



Process

This document outlines the process for coordinating DOBCEL's Professional Learning. It details the steps for submitting professional learning proposals for inclusion in DOBCEL Professional Learning publications (i.e. DOBCEL professional learning calendar, learning guide, Try Booking, event list/s, etc.).

It provides guidance for both CEB staff proposing professional learning and managers/team leaders who are required to approve proposals for professional learning. The process aims to ensure consistency, streamline administration, and support continuous improvement across the DOBCEL community.

Annual calendar co-ordination process: In July of each year, preparation for the following school years DOBCEL professional learning will commence. CEB staff are asked to submit their professional learning proposals via the [Professional Learning proposal Form](#) (PLPF) for inclusion in DOBCEL professional learning publications.

Proposals for inclusion in the following years professional learning publications are due at the end of July each year. Please try to include all known professional learning proposals by this deadline to planning.

Ad hoc proposals – It is acknowledged that on occasion it is necessary for professional learning proposals to be accepted throughout the year to ensure just-in time professional learning can be accommodated. Ad hoc proposals should be submitted via the same PLPF. Once approved, they will be added to DOBCEL publications within two weeks.

Definitions:

Event organiser: CEB staff member who manages the event details and bookings (i.e. venue, catering, liaison between facilitator and participants, etc.)

Event facilitator: staff who run (facilitate) the professional learning. This may be a CEB staff member or an external facilitator.

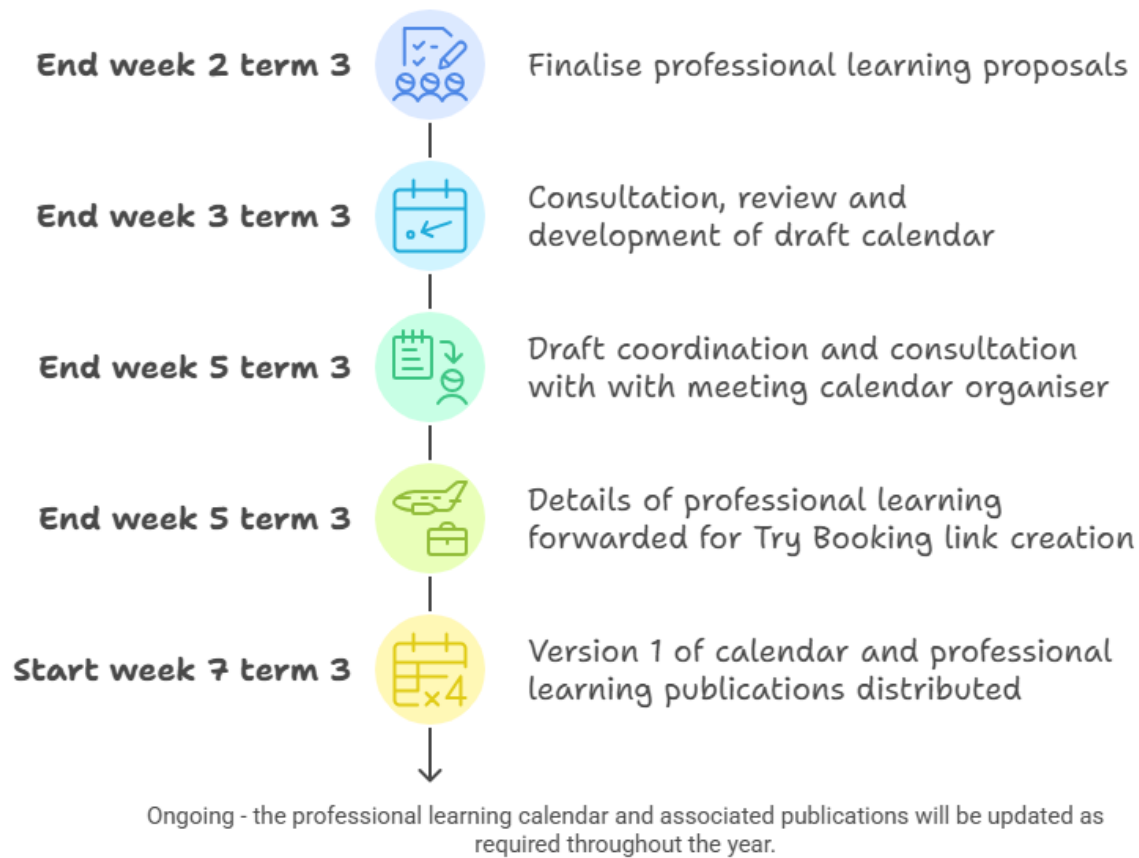
Professional learning review panel: reviews all proposals for professional learning (next school year) and co-ordinates proposals in conjunction with the events calendar. Typically, members will include Team Leader Learning & Teaching, Team Leader Wellbeing, Team Leader Catholic Identity & Mission, Manager Organisational Development and the LMS administrator.

Proposer / event proposer: CEB staff who enter a new professional learning proposal via the PLPF.

Proposal: A completed PLPF requesting the inclusion of professional learning in the DOBCEL Professional Learning publications.

