

Staff and their supervisor use MyHR PCT to create, upload, access and interact with their Professional Development Improvement plan/Professional Capability Development Plan.

The template below is one that has come into favour between the School Supervisors and Principals and is provided as an option on OnePortal.

The following format is offered as one way for staff to monitor and keep evidence of progress towards their professional goals.

Capability Goal Focus Area:			Feedback	Plans for further development
Date	Monitoring action	Evidence location	Positive and developmental	Next to do - procedures, products, processes

Compulsory PD for Teacher Registration with Queensland College of Teachers

All teachers are required by the Queensland College of Teachers to complete at least 20 hours of Continuing Professional Development in our own time each year. The PD completed needs to be logged on the QCT portal. Kindly read the information copied directly from the QCT website so that you are clear about what is

required. <https://www.qct.edu.au/professional-development/requirements>

The Continuing Professional Development (CPD) you undertake must have regard to the Australian Professional Standards for Teachers and demonstrate:

- A balance across the following areas
- Employer/school directed and supported CPD
- Teacher identified CPD
- A range of types of CPD activities
- Completion of at least the minimum annual amount required.

Professional responsibility for maintaining your knowledge and skills extends beyond your personal professional development to meet your responsibilities as a member of a team and school staff. The balance may vary according to your particular situation. For example, if you are a supply or contract teacher it may be appropriate to emphasise teacher identified CPD.

CPD is an annual requirement for teachers with full registration whether your situation is:

- Teaching full-time
- Teaching part-time
- Doing supply or contract teaching

You must complete at least 20 hours of CPD for any calendar year in which you teach 20 days or more. There is no CPD requirement for any year in which you teach fewer than 20 days.

Days of teaching employment per year	CPD requirements per year from 2013 onwards
20 days and above	At least 20 hours
Under 20 days	Nil CPD

<https://www.qct.edu.au/professional-development/continuing-professional-development>

CPD examples

The following is an indicative not exhaustive list:

- Active contribution to education system initiatives, pilots, trials and projects.
- Activities offered by professional development providers such as workshops, seminars, conferences, courses, online learning.
- School-based and/or employer-provided professional development including professional development days.
- Syllabus, curriculum and assessment professional development conducted by QCAA or employer.
- Training for and development from participation in national and state test marking, QCAA and school-based teacher consistency of judgment procedures.
- Preparation for and development resulting from formal presentations to colleagues on classroom practices, research findings or contemporary issues in education.
- Leading school-based curriculum and/or policy development.
- Preparation for and development through providing collegial professional support for preservice or beginning teachers as part of supervising/mentoring role.
- Educational research/action research projects.
- Active involvement in approved overseas teacher exchange, encompassing pre-preparation, on-site professional development and subsequent reporting.
- Professional reading linked to activities such as research, preparation of articles, presentations to colleagues and professional practice.
- Formal study leading to a qualification in education or field related to teaching area. <https://www.qct.edu.au/professional-development/recording-your-cpd>

Recording your CPD

Continuing Professional Development (CPD) must be differentiated from activities that are normally part of your role as a teacher or your engagement in extra-curricular activities.

Key considerations include:

- appropriateness for your role
- contribution to achievement of identified learning goals
- range of activities
- balance across the required area.

You may only include the professional learning component of an activity. CPD can be:

- employer provided
- linked to systemic programs and initiatives
- delivered by private providers
- additional formal study (University, TAFE)
- school-based
- offered by professional associations and networks.

It is your responsibility to:

- record Continuing Professional Development (CPD) undertaken in a format that meets QCT requirements and best suits your individual needs and/or employer requirements. You should use the QCT's online CPD recording tool available through myQCT on the website
- make the evidence available for auditing purposes as required by the QCT.

Evidence of CPD will vary according to the nature of the activity. Evidence may include, but is not limited to:

- attendance lists
- certificates
- email confirmations
- evaluations
- letters
- minutes
- reflection notes
- school print outs
- transcripts
- sign-on sheets
- reading/viewing logs
- presentation notes