Program Coordinator / Facilitator Responsibilities

As a Program Coordinator / Facilitator we encourage you to be familiar with the PLI Enrolment Policy and Procedures. Program Coordinators / Facilitators are given access to the PLI enrolment system to monitor enrolments and communicate with participants. All Program Coordinators / Facilitators are asked to;

Prior to the program:
- Monitor enrolment numbers. In the event that numbers are not viable for a program to run, a decision to cancel will need to be made at least 14 days* before the program start date and communicated to the PLI.
- Communicate with participants. This includes reminder emails to participants at least one week prior to the program start date and any program materials.
- Advise the PLI if there are any additional presenters or observers to be catered for.

During/following the program:
- Mark attendance within the PLI enrolment system at the completion of each session. To complete the marking attendance process you must select ‘Present’, ‘Absent’ or ‘Notified Absence’ for each participant on the attendance list. See guide to Using the Enrolment System.
- Send feedback survey to participants if required. Survey links can be sent out via the email function from the enrolment system. The PLI uses a standard feedback survey.

Additional information:
- Enrolments close two weeks prior to the first day of the program. We will do our best to accommodate late enrolments, however there may be implications for catering.
- When a program is open to external participants (outside of DoE), the applicant will need to complete an External Enrolment Form. The external applicant will email the completed form direct to pli@education.tas.gov.au.
- *Cancellation of a program less than 14 days before the start date may result in a venue cancellation fee (excluding the PLI) payable by the relevant Business Unit.