

Swinburne TAFE staff attendance and presentation at conferences/seminars

Please complete the following procedures. These have been developed to support decisions made by the Swinburne TAFE Executive Group in 2006.

Procedures for staff

1. Check the Professional Development Website <http://www.tafe.swinburne.edu.au/profdev/> Conference and seminars option to determine if the event is a **key conferences/seminars**. If it is indicated as one with a key on the list discuss with your manager in procedure 2 (see below). This is to ensure that key conferences/events are attended by staff whose attendance will be of strategic benefit to the Division.
2. Before you apply to attend, consult your manager to discuss the purposes of attendance, methods of knowledge sharing and evaluation and funding. **Note** that funding for key conferences/seminars is normally provided by your department. The Professional Development Unit does not pay for these events. Early each year the Unit transfers some funds to Schools and Groups for them to allocate, based on their requirements.
3. Where you are presenting at an event and Swinburne's name is linked to the event please ensure your manager has seen a copy of your presentation and agreed that it is of a suitable standard. Refer to the 'Giving a presentation' section on the '**Professional Development – Application/Information Form** <http://www.tafe.swinburne.edu.au/profdev/policies/welcome.htm>
4. Complete the **Professional Development – Application/Information Form** prior to registration. Make sure all signatures have been obtained.
5. Prior to registration forward the completed form together with your manager's endorsement to the Professional Development Unit.
6. If the event has been identified as a key conference/event your manager will receive information about other staff who wish to attend.
7. After you have attended the conference/event please contact your manager/Professional Development Unit to complete any knowledge sharing and/or evaluation strategies, agreed to in your original application.
8. The Professional Development Unit will regularly forward School Directors lists of the key conferences together with the names of staff attending the events