



## **Committee Members Professional Learning Policy**

### **Policy Statement**

Improving the understanding and skills of Committee members is important to REAIE as it illustrates that learning is a life long journey. REAIE promotes life-long learning amongst its members and hence encourages the same for its Committee members. Professional Learning is distinct from work or personal professional learning and it should support all members of the REAIE Committee fairly.

### **The Policy**

- Provides opportunities for the professional needs of REAIE committee members.
- Provides opportunities for the administrative and pedagogical needs of Committee members to be met
- Is collegial in nature, promoting the sharing of knowledge and experiences
- Is planned and coherent but allows for spontaneity and change
- Reflects the culture, vision, mission and values statements of REAIE.

### **Policy Guidelines**

To support these principles, Professional Learning opportunities should:

- Allow for Committee members to engage in shared professional enrichment, renewal and development over an extended period of time
- Address short term and long term needs and interests of Committee members & REAIE.
- Include practical skill-based development as well as provision for addressing pedagogical issues.
- Provide an opportunity for Committee to be involved in some form of Professional Learning during their term.
- Support Committee members involvement at conferences, seminars and practical sessions.
- Encourage the sharing of new ideas and experiences of Committee members from various Professional Learning opportunities.
- **Short distance travel** - travel to and from Professional Learning within greater Melbourne, or within cities interstate or overseas, including by cab, is not able to be claimed through the Professional Learning budget. Alternatively, Committee members can keep receipts or record kilometres travelled and claim through tax as professional expenses
- **Long distance travel** - to regional areas, interstate or overseas must be included in a Professional Learning application BEFORE attendance at the Professional Learning experience. Total costs, includes Professional Learning course costs, travel expenses and accommodation. Approval will be granted according to the Subsistence Policy. Long distance Professional Learning for the Committee members includes Study Tours to Reggio Emilia, professional learning provided by Reggio Emilia at International Network meetings and other study tours organized or supported by REAIE to other countries.

A reflection on the Professional Learning experience should be given to Executive two weeks after the event. All Professional Learning will be applied for in advance and approved or not approved by the REAIE Executive.

Any staff and Committee member travelling by air, nationally or internationally; on behalf of REAIE, will have air travel insurance included in costs covered by REAIE.

**Attachments**

Committee Member Professional Learning Application Form

**Reggio Emilia Australia Information Exchange**

**Committee Member Professional Learning Application Form**

Name \_\_\_\_\_

Provider of Professional Learning \_\_\_\_\_

Venue \_\_\_\_\_

Address \_\_\_\_\_

Title of Professional Learning \_\_\_\_\_

Reason for Attendance \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Professional Learning \_\_\_\_\_

Duration \_\_\_\_\_

Professional Learning Cost \_\_\_\_\_

Travel Costs \_\_\_\_\_

Accommodation Costs \_\_\_\_\_

During work hours

Outside work hours

(please stipulate no of hours)

(please stipulate, including travel times)

Cheque required?

Or please provide BSB and Account number for direct debit payment

\_\_\_\_\_

Approved

Not approved