What is the Education Support Professional Learning Grant?

The Education Support Professional Learning Grant (Grant) provides funds to individuals to enable access to professional learning that responds directly to their needs and to their school’s priorities/student needs.

The Grant provides opportunities for Education Support staff to be active agents in their own professional learning.

The Grant of up to $1500 is available to each Education Support (ES) staff member and is awarded to individuals on the basis of a successful application.

The Grant supports professional learning undertaken between April 2011 and July 2012.

Who is the Grant for and who is eligible?

The Grant is open to Education Support staff across Victorian government schools.

How can you apply?

While individual and team applications are welcome, applications are completed by individual Education Support staff. Every application is treated on an individual basis.

Please note: each individual can only apply once.

What will be considered in the selection process?

Applications will be considered on the basis of:

- Quality of application
- Regional representation
- Representation of the overall career structure

Time Line 2011

29 March   Applications open
10 May      Applications close
14 June     Notification of outcome of selection process
24 June     Funding disbursed to schools

Completed application forms must be emailed as a Microsoft Word attachment by Principals as evidence of endorsement to:

espl@edumail.vic.gov.au

All other forms of submission will not be accepted, including PDF, posted, scanned or faxed application forms.

Unendorsed, incomplete or late applications will not be considered.

The Education Support Professional Learning Grant is awarded to individual Education Support staff on the basis of a successful application.

Further information

To find out more about the Grant please contact the Teacher and Education Support Development Unit by phone on 9637 3824 or email at:

espl@edumail.vic.gov.au
In determining the quality of the application, consideration will be given to the extent to which the application:

- centres on individual professional learning designed to support improved practice;
- articulates links between individual professional learning needs and school priorities/student needs;
- clearly outlines how the expenditure of the grant will support the professional learning; and

Priority will be given to Education Support staff who have not previously been awarded an Education Support Professional Learning Grant.

**Application form instructions**

The application form must be completed and submitted electronically. There are a number of drop-down boxes which make it easier to complete the form and navigate your way through. There are four major sections to the application:

- Section 1 – Applicant Details Summary
- Section 2 – Application Overview
- Section 3 – Professional Learning Proposal
- Section 4 – Principal Endorsement

All sections must be completed.

**Role of Principal**

Principal endorsement is required to indicate that the principal has been informed of the individual’s intention to apply and supports the application for an Education Support Professional Learning Grant. Principals must endorse the application by emailing the application form as a Microsoft Word attachment to espl@edumail.vic.gov.au by 10 May 2011.

Principals are encouraged to take an active role in supporting the implementation, evaluation and sharing of learning as a result of the Grant.

**Application forms are available at:**


**To maximise your professional learning:**

Have you considered building in time to:

- embed your learning into your practice?
- collaborate with others?
- reflect and record your learning through the use of a learning journal or a blog on your Ultranet Express Page?

Have you considered the use of a critical friend, observer who can support your learning?

Have you considered how the school can best support you to undertake this professional learning?

**When completing the application form it is advisable to make explicit:**

- the links between your individual/customised Professional Learning Plan and the professional learning proposal
- the outcomes of the professional learning to be undertaken (for example to increase skills or qualifications, to improve school processes, student learning outcomes)
- how the funding sought supports the professional learning proposal
- how your professional learning proposal is informed by the Seven Principles of Highly Effective Professional Learning.