

Policies and Procedures

All staff need to ensure that they know, understand, and follow Departmental Policies.

<https://intranet.qed.qld.gov.au/about/PoliciesandProcedures>

Gifts and Benefits Procedure

Employees are responsible to ensure that during their work and employment, any gift or benefit is appropriate to accept, noting the reason the offer was made and the public perception of the acceptance. All staff keep a gift register including indicative cost, name of the item, the donor, and the reason for the gift or benefit. Gift registers can be audited by the principal as part of the annual Gift Register audit by the Department. Kindly seek advice if you are at all unsure.

Catering must be commensurate with the circumstances of the meeting, function or event with appropriate delegate's approval for expenses. Where attendees are only departmental staff, catering is kept to a minimum. Consider whether catering will support the objective of the event, e.g., building community good will. Consider the duration of the event and the benefit of catering to maintain attendees' energy levels and attention spans. Note that where events are held over normal mealtimes, it is acceptable to offer reasonable catering as participants will not otherwise have access to meals. Likewise, note that providing catering can be provided where personnel are attending official business outside their normal working hours or when personnel do not have access to normal facilities to manage meals and to provide meal allowances as per Departmental policy. [Gifts & Benefits Procedure](#)

Catering and Hospitality Procedure

Catering is a form of hospitality and is regarded as a gift according to the Gifts and Benefits Directive 22/09. Not included, are meals provided to staffing working over normal meal times or away from their usual place of work and catering and refreshments provided to recognise services provided by volunteers. [Catering and hospitality procedure](#)

Professional Capability Planning and Development

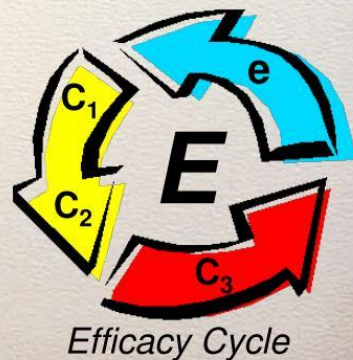
Efficacy

By taking account of individual strengths, needs and supports, and preferred ways of learning and developing, our school builds efficacy by amalgamating confidence, competence, consistency and effort.

- Building Efficacy - There is a Formula!

$$E = [C_3(C_1 + C_2)]^e$$

- **E** = Efficacy
- **C₁** = Confidence
 - Willingness to take risks
 - Confidence by itself is arrogance!
- **C₂** = Competence
 - Skill & Knowledge
- **C₃** = Consistency
 - A set protocol is constantly followed
- **e** = Effort
 - Amount of quality work applied



Personalised professional learning

Professional learning at our School is personalised whilst incorporating systemic and school priorities. To be effective and engaging, however, this method relies on each of us taking responsibility for our learning and setting goals that relate to our work, our students, and our wellbeing. One strategy that assists is our use of celebration logs where individually and as teams, we know the skills and knowledge we need to be effective and are supported to reflect on our practice towards continual development and improvement, and team and squad celebration of successes.

<https://www.bing.com/videos/riverview/relatedvideo?&q=personalised+professional+learning+cycle&&mid=BBB91A51464A959D388DBBB91A51464A959D388D&mmscn=mtsc&aps=58&FORM=VRDGA>
[R](#)

PERSONALIZED PROFESSIONAL LEARNING CYCLE

