



# Planning for Professional Learning in 2023

It's that time of year when we start promoting the 2023 programs by requesting Program Descriptors from Coordinators/Facilitators who seek to do this via the Professional Learning Institute enrolment system and website for 2023 offerings.

To support you and provide a coordinated approach Program Descriptors are to be completed for *known* programs and submitted via the [Program Descriptor Template](#) by CoB Friday, 28 October 2022.

Submissions received after 28 October cannot be guaranteed to be live in the system before 2 December 2022.

When the descriptor template is submitted, we will support you by completing the scheduling, booking venues, and uploading programs onto the enrolment system and PLI website. Those submitting Program Descriptors will receive an email inviting final approval before publication.

The earlier the 2023 professional learning programs are submitted and live on the website, the more planned our participants can be. This supports our workforce to proactively plan and budget for participation in professional learning during the 2023 calendar year.

Please share this information with other team members considering using the PLI enrolment system, highlighting that program descriptors for *known* professional learning are requested to be submitted by CoB Friday, 28 October 2022.

We encourage program coordinators/facilitators to be familiar with the PLI Enrolment Policy and Procedures available via this link: [PLI Website / Policies and Procedures](#)

Please get in touch with us if you require assistance with completing the Program Descriptor or have any additional questions.

Professional Learning Institute | Department of Education

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Email: [pli@decyp.tas.gov.au](mailto:pli@decyp.tas.gov.au)

Website: [PLI Website](#)

NB: Please note this Program Descriptor link can be used when additional programs emerge throughout 2023.