



External Enrolment Policy

External enrolments include non-DECYP Staff, Relief Staff and Pre service Teachers in their final year of study

- Priority is given to DECYP enrolments
- External enrolments are only accepted where programs are noted as open to DECYP and non-DECYP participants
- External enrolments will be waitlisted and confirmed subject to availability
- Confirmation of enrolment will be given approximately two weeks prior to the program start date

Enrolment Costs

- The PLI cost to external (non-DECYP) participants is \$150 per person, per day.
- The PLI will invoice individuals or the relevant School/Business following enrolment confirmation.

Enrolment Procedure

- Enrolment is through the [PLI Website / Contact Us](#)
- Enrolment must be supported by the applicant's Principal or supervisor
- When the enrolment is completed, an automated confirmation email will be sent to both the applicant and their Principal or supervisor

Late Enrolments

- Enrolments close two weeks prior to commencement of the program
- Enrolments may not be accepted after the closing date

Withdrawals

- Late withdrawal of enrolment from a PLI program impacts on the program viability and the capacity of the PLI to offer the place to another participant
- Withdrawals less than a week from commencement of the program or course will incur full cost
- Withdrawal due to illness or special circumstances will be considered if communicated to the PLI by emailing the PLI Business Manager at pli@decyp.tas.gov.au
- If a participant fails to complete the entire program, the full program fee will still be charged

Program Cancellation

- A program or course may be cancelled if enrolments do not reach the viable number to ensure a high quality learning experience for participants
- An email will be sent to any existing enrolments advising of the cancellation

Expectations for Participants

- Participation in PLI programs is an important investment in developing capacity, knowledge and skills
- There are certain expectations placed on participants in PLI programs to maximise learning outcomes and these include:
 - Complete all surveys administered by the program provider and an independent evaluator if requested, for the evaluation and ongoing improvement of the program and participation experience
 - Participate in the PLI evaluation surveys
 - Unless otherwise notified, give permission for photos or video taken during workshop/ sessions to be used by the Professional Learning Institute in its publications, including: newsletters, documents, presentations (including video presentations), displays, websites and professional development material

Feedback

The PLI places a priority on ensuring our participants are happy with the service we provide and that they get the most out of their professional learning opportunity.

All feedback is welcome and can be addressed in the first instance by emailing pli@decyp.tas.gov.au