indicate that this event is not to be advertised for viewing or enrolment via the My PL@Edu search engine. E.g. A local school event that is not open to others

[Click Here to Re-publish this Event](#) [Withdraw this Event](#)



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

Participant Name	School	Email	Institute Number	Status
Elizabeth Dunning	Blaxland East Public School	ELIZABETH.DUNNING@det.nsw.edu.au		Waiting List
Michele Hanman	Surveyors Creek Public School	michele.hanman@det.nsw.edu.au		Tentative
Anne Bennett	The Ponds School	ANNE.L.BENNETT@det.nsw.edu.au		Confirmed
Joanne Geary	Lethbridge Park Public School	JOANNE.GEARY@det.nsw.edu.au		Confirmed
Mark Howie	Springwood High School	MARK.HOWIE@det.nsw.edu.au		Confirmed
Gary Condon	Oakville Public School	Gary.Condon@det.nsw.edu.au		Confirmed
Natalie Plowman	Dawson Public School	NATALIE.PLOWMAN@det.nsw.edu.au		Confirmed
Julieanne Coveney	Arthur Phillip High School	JULIEANNE.COENEY@det.nsw.edu.au		Confirmed
Andrew O'Brien	Chifley College Senior Campus	ANDREW.OBRIEN@det.nsw.edu.au		Withdrawn
Marjorie Williamson	Penrith Public School	MARJORIE.WILLIAMSON@det.nsw.edu.au		Confirmed

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

	Email	Institute Number	Status	Evaluation Completed
ool	BRETT.ATKINSON@det.nsw.edu.au		Did Not Attend Completed Did Not Complete Completed	Yes
n Public School	Janice.Azzopardi@det.nsw.edu.au		Did Not Complete	Yes
chool	@det.nsw.edu.au		Did Not Complete	No
Public School	Sona.Bimwal@det.nsw.edu.au	200225	Completed	Yes
Public School	WRENCHERSON@det.nsw.edu.au		Did Not Complete	No
Public School	Megan.Bridekirk@det.nsw.edu.au		Completed	Yes
reek Public School	KATHY.BROWNE@det.nsw.edu.au		Completed	Yes
d Public School	Kay.Campbell@det.nsw.edu.au		Completed	Yes
lic School	Gary.Condon@det.nsw.edu.au		Completed	Yes
High School	JULIEANNE.COVENEY@det.nsw.edu.au		Completed	Yes
Public School	Sam.Doran@det.nsw.edu.au	206758	Completed	Yes
st Public School	ELIZABETH.DUNNING@det.nsw.edu.au		Completed	Yes
School	@det.nsw.edu.au		Did Not Complete	No

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

