

These notes have been prepared to advise potential venues of the requirements to host a PETAA Professional Learning course.

## Course modes

PETAA runs two style of courses: full day and half day. These can run on weekdays or Saturdays.

Half day courses on weekdays usually begin between 2.30-4pm and run until 6 or 7pm.

Half day courses on Saturdays usually begin with a 9.30am sign-in and run from 10am-1pm.

Full day courses begin with an 8.30am sign-in and run 9am-3pm.

All times are flexible depending on the area, day and venue.

## Seating

Depending on the course, seating will be either auditorium, cabaret (group tables) or boardroom style.

ICT sessions require seating to incorporate tables for laptops and access to power outlets.

## Capacity

Generally, venues must have access for 50 participants to be comfortably seated.

## Equipment

Most presenters will bring their own laptop and require access to a data projector or interactive whiteboard to run their presentation.

Occasionally courses will require other equipment and this will be negotiated and organised by PETAA before the course.

## Refreshments

PETAA provides food at all its courses: morning or afternoon tea for half day sessions and morning tea followed by lunch for full day sessions.

Catering can be provided by the host school's canteen/P&C or by an outside caterer. In all instances, PETAA provides a per head budget.

Schools should provide tea and coffee making facilities for the duration of the course.

## Parking

Where possible, onsite parking (staff carparks, basketball courts etc) should be provided for participant parking. Where this is not possible, venues should nominate which surrounding streets will have sufficient parking for course sessions.

## Benefits

Host venues are provided with 5 free places in courses run at their venue. Any further staff from the host venue will be charged a negotiated price, based on their PETAA membership status. Other enrolments come through promotion by PETAA to schools in the surrounding area.

All participants are provided with a certificate after completion of the course.

PETAA is a NSW Institute of Teachers endorsed provider of professional development for the maintenance of accreditation at Professional Competence. Our scope of endorsement is: Elements 1,2,3,4 of the Professional Teaching Standards for K-6 English.

## Contact

All enquiries should be directed to the Professional Learning Coordinator:

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