

PETAA's professional learning program aims to promote:

- The effective teaching and learning of literacy, English and language learning to children throughout Australia.
- The importance of the teacher's role in literacy and English education
- Current research and practice relevant to the teaching and learning of literacy and English.

If you would like to propose a course that addresses these priorities please complete the form below. Please use 'Guidelines for proposing a course' (emailed with this form) to assist you.

1. Your contact details

Name:	
Address:	
Phone: (w)	(h)
Mobile:	
Email:	

2. Course title: \_\_\_\_\_  
*Give your course a meaningful title that is engaging and reflects content and purpose. You can give it a working title which can be changed later.*
3. Description of course content:  
*2-3 introductory sentences.*  
*Participants will:*
- *3-4 bullet points*
4. Outline any research or methodology that underpins the course: *Brief account of any research or methodology that underpins the course in 2-3 sentences, eg. The course uses a balanced approach to reading, drawing on a socio-cultural understanding of reading and literacy using the four roles of a reader (see Smith)*

5. Professional teaching standards addressed by this course, including a specific description of the delivery strategies:

Course program and delivery strategies	Focus and content of the sessions	Standard descriptors at the Proficient Teacher level addressed by the session	Explanation of how the standard descriptors nominated will <u>specifically</u> be addressed within the session

\*Does your course address Highly Accomplished level? Yes  No   
 Slight adjustments in the participants' tasks could reflect Highly Accomplished level.

6. List any relevant Syllabus outcomes or references.

State Syllabus:

Objectives			
Outcomes			

Australian Curriculum English

Strands	Language	Literature	Literacy
Sub-strands			

7. Course details:

Target group : *Be specific about the teachers who will most benefit from your course eg K-6; Yrs 3-6, Grades 4-8*

Maximum and minimum no. of participants:

Preferred length (please indicate if the standard tea breaks are suitable):

**Afternoon Course**

Afternoon session -3.30 pm  
registration, 4.00pm-6.30pm course  
(afternoon tea included).

**Full Day Course:**

Full-day session -8.30am  
registration, 9am-3pm course  
(morning tea and lunch included).

Other (please specify eg:  
multiple workshops) /  
Comments:

8. Please indicate the states or areas where you could present this course. Please note this is a guide only for the PD Committee to consider.

- (a) All states Selected state(s) \_\_\_\_\_
- (b) All metropolitan  
Selected metropolitan \_\_\_\_\_  
All regional areas  
Selected regions \_\_\_\_\_
- (c) Online presentation \_\_\_\_\_

9. (a) AV and audio equipment:

- Internet connection
- Data-projector and screen (presenter must provide own laptop)
- Lectern
- Whiteboard
- Interactive whiteboard
- Flip chart
- Other: \_\_\_\_\_

(b) Software/platform requirements: PC Apple/Mac

10. Preferred room arrangement:

- Theatre style
- Cabaret style (group tables)
- Boardroom style
- Other: \_\_\_\_\_

11. Notes/ reading list (if applicable): Please provide this to the **PETAA** office by email as soon as possible after your proposal is accepted so they can be collated as a handout for the day.

12. Professional biography (Max 150 words)

Have you presented for PETAA before? No  Yes   
If yes, please detail name of course(s) and date(s).

---

*Please write a one-paragraph summary of your qualifications, professional background, recent publications and anything else you would like potential participants to know about you. Please also include a recent photograph- head and shoulder shot, to be used on our website to advertise your course.*

13. Referees

*Please provide names and contact details of two people you would be happy for us to contact as referees. It would be helpful to list referees who are familiar with your presentation style and the content of your courses.*

## Course proposal form

Please complete this course proposal form and email it as an attachment to: [robyn.topp@petaa.edu.au](mailto:robyn.topp@petaa.edu.au). The 'Guidelines for proposing a course' document will assist you in filling out this form.

The Professional Learning and Publications Subcommittee of the Board of **PETAA** will consider your proposal and you will be provided with feedback and a decision within 6 weeks of receipt of this form.

If you have any questions about the form or the process please contact the **PETAA** office on 02 8020 3900. Thank you for your interest.