DOBCEL Professional Learning publications: Collation of professional learning into various DOBCEL publications. For example - Professional learning calendar, learning guide, Try Booking, event list/s. These DOBCEL publications are shared across all schools and offices in the Diocese of Ballarat.

Timeline of the annual professional learning co-ordination process



How to process: Submitting a professional learning proposal

1. Submit a proposal for Professional Learning

All proposals for professional learning are made via the [Professional Learning proposal Form](#) (PLPF).

Please ensure you have completed all sections of the form.

Before submitting a proposal, please let your manager know so they can support your proposal.

Event proposer and event organisers should not arrange venue, catering, accommodation, etc. until you have received confirmation and approval of your proposal.

Professional learning request form



2. Initial proposal notification/s

Upon completion and submission of the PLPF:

- The PLPF will automatically go to the event proposer's direct manager for review (per Office365 organisational chart). This notification includes the event title, the intended audience, the cost to DOBCEL and the cost to the participant.
- Once approved by your manager a notification via email will be made to the People & Development team who may review your initial proposal. Where additional information is required a member of the People & Development team will reach out to you.

Managers:

- Use the appropriate Approve/reject icons to approve or decline the proposal. Please include a brief comment when declining a proposal. Where you are not the applicable manager to approve the proposal, you may re-assign the proposal to another DOBCEL staff member by utilising MS Teams

3. Proposal approval/declined

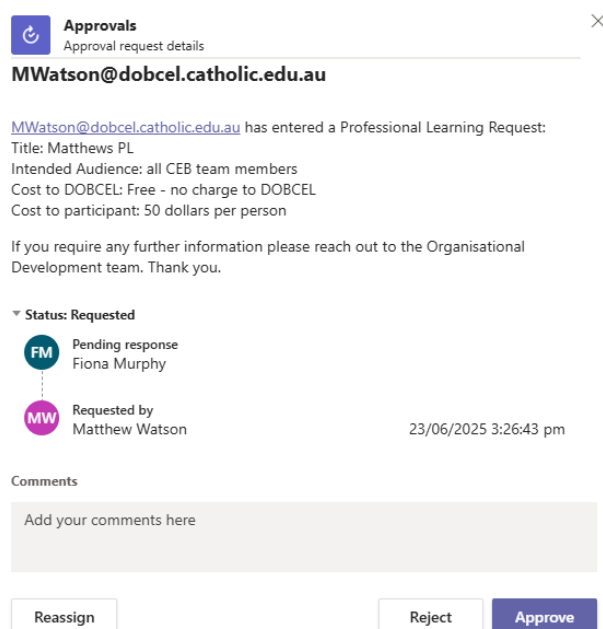
Where the proposal is approved:

- The approval and associated comments will be made available to the People & Development team.
- The event proposer will receive notification via MS teams.
- Continue to step 4.

Where the proposal is declined:

- The decline and associated comments will be made available to the People & Development team.
- Declined proposals will not be reviewed by the Professional Learning Review Panel.
- The event proposer will receive notification via MS teams.

Where the event has been declined, the proposer should liaise with the appropriate manager to understand the reasons for declining prior to entering a new proposal.



4. Review of all approved proposals by the Professional Learning Review Panel

In Term 3, all approved proposals for the following school year are reviewed by the Professional Learning Review Panel before being confirmed for inclusion in DOBCEL's professional learning publications.

Once endorsed, the People & Development team coordinates with the DOBCEL meeting calendar organiser to resolve any date clashes. After final details are confirmed, a confirmation email is sent to the proposer, who may then proceed with organising logistics such as venue booking and catering.

The People & Development team will then enter the event into the professional learning calendar and related publications.

5. Requesting ad-hoc professional learning proposals (outside of the annual cycle)

Ad-hoc proposals outside of the annual cycle/timeline can be submitted using the PLPF. Once approved by the proposer's manager, the proposal will be reviewed by the People & Development team to ensure it can be accommodated within the professional learning calendar.

Where the professional learning can be accommodated, the People & Development team will email the event proposer advising the professional learning can proceed and enter the event details into any upcoming professional learning list/s within 2 weeks of receiving the proposal.

6. Try Booking links

The People & Development team will forward the event details onto the CEB reception to enter the event into Try Bookings.

Next school year Try Booking link: Where the professional learning is for the next school year all proposals will be added to Try Booking upon endorsement of the next calendar year proposals by Professional Learning Review Panel and prior to the event being added to upcoming event list/s.

Current school year Try Booking link: Where the professional learning is for the current school year the event will be added to Try Booking within 2 weeks of the event proposer being notified of the event proceeding.

If more information is needed, CEB Reception will contact the proposer or organiser directly.

Note: event registration via Try Booking will include the required selection/text area to capture participants' dietary requirements.

7. Correction or updates:

For corrections or updates to the event prior to it being listed on Try Booking or in professional learning publications, please contact pl@dobcel.catholic.edu.au.

For correction or updates to a live Try Booking link, or professional learning publications, please contact both pl@dobcel.catholic.edu.au and reception@dobcel.catholic.edu.au.

For any questions about this procedure please contact pl@dobcel.catholic.edu.au.