How to apply for Professional Development Courses and ‘Paul’ Days

1. **Seek verbal approval** to attend a Professional Development Course / Paul Day from your HT. It is essential that all PD related activities be discussed with your HT and map to your PDP goals before commencing the application process.

2. Login to Moodle

3. Enter **Staff Zone > Teaching & Learning**

4. Click on the relevant **TPL application button** (i.e. Professional Development Course or Paul Day)

   **Note:** ‘Paul’ Days are to be used for professional learning / mentoring undertaken at school. If external trainers are conducting training at school and we are paying for them then you must complete the Professional Development Application instead.

5. **Complete and submit** the relevant **online application form**. Enter the appropriate details and ensure that you complete all mandatory fields (indicated by a red asterisk).

6. Immediately after submitting your application **you will receive an email** notifying you that your application has been received and approval is pending.

7. Your **application will then be reviewed** by the HT Teaching and Learning and approved / denied based on consultation with a DP.

8. Soon thereafter **an email will be sent to you to inform you of the decision** that has been made in regards to your professional learning application. If your approval has been denied you may need to discuss this further with the HT Teaching and Learning.

9. Once your application has been approved you must then **follow the instructions which are clearly provided in the email sent to you**. This will also include details on how you are to confirm your attendance at the course by organising payment etc.