Flowchart

PTC NSW IELA Professional Learning Committee

PTC NSW IELA Professional Learning Committee has compiled a guide to the stages involved in approving an association's Professional Learning events for IELA validation.

The Committee would like to remind all associations that courses cannot be advertised as IELA validated, until the association receives the approval notice from PTC NSW IELA PL Committee indicating that the course has been validated. Please do not use statements like 'Pending Approval', or 'Submitted for IELA validation'. The relevant Course Validation Statement and IELA logo can then be displayed on advertising and promotional material.

Process for submission of PL applications for IELA Validation

PTC NSW IELA Professional Learning Committee assess the applications and within five business days of the IELAPLC meeting one of the following will occur -

Receive feedback re: the application submitted

Resubmit the application for validation within ten working days, depending on when the event is taking place. It needs to be minimum one week prior to the actual event date.

Depending on the revised application submitted, PL Committee either validates the application or requests for further clarification.

Receive email validating the application submitted along with the IELA Logo and statement.

The PL event can now be advertised in all promotional materials including flyers, websites etc

Within 10 days of the completion of the event, submit the participation data (sign on sheet) to the PL Officer using the form provided. The link to access the form is here: Association Sign on Sheet Proforma Template 2021

Following course participation, teachers will receive their IELA certificate and they are then required to submit their own hours on eTams

Note: If you submit an application for an event which runs for multiple days, participants will be required to attend all days to receive the indicative hours. If any participant fails to attend any one day, they will not receive ANY validated hours. If you require participants to be validated for each individual day, please apply for each day SEPARATELY. Eg. "DEF NSW Conference Day 1, DEF NSW Conference Day 2" If you need further clarification, please contact us at 0297160378 or email us at plofficer@ptc.nsw.edu.au.