



Recognition of Prior Learning
Professional Development Unit
Staff Appraisal and Professional Learning

Please complete all applicable details

Students can gain credit for up to 50 percent of their degree through Recognition of Prior Learning (RPL). Professional Development Units (PDU) are a form of RPL and recognize learning that occurs in the course of teachers' work. Applications for credit will be accepted for professional development (PD) activities covering the period up to one (1) year prior to course enrolment. Use this form to apply for credit for completion of a staff appraisal process and professional learning program.

1. Personal Information

TITLE (Mr/Mrs/Miss/Ms): _____ SURNAME: _____

PREFERRED NAME: _____ GIVEN NAME(S): _____

STREET: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

COUNTRY: _____ DATE OF BIRTH: _____

SCHOOL: _____

TELEPHONE: (W) _____ (H) _____

MOBILE: _____ FAX (W) _____

PERSONAL EMAIL: _____

2. Enrolment Status

I am already enrolled in an NICE course

(please tick one)

- Yes
- No. Please complete an NICE enrolment form and include with this application.

If "yes", please indicate which one:

- Bachelor of Education
- Graduate Diploma of Education
- Master of Education
- Master of Education (Leadership)

3a. Options

There are three possible pathways for obtaining this PDU. Successful completion of requirements entitles the student to apply for one full unit.

Select one of the following options:

- Staff appraisal process
- Individual professional learning
- School-based professional learning

3b. Requirements

i) Staff Appraisal Process

- Undertake an NICE approved appraisal process
- Complete a 4000 word equivalent portfolio on the process including the professional development goals developed and strategies to achieve the goals

ii) Individual Professional Learning

- Undertake an NICE approved professional learning process (with an NICE approved supervisor/mentor) which includes development and implementation of professional learning goals and strategies
- Complete a 4000 word equivalent portfolio on the strategy implementation and achievement of goals

iii) School-Based Professional Learning

- With a school-based trainer, approved by NICE, undertake a systematic professional learning process involving study, in-class application, review and evaluation
- Successful completion of one year of NICE–approved school-based professional learning

3c. Verification

Supervisor’s name:

Supervisor’s phone:

Supervisor’s email:

Supervisor’s comments:

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I hereby verify that the applicant has successfully completed the staff appraisal or professional learning requirements.

Supervisor’s signature: Date:

4. Payment Details

Payment must accompany application. ***PDU Fee per unit: 50 percent of Unit Registration Fee***

<input type="checkbox"/> Please find enclosed my Cheque/Money order OR
<input type="checkbox"/> Please debit my Mastercard / Visa (<i>circle one</i>)
AU\$
Card Number: _____ / _____ / _____ / _____
Name on card: Expiry date:
Cardholder's Signature:

5. Final Checklist

- I have enclosed:**
- My payment by credit card or cheque
 - Supervisor's verification
 - 4000 word portfolio (if applicable)

I have completed this form and acknowledge that the information provided is accurate.

Date: _____ **Signature:** _____

Office use only		
Date paid:	Amt:	Invoice No.:
Paid by:		
Granted: Yes <input type="checkbox"/> No <input type="checkbox"/>	Units:	
Approved by:	Signature:	
Date:/...../.....	Input:	