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| **PROFESSIONAL LEARNING AND DEVELOPMENT PROPOSAL** | |
| **FOR PERFORMANCE PERIOD [date] to [date]** | |
| **1** | **Learning priority 1**  See *Identify professional learning needs*.  **Learning goal**  See *Set professional learning goals*. |
| **2** | **Learning opportunity**  See *Select professional learning opportunities*.  Detail the specific course, forum, conference, workshop, hui, fono, academic study, coaching, network or other means of learning (for example, online learning community or participation in a study group) that will enable you to meet the goal set out above. |
| **3** | **Professional practice benefits**  Use the learning needs you have identified in 1 above to set out how your professional practice will be improved. |
| **4** | Link to **school’s strategic goals and objectives** for student achievement  See *Set professional learning goals.*  1.  2.  Others … |
| **5** | Link to **personal career progression**  See *Set professional learning goals*. |
| **6** | **Resource requirements**  Detail the time commitment you need to make – inside and outside regular work time; any resourcing replacement requirements this will create; any direct (fees) and indirect costs (travel, accommodation, materials).  Identify any budget allowances available (for example, grants, scholarships, study awards) to meet these costs. You could include a note of support from the board treasurer to confirm that the required funding is available. |
| **7** | **Timeframe for completion**  Specify the details of the learning opportunity (for example, study duration, relevant dates). |
| **8** | **Report back arrangements**  Specify when the board can expect to receive formal feedback on your learning.  Identify who else you could report back to (e.g. iwi, runanga, school community or learning community) and when/how you will do this.  Specify the types of evidence you plan to use to support your learning outcomes. |

Repeat the table rows for Learning priority 1 for your second and further learning priorities.