

Reframing the Future Professional Development Program for Sessional Staff

Invitation to Sessional Teaching Staff

Apply now to attend a professional development program in semester 2, and get paid

The Professional Development Unit at Swinburne TAFE is conducting a program of professional development activities in semester 2. The project, which is being supported by Reframing the Future funds, will enable approximately 12 staff to be funded up to \$500 each to complete a number of activities. The program builds on the results of a survey of sessional staff undertaken in 2007 by Robyn Jackson, Director School of Social Sciences.

Overview of the project

The project is designed to bring together a group of sessional staff, supported by appropriate mentoring to build knowledge and skills and support you in your teaching.

Sessional staff teach in a range of industry areas, as experts in those areas, to a number of students and client groups. Teaching includes classroom-based programs, workplace teaching, apprenticeships and traineeships.

The program is designed to:

- help you to use the most effective methods of teaching and learning in a variety of contexts with clients with a range of learning styles and needs
- increase your knowledge of Swinburne's policies, systems and services including Human Resources, AQTF (Australian Quality Training Framework), OHS and Privacy regulations, and information technology including Grade Book
- develop your understanding of the broader VET context
- enable you to network with your colleagues in the Division.

Eligibility for the program

You need to be employed as a sessional teacher by Swinburne when this project commences in Semester 2 2008. You also need to be supported by your manager to complete the program.

What is expected? Your commitment

You are required to complete the following.

1. Attendance at four scheduled events as detailed below.
 - Opening session on Monday 21 July from 12.30 to 4.30 including lunch
 - Swinburne TAFE's Professional Development Day Tuesday 5 August 9.30 to 4.15.
 - A training session on Web CT on Monday 25 August 12.30 to 4.30 including lunch
 - Final session on Monday 13 October from 12.30 to 4.30 including lunchAll activities except the Swinburne TAFE's Professional Development Day will be held on the Hawthorn campus.
(For details of the above refer to the Training Schedule Overview)
2. Complete the New Starter Checklist located at the Human Resources Induction Homepage <http://www.swinburne.edu.au/corporate/hr/induction/checklst.pdf> before the first training session.
3. Meet with a Department Mentor that will be allocated to you as part of this project at least three times during the course of the project to set goals and receive feedback.
4. Put in a claim to be paid \$500.00 on completion of the project if you attended all the scheduled sessions or alternatively claim for the sessions you attended.

All staff will be given a Statement of Participation upon completion of the project.

What do you need to do to be considered for this program?

Download and complete the Expression of Interest Form from www.tafe.swin.edu.au/profdev and forward to:

Dora Nicola dnicola@swin.edu.au or via internal mail to P19 by Friday 11 July 2008.
Successful applicants will be contacted by Wednesday 16 July 2008.

If we have more applicants than positions available an attempt will be made to select applicants from across all the departments within the TAFE Division.

If you have any questions or you would like to be considered for future projects please ring me.

I look forward to getting your expressions of interest and working with you.

Dora Nicola
Project Manager
Professional Development Unit

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