

## **REPORTING OF EXPENDITURE ON PROFESSIONAL LEARNING - NON GOVERNMENT AUTHORITIES**

### **DEFINITION**

*For the purposes of reporting in this context, professional learning is defined as activities designed to develop the skills and understandings of personnel currently teaching in/and or leading schools in order to improve school performance/student outcomes and for which a direct cost is incurred. Personnel may include school staff who are directly involved in improving student outcomes, e.g. teacher assistants, counsellors.*

### **EXPENDITURE TO BE REPORTED**

Only expenditure directly associated with enabling participation in a professional learning activity, as defined above, may be included in the report. Expenses to be included in the reported figure of expenditure may include:

- Facilitator/provider fees
- Planning, promotion and registration costs
- Event costs (venue, catering)
- Travel and accommodation
- PD programme/resource development/provision (not curriculum development), e.g. course materials, video conferencing.
- Relief teacher payments (where this arrangement is specifically to enable participation in a professional learning activity)
- Any actual expenditure for the provision of student free days where they are specifically used to enable teacher professional learning participation
- Dedicated project officer salaries to support provision of PD programmes
- Reporting and evaluation costs
- Subscription costs for professional journals/magazines

### **EXPENDITURE TO BE EXCLUDED IN REPORT**

This reporting process is intended to establish professional learning expenditure by education agencies and schools. Therefore:

- System-level data reported is not to include any Australian Government funding.
- Expenditure to be reported is not to include any grants from external private agencies.

Costs associated with the development and production of curriculum materials ARE NOT to be included.

### **HOW THE INFORMATION IS TO BE REPORTED**

- Authorities will be required to provide a total dollar figure of expenditure in line with the above, and indicate what proportion of that expenditure is for teacher relief. Individual schools can report this figure through the Financial Questionnaire.
- At the system-level, an optional 1-3 page description can be provided outlining:
  1. Major initiatives, programmes and projects which sectors have delivered (with the inclusion of budget allocations for those major initiatives).
  2. Additional information on initiatives/costs of relevance not captured in the reported figure (optional)
  3. An appropriate delegate (e.g. Director-General, Chief Executive Officer, Chief Finance Officer) will be required to provide a declaration stating that the information is true and correct in line with these guidelines and that the process adopted to collect the information has ensured accurate information.
- The first completed report is to be submitted to the Minister for Education, Science and Training by **30 April 2008** and is to cover expenditure in the **2007 school year**.

These requirements will be outlined under the Guidelines of the Australian Government Quality Teacher Programme (AGQTP).