Using your Centrally funded PLD allocation

TOPICS COVERED:

- Receiving your PLD allocation
- The PLD Journal
- Steps for using your PLD allocation
- Choosing a facilitator
- Getting in touch
- Tips and guidance

RECEIVING YOUR PLD ALLOCATION

If you have submitted a PLD proposal your Regional Education Office will contact you with the outcome of your PLD proposal and the number of hours allocated to you.

The Area Allocation Panel is responsible for making recommendations about the allocation of facilitator hours. There are four possible outcomes:

- Full allocation: Full allocation of hours to design and undertake the PLD as outlined in your PLD proposal.
- Varied Allocation: A varied number of hours and/or time to design and undertake the PLD as outlined in your PLD proposal (this may include an invitation to apply for additional hours at a later date).
- Conditional Allocation: An allocation of hours for the purpose of building inquiry capability to better identify and understand your PLD needs. This may result in a further PLD proposal or help to identify other supports.
- No allocation: This result may be due to not meeting the criteria for centrally funded PLD, the level of need and priorities identified in the region, or resource limitations. You could submit another PLD proposal at a later date during the year.
THE PLD JOURNAL

When your regional education office contacts you with the outcome of your PLD proposal, they will also send you your updated PLD Journal which will reflect your allocation of hours, along with additional information. 

**Fig 1** (below) shows a snapshot of the front page of The Journal. It shows the school’s details, the stages of centrally funded PLD that need to be worked through, the hours that have been granted and the facilitator/s involved.

**Fig 1: PLD Journal front page**

1. Confirms that you as being centrally funded

2. Displays your progress in your PLD Journal

3. Displays the number of ‘contact hours’ you have been allocated and also any conditions

4. Allows you to enter your facilitator information here

When the Journal is returned to you, it will also display an extra page or tab in the ‘Delivery Plan’ section to complete with your chosen facilitator/s. See **Fig 2**.

**Fig 2**

5. Click on this tab which allows you to see the Delivery Plan template

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Professional learning development - Using your PLD funding allocations
**Steps for using your PLD allocation**

Once you receive your allocation you should:

- Find a suitable facilitator
- Agree on a Delivery Plan for your PLD with your facilitator
- Submit the Delivery Plan (So the Ministry can set up a contract with the facilitator).
- Receive confirmation from the Ministry and get started.

**How to find a facilitator**

A list of facilitators approved to deliver centrally funded PLD can be accessed from the PLD website at [http://services.education.govt.nz/PLD](http://services.education.govt.nz/PLD)

You can search the facilitators list by:

- Name / Keywords
- Region
- Medium
- Specialisations
- School level

**Choosing a facilitator**

Once you’ve received your time allocation you should select your facilitator/s based on the skill set that best meets your PLD needs. For example, if you have been allocated hours for PLD in inquiry then you should seek a facilitator to support you from your region.

It is intended that where possible, based on an assessment of a skills and needs schools, Kura and CoLs | Kāhui Ako will select facilitators within their region. Choosing a local facilitator ensures you have a more responsive and timely service. It also ensures you have more flexibility when using your PLD time.

If you cannot find the skills you need in your own region you can look to surrounding regions for a facilitator however, the facilitator will need to contact the Ministry to confirm their travel will be funded. If a facilitator you have chosen travels from outside their region, they will need to deliver at least four or more contact hours per day that they are with you. This does not apply to Delivery Plan activities where no travel is required.

**Getting in touch with facilitators**

Once you have chosen the facilitator you would like to use, contact them using the details provided by the facilitator to discuss your PLD needs and their availability.

**Creating a Delivery Plan**

Once you and your chosen facilitator have agreed to work together, you need to complete the Delivery Plan section of your PLD Journal.

**When using ‘contact hours’ please note:**

Your allocation is in ‘contact hours’, which is face-to-face time with a facilitator.

Your use of the hours will be detailed in your Delivery Plan. This includes any time planning with your facilitator.

1. You **DO** need to include time spent completing your Delivery Plan with a facilitator as ‘contact hours’.
2. You **DO NOT** need to include:
   - facilitator travel time
   - facilitator preparation time for activities

All, expenses related to the delivery of the allocated hours will be managed by the Ministry.
Submitting the Delivery Plan

Once your Delivery Plan is completed in your PLD Journal, be sure to save it to your computer and email your PLD Journal to PLD.journal@education.govt.nz. You will receive an auto response confirming that your email has been received.

The Ministry will use the information recorded in your Delivery Plan (in your PLD Journal) to create the contract/s for your facilitator/s to deliver the PLD.

You will receive an updated version of your PLD Journal as soon as the contracts are agreed with the facilitator’s organisation/s. From here, get started.