

Professional Learning 2025 – Step 1 - Guidelines

Guidelines for Professional Learning Schedule for the following year.

Step 1: Prepare the DOBCEL Catholic Education Calendar (Term 3, Week 1)

- The Directors Office creates the calendar for the upcoming year, including key dates, typically including:
 - Victorian School Holidays
 - Public holidays
 - Educational Dates inc NAPLAN/Specific Conference Dates
 - DOBCEL Board Meetings
 - DOBCEL Consultative Committee Dates
 - Directorate/Leadership Meetings/DLG

Step 2: Review and discuss the calendar in line with Professional Learning requirements (Term 3, Week 4)

- The Professional Learning team reviews the prepared calendar
- Discussion occurs with key stakeholders, to propose a schedule
 - Including but not limited to:
 - Assistant Director People & Development
 - Leader: Wellbeing
 - Leader: Learning and Teaching
 - Leader: Catholic Identity and Mission
 - Manager: Assurance & Risk

Step 3: Confirm Dates with Working Group (Term 3, Week 8)

- Working Group convenes to finalise the calendar.
 - Including but not limited to:
 - Directorate (TBC)
 - Leadership (TBC)
- Events for the year are confirmed during this meeting.
- Draft Planning Calendar is shared with schools

Step 4: Finalise Process and Documentation (Term 4)

- Event coordinators complete the required processes and forms, ensuring all management lines are followed for approval.
- **All Professional Learning** must complete the event request form, even if a TryBooking Link is not required.
- The Professional Learning Program (promotion all learning within DOBCEL) is updated when forms and details are confirmed

Step 5: NEW Professional Learning

- If your event was not included in the initial planning program, please consult the Professional Learning Coordinator to check availability before moving on to Step 4.

Additional Notes

- Ensure all stakeholders are informed throughout the process.
- Allow for flexibility to accommodate any changes or additional events as required.

Professional Learning 2025 – Step 2 - Process

Process undertaken to complete Professional Learning Activities in line with the Professional Learning Schedule:

Allow 7 working days for processing, from approval

Step 1

- Event Coordinator of the Professional Learning activity is to complete [Step 3 – Professional Learning Event Request Form](#). Once complete, the form will go to your Manager/Team Leader for endorsement.

Step 2

- Upon a Manager/Team Leader endorsing the Professional Learning Activity the form will go to the Professional Learning Planning Coordinator (pl@dobcel.catholic.edu.au) for inclusion in the professional learning Activities Calendar.

Step 3

- The Professional Learning Planning Coordinator (pl@dobcel.catholic.edu.au) will send the Event Coordinator an email advising that the professional learning activity has been approved. If your activity requires a TryBooking Link, reception will be copied in to complete remaining steps.

Step 4

- Event Coordinator can then proceed to progress the organisation of the event.

Step 5

- If your activity requires a TryBooking Link, Reception will add the event to TryBooking.

Step 6

- Reception will email the Event Coordinator with the TryBooking link and upload the event and link to the DOBCEL Website Calendar. From here the Professional Learning Program will be updated with the relevant details.

Step 7

- Event Coordinator must provide Reception with any changes to the event, once a Trybooking link has been generated for updating TryBooking.

Please note: It is the responsibility of the Event Coordinator of the activity to manage the event, including liaising with the venue, catering, etc.

| Index | |
|--|--|
| Event Coordinator | Staff Member Creating/Booking the event |
| Manager/Team Leader | Manager or Team Leader of the Staff Member creating/booking the event |
| Professional Learning Planning Coordinator | Manage Professional Learning Activities Calendar (Susan Crowe) pl@dobcel.catholic.edu.au |
| Reception | Catholic Education Ballarat Reception Team (Elena Silak) reception@dobcel.catholic.edu.au |

Professional Learning 2025 – Step 3 Event Request Form

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

The form is now available online. Please click the link below to complete it:

[EVENT REQUEST FORM 2025](#)

*As partners in
Catholic education
and open to God's presence,
we pursue fullness of life for all.*

Professional Learning – Step 4: Event Planning (Event Coordinator only)



TryBooking Details:

One week prior to face-to-face event (registrations close):

- Registrations close seven days before the face-to-face event, or three days for online PD sessions.
- Check registration numbers and dietary requirements in TryBooking by creating the **Attendee List Report** (instructions below).
- Confirm the final numbers and dietary requirements with the venue and caterer.

TryBooking Log-in Details:

Website: www.trybooking.com.au

Login: pd@dobcel.catholic.edu.au

Password: **Rainbow!1234**

(Note: The password must be typed, not copied and pasted.)

