



What is a PLD hour?

Schools, kura, Kāhui Ako and clusters who have submitted a successful PLD proposal are allocated a set number of PLD hours to use with PLD facilitators. Every hour allocated is a full hour of 'delivery' from the school's perspective. The Ministry of Education assumes that providers will spend at least an additional 15 minutes of 'preparation' for every hour of 'delivery', or put another way, for four days of 'delivery' there is one day of 'preparation'. It is important for PLD leads and PLD facilitators to understand and agree to the activities that are considered 'delivery' and the activities that are considered 'preparation'.

What is delivery?

Delivery is when a facilitator is working with the school, kura, Kāhui Ako or cluster to develop, implement and review the agreed PLD. Examples of delivery hours include:

- Time spent planning and reviewing with PLD leads. For example this could include helping prepare the theory of change for the PLD initiative, negotiating and putting in place delivery plans, helping review progress and agreeing to next steps at key milestones, etc.
- Time spent face-to-face with teachers and PLD leads where the time is focused on the PLD outcomes. For example this could include facilitating PLD workshops, coaching sessions, meetings, group sessions, mentoring, one-on-one sessions, etc.
- Time spent meeting with PLD Leads and other PLD facilitators working on the same allocation to ensure a coherent approach to PLD.
- Time spent on evaluation design and data analysis which is carried out in conjunction with teachers or PLD leads. For example this could include working with PLD leads to prepare evidence for the need for change, developing teacher capability surveys with PLD leads, designing processes for monitoring student progress with teachers, supporting PLD leads and teachers to analyse, interpret and draw conclusions from data, etc.
- Time spent on data analysis and resource development services which relate to the PLD outcomes and are carried out as a result of a specific request by the PLD lead. Please note these services might not be delivered face-to-face.
- Time spent on follow-up work by a facilitator directly related to PLD outcomes. For example this could include sourcing and sending research material to support a teacher or school inquiry, commenting on a teacher's inquiry methodology, providing feedback on conclusions a teacher has drawn about the impact of their teaching on student progress, etc. Please note these services might not be delivered face-to-face.

What is preparation?

Preparation is any time spent in activities preparing for PLD delivery. Examples of preparation include:

- Email, phone conversations and other virtual communications with the school, kura or Kāhui Ako which don't directly provide PLD such as confirming visit times or setting up workshop logistics.
- Time spent preparing materials for larger scale interactions such as PLD workshops.
- Time spent on PLD administration tasks for the Ministry of Education including completing reports other than those co-constructed with the school, kura, Kāhui Ako or cluster.

What about travel time?

Travel time is not included as part of preparation or delivery time. Facilitator hourly rates include recompense for travel time and expenses to schools and kura under 50 km from their base. There is a travel policy with a range of tiers which provides recompense for travel time and expenses to schools and kura greater than 50 km from their base.

What about time spent on business processes?

Time spent on business processes such as accounting, personal development, annual reporting, induction, appraisal, strategic planning, etc are not included as part of preparation or delivery time. Facilitator hourly rates include recompense for these types of activities. It is over to individual PLD providers to determine how much time a facilitator allocates to these tasks.

Agreeing to additional costs to the school, kura, Kāhui Ako or cluster.

If it is expected that if the school, kura, Kāhui Ako or cluster will have to pay towards additional material (e.g. copyrighted texts), then this should be made clear and agreed to at the earliest possible point.

Who do I contact if I'm unsure or I have questions?

When co-constructing and reviewing a PLD theory of change and delivery plan, PLD leads and PLD facilitators should agree to what will be considered 'delivery' and 'preparation' time. If you have any queries or questions, please contact your regional Ministry office. Contact details for PLD contacts in each Ministry office are available here:

<http://services.education.govt.nz/pld/information-for-principals-and-school-leaders/your-area/>