

The Division believes in the importance of professional learning of all staff. The responsibility to ensure ongoing professional learning is shared by employees and the Division. Professional learning opportunities will be reviewed and evaluated based on Divisional directions, Provincial mandates, individual learning needs, professional growth plans, and funding availability.

Information: Supervision for Growth for Teachers  
Framework for Effective Teaching

Adopted September 1, 2009	Revised April 19-20, 2012	
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**1. Teaching Staff**

Information on professional learning for teachers is located in the “Framework for Effective Teaching” and in the policies pertaining to Supervision for Growth. Regulations regarding allowances for approved courses are outlined in the current Collective Agreement.

**2. Support Staff**

In addition to the training provided by the Division, the Division may provide financial support to employees with two or more years of service, for the purpose of taking courses which upgrade their skills.

**a. Application**

Employees who meet the requirements must fill out the “Application for Course Fees – Support Staff” form which is available on the web site.

Employees must submit their application to their supervisor at least one (1) month prior to the course start date. Supervisor(s) may waive the one (1) month notice in exceptional circumstances, on a case-by-case basis.

**b. Repayment**

- i. The Division may require an employee to repay the financial support received in full or in part if the employee leaves the Division within one (1) year after successful completion of the course(s).
- ii. Upon receiving confirmation of successful completion of the course and proof of payment of fees, the Division will pay the applicable amount to the employee in one lump sum payment.
- iii. In special circumstances, an employee may apply to have the payment of the course fees paid prior to the commencement of the course. Unsuccessful completion of the course will require repayment of financial assistance provided by the Division.
- iv. Where possible and practical, it is expected that employees who take courses funded by the Division will share information received with other employees.

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