

	Identify knowledge about language and strategies for supporting the learners. - In small groups teachers design their own teaching sequence leading up to and including joint construction.		mini whiteboards etc.
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6. List any relevant Syllabus outcomes or references: Please list here any state syllabus outcomes or references. Courses to be presented in Victoria or NSW must reflect the curriculum documents of that jurisdiction.

Also include Australian Curriculum: English content descriptors eg. *Australian Curriculum English Strand: Literature; Substrands: Responding to Literature, Examining literature, Creating literature.*

7. Course details: Target group – be specific about the teachers who will most benefit from your course, e.g. K/P-6, Yrs 3-6, Grades 4-8. Indicate the maximum no of participants from your point of view.

Course formats: Full-day session – 8.30am registration, 9am-3pm course (morning tea and lunch included). Afternoon session – 4pm registration, 4.30pm-7pm course (afternoon tea included).

Also indicate if your course comprises multiple workshops.

8. Course locations: Please indicate where you would be willing to present this course. This is a guide only for the PLP committee to consider.

9. Equipment requirements: ONLY indicate equipment you will actually use. Equipment is expensive to hire. Your choices will determine which venues are suitable for your course. NB: Presenters will supply own laptops.

10. Room arrangement: please indicate how you'd like your participants to be sitting - theatre, cabaret, boardroom or other.

11. Notes/reading list: all materials to be provided to participants before or during the course must be submitted to the **PETAA** office at least 10 days prior to the course to allow for timely distribution. Please ensure your materials are as brief as possible, ideally 4 pages or less. Please ensure that you use the PETAA workshop template.

12. Professional biography: 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. This information will be provided in marketing for your course and for our professional development program.

13. Have you presented for PETAA before? Please write the title of your latest course with us and year of presentation. If you have presented this course elsewhere please indicate this. If you have any presentations online or video footage of you presenting, please submit these or send a link so that we can access them.

14. 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.

Upon approval of the course proposal and confirmation of dates and venues, a contract will be issued. Please ensure the contract is returned prior to the session. This will ensure you receive payment in a timely manner.