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## APPLICATION TO ATTEND PROFESSIONAL DEVELOPMENT PROCEDURE

Updated: 2026

### Rationale

The College is committed to each staff member attending Professional Development that is available outside the College. A high priority is given to the professional development of each staff member however, this needs to be carefully balanced with the need to maintain an equitable process so that all staff can attend professional development opportunities and the teaching and learning program is not compromised.

The College promotes a culture of excellence in the teaching and learning practice. The College pillars of Embracing life, Nurturing faith and Inspiring learning reflect the value that the College places on staff professional learning and its commitment to making the opportunity equitable to all.

### Principles

The College supports the TRBWA with respect to professional learning.

The TRBWA writes:

*Teacher registration requires that a teacher completes sufficient professional learning to maintain the currency of their professional competence.*

*As part of the renewal of registration application process, a teacher must declare that they have met this obligation. Evidence may be requested by the TRBWA to support this declaration.*

*It is generally expected that professional learning claimed for the renewal of registration is over and above the normal expectations of a teacher's role and responsibilities (including preparation, planning, programming and assessment and reporting) and aims to improve the teacher's knowledge, practice and competencies as set out in the Professional Standards for Teachers in Western Australia.*

*The requirement to undertake a minimum amount of professional learning, since the registration was last granted or renewed, applies to all registered teachers.*

*Should a teacher not be able to fulfil this requirement as part of the renewal process, they can submit a request to the Board to consider whether there are sufficient reasons for the professional learning requirement not to apply in the particular case.*

*The minimum number of hours of professional learning activities is 100 hours.*

### Procedure

Application to attend planned leave for Professional Development:

1. Professional development must not be booked until the process outlined below is complete.
2. All proposals/applications for **Accreditation** professional learning must:
  - a) First be discussed with the Vice Principal for suitability.
  - b) Once suitability is established, the online [Professional Learning Application Form](#) (on the Staff Portal) must be completed.
  - c) The Vice Principal will automatically be sent this request and will determine if attendance at this professional learning is possible within the OLMC calendar.

- d) If approval is granted by the Vice Principal, a reply will be sent to the requesting staff member, asking that staff member to enter the details into MyHR, entering "Accreditation PL Approved" into the comment area.
3. All proposals for attending **Professional Learning other than Accreditation** must:
- a) First be discussed with the relevant HOLA or line manager in the department in which staff member works for suitability. HOLAs should discuss proposals for their professional learning with the Director of Teaching and Learning.
  - b) Once suitability is established, the online [Professional Learning Application Form](#) (on the Staff Portal) must be completed.
  - c) The Vice Principal will automatically be sent this request and will determine if attendance at this professional learning is possible within the OLMC calendar.
  - d) If approval is granted by the Vice Principal, a reply will be sent to the requesting staff member, asking that staff member to enter the details in MyHR, entering "Teaching and Learning PL Approved" into the comment area.
4. If staff are required to travel to Perth for a full day on their own, the College covers the cost of accommodation, meals and fuel. All receipts are required upon return. The Team Leader - Campus Services can be contacted regarding the booking of a vehicle. For further clarification, please refer to the [Staff Reimbursement Procedure](#) on the staff portal.
5. Booking with the appropriate provider should only take place once approval has been granted by the Vice Principal. Invoicing directly to the College is the preferred method of payment. If this is not possible, the Finance Manager should be contacted for use of the College credit card.
6. All applications for Leadership Professional Learning require the consent of the staff member's HOLA. The staff member should only apply after meeting with the Vice Principal.
7. All relevant documentation, including course information, should be uploaded with the MyHR submission.
8. All staff who have approved Professional Learning leave are to inform their line manager once approval is given. For teachers, this is their HOLA and their Head of House for teachers with a PCG. For support staff, this is their Team Leader or relevant HOLA.
9. All requests for Professional Learning should be completed well before the date of the activity/meeting, giving as much notice as possible. No Professional Learning will be considered less than one week before the event.
10. Teaching staff must ensure that there is adequate work left for classes and that clear instructions are entered onto their OneNote. A relief cover document must be left with the relief coordinator for each lesson by 3pm on the day prior to the Professional Learning event.

## Staff Out of the College

1. In considering staff's planned absence from the College, including attendance at Professional Development, the Vice Principal will consider calendared College events and the number of planned absences already scheduled.
2. Professional Learning on days involving whole school events such as Mercy Day, Feast Day and Presentation Evening and on the first and last day of any term will not be considered. CSDPA and CEWA Network Professional Development Days and CEWA Leadership Days are exceptions and encouraged by the College.
3. A maximum of two staff members will be allowed to attend the identical curriculum-focused professional development.
4. If attendance at a planned event is cancelled after approval has been given, the staff member must inform the Relief Coordinator, the Vice Principal, and relevant HOLAs about this change in leave. If the leave had been entered onto MyHR, the staff member must reverse this leave.

## References

TRBWA Professional Standards for Teachers in Western Australia [online Jan 2024]