Quick View of Attendee Numbers:

1. On the main dashboard, select the relevant event.
2. Under *Tickets Sold* the **Attendee Numbers** will be displayed.

| EVENT NAME | FIRST SESSION | AVAILABILITY | TICKETS SOLD | TICKET SALES | DISCOUNTS | PROC. FEES | TICKET FEES | TOTAL |
|---|----------------------------------|--------------|--------------|--------------|-----------|------------|-------------|--------|
| Feedback - Championing a feedback culture | Thursday 24 October 2024 9:00 AM | 14 | 11 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Collaboration - we are better together | Thursday 24 October 2024 1:15 PM | 12 | 13 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Primary REL Network Meeting Term 4 (29 October 2024) - VC | Tuesday 29 October 2024 12:30 PM | 99 | 1 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

For a detailed list of attendees, including email addresses and dietary requirements, generate the **Attendee List Report**:

1. In the left menu, click **Reports**.
2. Under *Commonly used*, click **Attendee List Report**.
- 3.

trybooking
DASHBOARD - Catholic Education Ballarat
EVENTS
REPORTS
BOOKING & REFUNDS
BANKING
TEMPLATES
GIFT CERTIFICATES
BOX OFFICE
FUNDRAISING
MARKETING TOOLS

DASHBOARD > REPORTS
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REPORTS

You can access and download reports about your events and account here.

Commonly used
Event reports
Accounting reports
Marketing reports
Fundraising reports
Scanning reports
Gift certificate reports
Other reports

Event revenue itemised
A breakdown of ticket sales, donations and fees for an event.

Event summary
A summary of sales by session times showing number of tickets sold, revenue raised, and availability.

Custom report (Export data)
Create and build fully customised reports (including custom and sub questions) and ready to be exported in a spreadsheet.

Attendee list report
Create a door list, ticket holder list or booking list with tickets purchased, contact details, sections and seats booked.

Availability
A summary of how many tickets are sold, reserved, and still available per section or by ticket type.

- Fill in the required fields (Event Name, Session Time, Booking Date Range).
- In the *Show Booking Information* field, choose **School Name** to identify which school the attendees represent.
- In the next field, select the Attendee data criteria such as **Attendee First Name, Last Name, Email Address**, and **Dietary Requirements**.

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DASHBOARD > REPORTS > ATTENDEE LIST REPORT
Learning Centre News pd@

ATTENDEE LIST REPORT

This report shows who is booked into your event. [Learn more](#)

Add to Favourites ☐

EVENT NAME*
Southern Zone Catholic Library Network - Term 2, 2024

SESSION TIME*
Friday 7 June 2024 8:45 AM

BOOKING DATE RANGE*
All

SHOW BOOKING INFORMATION* ①
School Name

SHOW ATTENDEE INFORMATION ①
Attendee first name, Attendee last name, Email, Dietary requirements

RUN REPORT

- Click **Run Report** to display the report on the screen, with a column for each data field. You can then choose to either print the report or download it as a PDF or CSV file.

REPORTS
BOOKING & REFUNDS
BANKING
TEMPLATES
GIFT CERTIFICATES
BOX OFFICE
FUNDRAISING
MARKETING TOOLS
TEAM MEMBERS
ACCOUNT SETTINGS

Event name: Southern Zone Catholic Library Network - Term 2, 2024
Session time: Friday 7 June 2024 8:45 AM
Booking date range: All
No. of bookings: 7
No. of tickets purchased: 8

DOWNLOAD
PRINT

| BOOKING DATA: SCHOOL NAME | TICKET DATA: ATTENDEE FIRST NAME | TICKET DATA: ATTENDEE LAST NAME | TICKET DATA: EMAIL | TICKET DATA: DIETARY REQUIREMENTS |
|------------------------------------|----------------------------------|---------------------------------|--|-----------------------------------|
| Trinity College Colac | Libby | Ryan | erian@tcc.vic.edu.au | |
| Trinity College Colac | Josie | Barber | jbarber@tcc.vic.edu.au | |
| Mercy Regional College | Jean | Christie | jchristie@mercy.vic.edu.au | Vegetarian |
| The Hamilton and Alexandra College | Kym | Dempsey | kdempsey@hamiltoncollege.vic.edu.au | |
| St Plus x, Warrnambool | Alanna | Dowling | adowling@spwarrnambool.catholic.edu.au | |
| St Joseph's Primary School | Emily | Lloyd | elloyd@sjwarrnambool.catholic.edu.au | |
| Portland Secondary College | Jennifer | Murray | jennifer.murray4@education.vic.gov.au | |
| Emmanuel College | Margaret | Sinnott | msinnott@emmanuel.vic.edu.au | |