



REQUEST FOR PROFESSIONAL LEARNING – SERVICE AGREEMENT

Please complete Section One and Two of this form and email this request through to deb.cavanagh@education.wa.edu.au

CONTACT INFORMATION

School /Network name:	
Person requesting service and position in school / Network:	
Phone number:	
Email address:	

SECTION ONE: PROFESSIONAL LEARNING SESSION

Please specify the following details:

Date:	
Time frame and cost:	<input type="checkbox"/> _____ hours (1-2 hours = \$5.00 per person) <input type="checkbox"/> Half day (\$10.00 per person) <input type="checkbox"/> Full day (\$15.00 per person)
Commencement time:	
Finishing time:	
Break Time/s:	
Location (including room and room capacity):	
Participants:	<input type="checkbox"/> Teachers <input type="checkbox"/> Education Assistants <input type="checkbox"/> AIEOs <input type="checkbox"/> Other
Number of participants:	

Session topic:

- Phonological awareness
 - Phonics
 - Spelling patterns, morphological awareness and etymology
 - Oral to written text instruction (including narrative and/or persuasive and factual text types)
 - Vocabulary and semantic organisation
 - Grammar (syntax and morphology)
 - Social skills, pragmatics and play
 - Language comprehension
 - Other
- Details:

Additional Comments:

**SECTION TWO: CONFIRMATION OF PROFESSIONAL
LEARNING SESSION**

Please note that you will receive email confirmation of your booking once the below section has been completed and submitted by email to the above address.

School Confirmation Only

I _____ Principal of _____ agree to the above professional learning request and acknowledge the associated costs.

I understand that PLIS registrations must be completed by my school at least five business days prior to the event, and cancellation of the event or individual registrations must be received in writing via the email address above at least 3 business days prior to the event date to avoid cancellation fees.

Principal Signature: _____ Date: _____

if submitting form electronically, please tick to acknowledge the above.

Upon confirmation of the session, this event will be made available on PLIS and a link for registrations will be sent to the nominated contact person. The cost of the session per participant as outlined above will be payable through PLIS via credit card. Registration of all participants is to be completed by the school, through PLIS, and the final registration date for the session is five business days prior to the event.