

Training and Development

Who is eligible for T&D?

- Full time employee or Part Time employee
- Part time 'school term' employee

Who is not eligible for T&D?

- Casual employees
- Employees on leave for a full year
- Hourly Paid Instructors
- Staff employed for specific hours to support particular students eg integration workers, special education SSOs and bilingual assistants
- Staff who are employed under PS Act 2009 conditions or conditions similar to PS Act 2009 conditions

Eligible staff are to provide an employee declaration to their Principal by the end of week 9 Term 4 each year stating they have completed the T&D hours.

Those who do not provide an employee declaration must be on duty.

The T&D must be relevant to the job you are currently doing or beneficial to DECD. (You should speak with your Principal as to whether the T & D you are undertaking is relevant to claim).

The employee can do as many T&D hours as they wish, however in Week 10 of Term 4, they can only claim maximum hours equivalent to the hours they work per week.

Example: The employee works 20hpw, in week 10 they take that week off which equates to 20hrs as per their normal roster.

Employees who undertake a proportion of the approved training and professional development activities are required to be on duty for the remaining portion of the five days (or pro rata period for part-time employees) during week 10. For the purpose of calculating the period required to be on duty, the smallest counting unit will be a half-day for SSOs

If an employee is required to be on duty for week 10, time off can be taken at another time mutually agreed with the employee and Line Manager

If the employee's contract goes for 9 weeks of Term 4, they need to submit the VL623c claim form to Payroll to be paid for Week 10.

Approved Training and Professional Support Activities

Professional development activities are relevant to the individual and may also relate to site, district and Department priorities and needs. The Strategy relies on the professional obligation of employees to ensure that the activities are of a professional nature and are intended to develop the individual's capacity for current or future work within the Department.

Activities that may be appropriate include, but are not limited to, the following:

- Externally accredited courses such as VET/TAFE and university courses
- Professional learning and development organised by districts, clusters or schools
- In-service courses including programs developed and delivered by departmental providers or external providers of training and professional development
- Collaborative learning activities planned and undertaken by groups of teachers or ancillary staff members



- Other negotiated professional development activities such as professional reading (for example reading that is required to be undertaken out of hours in preparation for a training and development activity.)
- Reasonable time spent in preparing and delivering development activities for others
- Reasonable time spent on work related activities, which further develop teacher/staff expertise
- Courses that are mandated by legislation or regulation
- Relevant Training and Development courses.

Accordingly, eligible hours do not include staff meetings even if training and development activities are included in the program. Required responsibilities such as parent-teacher interviews cannot be claimed. Additional responsibilities such as participation in camps, excursions and school sport cannot be claimed, unless there is a professional development component to the activity.

If you would like further information please see the Training and Professional Support Strategy Guidelines <https://myintranet.learnlink.sa.edu.au/hr/professional-development/performance-management/performance-and-development-policies-and-guidelines>

