

## **Guidelines for *flexible school/system PD day* under the ACT DET Certified Agreement 2004-2006**

Clause 100.1 (c) of the ACT DET Teaching Staff Certified Agreement 2004 – 2006 provides that, of the 5-day annual minimum requirement for Professional Learning, schools may allocate “one day for appropriate school-based priorities which may be conducted outside of regular school hours in half or full day blocks”.

The AEU and DET have agreed on the following guidelines which should assist schools/colleges in planning how to use this flexibility appropriately.

**1: What is meant by “outside regular school hours”?**

Any time outside the regular hours of operation of the school is considered “outside of regular school hours”. In determining times for the conduct of PD activities, schools should refer to Clauses 173 and 174 of the ACT DET Teaching Staff Certified Agreement 2004-2006. Particular note should be taken of Clause 174.4.

**2: What is the definition of “half or full day blocks”?**

Half day = 4 hour session, including appropriate break/s.

Full day = a full day, including appropriate break/s.

**3: Is there discretion to use the total “PD time” in smaller blocks?**

The Certified Agreement establishes the minimum requirement of “half or full day blocks”.

There is no entitlement to program PD sessions shorter than the defined “half day”.

If a school/college wished to propose a smaller block of time, this would need to be considered on an individual basis. Approval must be sought from the appropriate Director, Schools.

Note that a 2-hour session is the smallest practical time allocation considered reasonable for the conduct of meaningful PD activities.

**4: Is approval required for the timetabling of PD “outside regular school hours”?**

Yes. Refer to Clause 174.4 of the Certified Agreement for guidance in regard to issues that must be considered when scheduling PD “outside of regular school hours”.

Schools should keep in mind requirements for record-keeping in relation to acquitting PD obligations.

**5: What is required of a teacher who cannot attend any PD scheduled at a time endorsed by the majority?**

As with all PD activities, a teacher who cannot attend may:

- (a) request approval to make up the PD activity at an alternate time agreed with the Principal.
- (b) for absences known in advance – submit a Leave Form for the appropriate leave in advance of the absence, accompanied by relevant documentation. In line with Clause 28 of the Certified Agreement, the Department will require that any request for Personal Leave when PD is scheduled is accompanied by an appropriate certificate from a medical provider recognised by a registered health fund, or by reasonable evidence that the leave is essential at that time.
- (c) for unexpected absences – submit a Leave Form accompanied by the appropriate documentation as soon as the teacher returns to work. In line with Clause 28 of

the Certified Agreement, the Department will require that any request for Personal Leave when PD is scheduled is accompanied by an appropriate certificate from a medical provider recognised by a registered health fund, or by reasonable evidence that the leave is essential at that time.

Any teacher not attending PD who is not covered by (a), (b) or (c) will be on unauthorised LWOP. Non-attendance at required PD may constitute misconduct and could be subject to disciplinary proceedings.