



VITTA PROFESSIONAL LEARNING PRESENTER POLICY

VITTA Vision for teaching and learning in the 21st Century

VITTA aims to :

- support the study of senior and specialist Information and Technology studies to enhance student ICT pathways and careers in ICT.
- embrace and promote the interdisciplinary nature of digital technologies as a means of enhancing all learning for whole school and wider school communities.
- enable all learners in the 21st century to reach their full potential supported by the effective use of digital technologies
- build teacher confidence in using ICT and the Internet to transform learning
- assist teachers to engage students in rich and safe environments for learning online
- assist teachers to understand the technology savvy generation they teach including their modes of thinking, playing and learning
- assist teachers to ensure students are computer and web literate
- assist teachers to understand health and safety issues of using the computer and web for learning.
- include parents in the learning partnership building their confidence in using ICT and the Internet to help guide their own and student learning

Objectives

VITTA aims to:

- Provide digital technology products and services to support teaching and learning K-12
- Develop Professional Learning programs in digital technologies for teachers in secondary, middle, primary schools and early years
- Support professional learning by the development of relevant and high quality curriculum materials
- Improve and enhance the profile and the importance of digital technologies in whole life experiences including schooling
- Increase the participation of students in senior and specialist ICT studies, VCE and senior middle years
- Promote the creative nature and problem solving with ICT
- Build teacher capacity and confidence to participate in collaborative and social networking forums.
- Encourage the sharing of knowledge and skills and mutually supportive environments for all participants in education communities
- Support the innovative and excellent use of digital technologies for learning and creating new knowledge, artifacts and constructs.
- Promote the use of digital technologies in learning environments in and beyond school
- Support copyright, privacy, safe and ethical use of digital technologies for learning

PRESENTER POLICY

Introduction

Outlined is the VITTA Presenter Policy effective from March 2009. It is important that the policy is read before presenting sessions for VITTA. If you have any queries please contact the PL Project Officer (details at the end of this document).

Please note that the policy does not cover professional learning presentations at the VITTA Conference. See the 'conference presenter policy' document.



PURPOSE

The purpose of this policy is to recognise the work undertaken by VITTA presenters and to set out entitlements and responsibilities. This policy relates to any teacher or consultant who presents sessions for VITTA, after school or for a half or full day.

PRESENTER FEES

For Teachers

1. \$150 excluding GST per hour if the session is after school or on the weekend, to a maximum value of \$450 excluding GST.
2. If the session is during school hours VITTA will pay the equivalent of the presenter's CRT. The fee may go to the presenter directly or is used for CRT coverage as designated by the presenter.
3. If the CRT is used for covering Casual Relief Teaching relief costs, VITTA will provide a voucher to the value of \$50 for a half day and \$100 for a full day.

For Consultants

4. Consultant fees will be negotiated with the Executive Officer and the Professional Learning Project Officer.

ACCOMMODATION & MEALS

For teachers and consultants

5. The Professional Learning Project Officer will determine whether the presenter requires accommodation and will book accommodation for the presenter unless otherwise negotiated.
6. If required, VITTA will pay for food and beverages up to \$50 per day. Presenters will normally be included in the Professional Learning general catering.

MILEAGE

For teachers and consultants

7. Presenters may request mileage costs for regional and rural professional learning sessions. VITTA may pay for mileage for the round trip from the presenter's home/school to the professional learning session, if the total round trip distance is 100 kilometres or more. The mileage rates are taken from the ATO.



RESPONSIBILITIES

8. Responsibilities of all involved parties are as follows:

Presenter

- Prepare quality and necessary materials for the session
- Share session resources with the VITTA community, for example via VITTA's website resource site.
- Provide feedback to VITTA via a short feedback form
- Read this Professional Learning policy and discuss any concerns with VITTA
- Send VITTA an invoice, including expense receipts, within 7 days of the session

PL Project Officer coordinator

- Promotion of the session
- Manage all communications between presenter, venue, attendees and catering
- Provide feedback forms for delegates

CERTIFICATION

9. A VITTA presenter's certificate will be sent to all presenters outlining the subject, date, and number of hours they delivered.

INVOICING AND REIMBURSEMENTS

10. Presenters need to invoice VITTA for their fees and expenses within 7 days of the session, including relevant receipts. A valid tax invoice must include:

- o An ABN number
- o The session date and title
- o Amount and GST if applicable (GST can only be charged if registered for GST with the ATO. Yearly income indicates whether one must be registered – check with the ATO)
- o If no GST is being charged please include on the invoice “ 'Company name' is not registered for GST”

These details apply to all presenters who are either a teacher or consultant

VITTA terms for payment of invoices and reimbursements are 30 days from the date of receiving the invoice.

DEFINITION OF HALF AND FULL DAY

11. VITTA define a half and full day sessions as follows:

- Full day = 3 hours or more
- Half day = less than 3 hours



LEAD IN TIME

12. VITTA aims for at least 4 weeks lead in time for sessions, preferably six, unless demand suggests less time will not negatively affect registrations.

POSTPONEMENT OF PROFESSIONAL LEARNING SESSION

13. VITTA may have to postpone sessions if there are insufficient registrations. This may not be known until a few days before the session is set to run. Presenters are asked to note this, but the Professional Learning Project Officer will communicate numbers to the presenter/s on an ongoing basis so they have an idea of interest in the session. VITTA will endeavour to reschedule such sessions, or find alternative ways of offering them.
14. If a session is postponed or cancelled no presenter fees or reimbursement of expenses shall be payable by VITTA.

PRESENTER AGREEMENT

15. Agreement to present sessions for VITTA is taken as evidence that the presenter has read this policy and agrees to its conditions.

POLICY GOVERNANCE

16. This policy is directly governed by the VITTA Committee.

CONTACT

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