1 Introduction: Supporting Professional Teachers' Associations

1.1 In recognition of the valuable contribution made by professional teachers associations to teachers' professional learning, the NSW Department of Education and Training allocates funding each year on a submission basis to professional teachers associations for professional development activities. To be eligible for funding, activities must meet the specified criteria outlined in these guidelines.

1.2 To be eligible for funding, associations must also be recognised by the NSW Department of Education and Training.

1.3 Grants are made to support only the professional development of teachers and officers of the NSW Department of Education and Training. The Department acknowledges, however, that professional teachers' associations include among their memberships teachers from non-government schools and tertiary institutions. Funding provided through the program will be in proportion to the number of teachers from NSW government schools and officers of the NSW Department of Education and Training who participate in a supported activity.

1.4 Applications for support can be made to the Department for activities such as conferences, seminars, workshops, or any other professional development activity that reflects the criteria for selection outlined below.

1.5 Activities must be offered on a state-wide basis or target a significant group in one area of the state.

2 Eligibility

2.1 The Department will consider applications for funding from professional teachers' associations that:

- are affiliated with the Professional Teachers' Council, New South Wales and/or
- are recognised by the Department as an eligible professional teachers' association for participation in the program. (The NSW Primary Principals' Association, NSW Secondary Principals’ Council, the Australian College of Educators, NSW Branch and the Australian Council for Educational Leaders, NSW are examples of this category.)
- clearly target teacher professional learning.

The School Administrative and Support Staff Professional Association is also eligible to apply for support under this program.

2.2 Associations seeking Departmental recognition for the purposes of the program are required to have:

- a statement of their specific educational purpose or purposes*
- details of incorporation*
- a written constitution*
- an established and maintained NSW membership list
- a non-profit-making charter*
• a formally established bank account*
• an ABN* (and indicate if registered or not registered for GST)
• a current public liability insurance policy* with a minimum cover of $10m.

[Copies/details of items marked with an asterisk * are to be supplied with the first application form. Any changes to these * items (including updated insurance policy expiry dates) are to be provided when lodging further applications.]

3 Selection Criteria

3.1 The Department of Education and Training will consider applications for funding from professional teachers' associations that propose an activity which:
• has a focus on curriculum and/or
• reflects the current Department of Education and Training priorities for teacher professional learning outlined below, and
• is endorsed by the relevant state professional association's executive. Applications from local affiliate groups will only be considered when they are submitted through the state organisation.

3.2 Other association activities such as membership drives, management meetings, administration and publication of newsletters are ineligible for funding support.

3.3 Current professional support priorities for teacher professional learning are:

Priority areas:
1. Support for the implementation of K-6 syllabuses
2. Support for teaching and learning in the middle years
3. Support for the implementation of 7-10 syllabuses
4. Support for the New HSC
5. Support for literacy and numeracy
6. Beginning teacher development
7. Support the implementation of recommendations arising from the Ramsey Review of Teacher Education in NSW (eg. professional teaching standards)
8. Leadership development
9. The use of ICT for the provision of professional learning
10. The use of ICT for the provision of curriculum support
11. Supporting the integration of ICT in the classroom
12. Student Welfare

3.4 As a guideline, the maximum support to be granted to any one association will not be more than $8,000 per funding round.

3.5 Preference will be given to applications where:
• part or whole of the activity is conducted outside school hours or does not involve release from teaching; and
• participants contribute towards costs, particularly when accommodation and catering are involved.

4 Applications

4.1 Applications for funding must be made via the Department's application form, which can be found at http://www.schools.nsw.edu.au/edu_leadership/index.php. The completed application should be faxed to the number provided on the form.

4.2 For further information, contact the Department's Executive Officer, Professional Teachers' Association Support, Anna Petersons, on telephone: 9886 7713, facsimile: 9886 7571, or via e-mail at: anna.petersons@det.nsw.edu.au
PTC Member Associations may also contact the PTC Executive Officer, Pam Smith for support (telephone: 9564 3322, facsimile: 9564 2342, e-mail: ptcadmin@mtn.com.au).

5 Applications for 2002/2003

5.1 Applications for 2003 will be considered in two rounds, for Semester 1, 2003 and Semester 2, 2003. Consideration may be given to supporting activities that were undertaken in Semester 2, 2002. This will be the subject of separate advice following determination of Semester 1 2003 applications.

5.2 The closing date for applications is 17 March 2003 for Semester 1 activities and 2 June 2003 for Semester 2 activities.

6 Assessment

6.1 Applications will be assessed by the Professional Teacher Association Reference Group chaired by the Director, Professional Support and Curriculum, or his/her nominee. The group consists of:

- 3 x representatives, Professional Teachers’ Council
- Assistant Director, Professional Support and Curriculum
- Manager, Teacher Professional Learning, Professional Support and Curriculum Directorate
- Executive officer.

6.2 Funding will be provided within the limits of the resources available to the program and bearing in mind 3.4.

7 Payment

7.1 50% of the agreed allocation will be made on endorsement of the application.

7.2 The remaining 50% will be paid upon receipt of:

- a copy of the advertisement for the initiative
- clear acknowledgement that “Funding for this initiative has been provided by the NSW Department of Education and Training as part of the Professional Teachers’ Associations Support Program.”
- true and accurate records of income and expenditure for the initiative
- true and accurate details concerning the number and proportion of government to non-government teachers participating, and
- a report on the outcomes of the activity.

Associations remain accountable to the Department for expenditure of all funds.

7.3 Applications to receive payment of the second 50% should be made within six weeks of the conclusion of the funded activity. Funds not claimed within six weeks of the completion of the activity may be forfeited. This condition will be waived only if the association requests an extension of time before the six-week period has elapsed.