

D.I.R.E.C.T

*(Disability Inclusion: Realising Effective Classroom Teaching)*

**Background**

Catholic Education Cairns, Student Services is committed to ensuring that students with disabilities are provided with appropriate supports in their schools. This includes assisting classroom teachers to develop specific skills to support these students.

In recognition of the individual needs of students and teachers, Student Services are facilitating (D.I.R.E.C.T). This initiative acknowledges that classroom teachers are skilled educators who can identify and source their individual learning needs in the area of disability.

**What is it?**

**D.I.R.E.C.T** is a Diocesan wide initiative that provides classroom teachers with the opportunity to access professional learning specific to their needs in the area of disability. Teachers of students with a disability can source professional learning opportunities aimed at their particular needs. The funding for this professional learning may be completely or partially provided by CES.

**What types of Professional Learning?**

Professional Learning can take many forms. It could include:

* Targeted local workshops
* Visiting another classroom or school to work with experienced teachers, learn strategies and/or observe programs in action
* Time to work with visiting consultants
* Community visits to support transition from school
* Mentoring time with experienced staff / consultants
* Workshops/Demonstrations/Information sessions run by Student Services or other organisations on Intellectual Impairment, Autism Spectrum Disorder, Speech Language Impairment, Social Emotional Disorder, Vision, Hearing or Physical Impairment
* Conferences specifically linked to the individual needs of the student with disability

**Criteria**

1. Applicant is the Classroom teacher for a student with a disability
2. Clear demonstration of how the professional learning activity will support the learning outcomes of the student with disability (IEP must be attached)
3. Specific strategies for the sharing of information from professional learning with colleagues.
4. Provision of feedback / self-reflection form following the professional learning
5. Support from the Principal & Student’s Case Manager (Learning Support Teacher)

Other:

* Interstate travel events are not eligible
* Maximum funding per application is $500
* A maximum of one TRS day is available

**Funding**

Funds are available for professional learning opportunities that will be completed by the end of Term 3.

*Teachers and Principals will be advised of the outcome of their application within 2 weeks of submission. If approved an individual reference number will be provided.*

*NO BOOKINGS should be made by the school prior to receipt of this individual reference number.*

*This individual reference number will be required for school and salary payments.*

**How to Apply**

Please complete the *D.I.R.E.C.T.* *Application for Attendance to Professional Learning* and submit to Student Services.

**For further information please contact:**

*Lorraine Carroll, Therapy and Disability Coordinator*

Phone: 40509722 or email [lcarroll@cns.catholic.edu.au](mailto:lcarroll@cns.catholic.edu.au) or

*Katrina Hamlyn, Education Officer- Learning Support*

Phone: 40509722 or email [khamlyn@cns.catholic.edu.au](mailto:khamlyn@cns.catholic.edu.au)

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How to apply

Complete the D.I.R.E.C.T Application for Attendance to Professional Learning

Non salary expenditure to be reimbursed via *Request for Payment* form (A16). Identify DIRECT and Individual Reference Number. Include receipts and forward to CES - Student Services

Salary expenditure. Use *Time Sheet* (A12) for TRS identifying DIRECT in the Ledger code and the Individual   
Reference Number. Forward to CES

Attendee to complete the Feedback and Reflection form within 2 weeks and return to Student Services [vguy@cns.catholic.edu.au](mailto:vguy@cns.catholic.edu.au)

Following the completion of the professional learning activity

Outcome of application will be emailed to applicant, LST & Principal

Submit to  
Student Services. Email to [vguy@cns.catholic.edu.au](mailto:vguy@cns.catholic.edu.au)

Fax: 4050 9776

School to arrange and fund appropriate bookings / TRS arrangements etc.

Successful applicants will receive an Individual Reference Number and details of amount funded

Classroom teacher accesses professional learning activity.



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###### Application for Attendance to Professional Learning

[To be completed by attendee]

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| --- | --- | --- | --- | --- | --- |
|  |  | | | | |
| Teacher’s name: |  | | Emp ID: |  | |
| Email: |  | | | | |
| Name of School: |  | | | | |
| Name of Student with Disability:  *(IEP must be attached)* |  | Verification category: | | |  |
| Details of professional learning activity (date, location etc.):  Include attachments as required  ie: registration form |  | | | | |

|  |  |
| --- | --- |
| **Costs envisaged:** | **Amount** |
| Teacher Release Scheme (TRS): |  |
| Travel: |  |
| Registration: |  |
| Other (Specify): |  |
| **Total $** |  |
| **Level of Funding requested $** |  |

|  |
| --- |
| **How will this professional learning support the learning outcomes of the student with disability?**  (please provide documentation of current adjustments / programming / planning for student) |

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| **Outline how you will share your professional learning with colleagues:** |

**Please note:**

1. This application should be made through your Principal and the student’s Case Manager (LST) prior to attendance of the professional learning.
2. A Feedback/Self Reflection form is to be completed after the professional learning and emailed to Vicki Guy [vguy@cns.catholic.edu.au](mailto:vguy@cns.catholic.edu.au) at Student Services.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s signature: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **For completion by Principal and student Case Manager (LST)** | | | |
| Principal Name: |  | | |
| Principal Signature: |  | Date: |  |
| Case Manager Name: |  |  |  |
| Case Manager Signature: |  | Date: |  |
|  |  |  |  |

**Points to Note**

1. Send completed form to Student Services CES email [vguy@cns.catholic.edu.au](mailto:vguy@cns.catholic.edu.au)
2. Attach IEP and other information if applicable
3. You will be advised by Student Services of the approval or otherwise of this application within two weeks of receipt of application.

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| --- | --- | --- |
| Office use only | | |
| Approved | Not Approved Amount Funded: $ | |
| Signature: | | Date: |
| Individual Reference Number: | | |
| Email date: | | |