



Cyngor Addysgu Cyffredinol Cymru
General Teaching Council for Wales

CPD Funding Programme Information Booklet

April 2009 to March 2010

IMPORTANT: PLEASE RETAIN THIS BOOKLET



Llywodraeth Cymru
Welsh Assembly Government

About GTCW

The General Teaching Council for Wales is the statutory, self-regulating professional body for teachers in Wales. It seeks to raise the status of teaching by maintaining and promoting the highest standards of professional practice and conduct in the interest of teachers, pupils and the general public.

The Council aims to provide an independent, representative and authoritative voice for the teaching profession in Wales and seeks to provide robust advice to the Welsh Assembly Government and other organisations on teaching issues.

Purpose of this document

This document sets out the details of funding available to registered teachers under the individually focused CPD Funding Programme administered by GTCW on behalf of the Welsh Assembly Government.

GTCW will only reimburse those applications/claims that meet the Terms and Conditions in the booklet and have been agreed by GTCW **in writing**.

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1.0 General Information

1.1 The CPD funding available

During the period 2009-2010, the Council will administer four project types.

Teachers may apply for only one grant in any financial year.

Teachers who have received funding in **both** the two previous financial years (2007-2008 and 2008-2009) **may not apply** for funding during the current financial year (2009-2010). This applies to any combination of grant types.

For example, if you were a member of a Network in 2007-2008 and received a Bursary in 2008-2009 you are not eligible to apply during 2009-2010.

Professional Development Bursary – up to £650 to be spent on a professional development activity of the teacher's choice, including visits within and outside the UK to observe good practice and exchange ideas.
(See pages 3-8, 10-11 and 13)

Action Research Project – up to £1,500 to undertake action research in an area relevant to the individual's classroom practice. (See pages 3-8, 10-11 and 14-15)

Teacher Sabbatical – up to £5,250 to enable an experienced teacher to undertake a prolonged period of study or to develop transferable skills in a different environment. (See pages 3-8, 10-11 and 16)

Professional Network – up to £650 per member (non transferable) to enable a group of teachers from different schools to work together on a regular basis over a length of time. (See pages 3-8, 10-11 and 17-18)

The following information applies to all the projects included in this booklet.

1.2 Who can apply?

All registered teachers currently teaching in a full or part time capacity in a maintained nursery, primary, secondary, special school or Pupil Referral Unit in Wales may apply for CPD funding (subject to the exceptions under section 1.3).

Registered supply and unattached teachers, such as peripatetic teachers who can provide evidence that they have worked as teachers in one of the above types of school for at least 20 days during the 12 months preceding their application may apply.

Registered teachers who are employed as advisors in a part-time capacity, but who also work part-time as supply teachers may apply as long as they are able to provide evidence of employment as teachers for at least 20 days during the 12 months preceding their application.

Newly Qualified Teachers who are not yet in a position to undertake Induction but are active as supply teachers.

Advisory teachers and advisors who also undertake the role of a teacher (with specific timetabled school-based responsibilities for specific pupils on a regular basis), may apply for funding.

Teachers on maternity/paternity leave are eligible.

Teachers who work part-time may apply for funding to cover additional costs but may not act as his/her own supply cover for days additional to existing contracted hours.

1.3 Who cannot apply?

Teachers who have received funding in **both** the two previous financial years (2007-2008 and 2008-2009) may not apply for funding during the current financial year (2009-2010). **This applies to any combination of grant type.**

Registered teachers employed as full-time advisors or advisory teachers, whose role involves the planning, delivering and facilitating of INSET provision but who have no school based responsibilities other than demonstrating lessons are not eligible to apply. This applies to advisors and advisory teachers whether they are permanently employed or on secondment from schools.

Teachers seconded to roles outside schools are not eligible to apply for funding during the period of their secondment, but become eligible on return to their school.

Teachers currently in receipt of funding from the Welsh Assembly Government for Statutory Induction or Early Professional Development (EPD) are not eligible.

Headteachers or senior managers who are currently receiving funding from the Welsh Assembly Government to undertake PHIP, LPSH or NPQH are not eligible.

Teachers currently undertaking CPD through other direct Welsh Assembly funding are not eligible.

Teachers must inform the Council in writing of all changes in their employment if they are in receipt of funding or have applied for funding.

1.4 Applications

- A teacher may receive **only one grant** in any financial year.
- Applicants should read carefully the General Information, their specific project section and the finance information contained in this booklet before completing an application.
- Any project must be started, completed and the financial claim made in the same financial year, that is 19 March 2009 – 18 March 2010
- When an activity/course runs across two financial years, funding may be awarded on a pro-rata basis if sufficient part of the activity has been undertaken to allow the writing of a meaningful report at the financial year end. **A new application form will need to be submitted (where appropriate) at the start of the following financial year.** Please refer to the new Information Booklet (to be issued in March 2010) before submitting an application.

- Bursary applications should not be made more than six months in advance of the activity date.
- Funding can only be considered for teachers who have submitted an individual application form before the activity takes place. Funding **cannot** be transferred from one teacher to another.
- Funding for Bursary/International Bursary grants will be considered on a first-come-first-served basis.
- There will be **one deadline** to submit applications for the following grants: Action Research Projects, Teacher Sabbaticals and Professional Networks. **These applications must be submitted by 1st June 2009. Applications received after this date will not be considered for funding.** Funding for these grants will cover activities taking place during the autumn and spring terms only.
- clear details of the expected outcomes or benefits of the activity, and measures of success for themselves as teachers, and where appropriate, to the school and to their pupils
- details of how the experiences gained will be shared with others (disseminated)
- Applications will be evaluated on the information provided in the project proposals on the application forms only.
- Teachers are advised to consider **all** costs and activities before making an application, as later additions or amendments may not be accepted. All applicants must complete the financial information part of the relevant form. **The Council will only fund activities it has agreed in writing in advance of the commencement of the activity.**
- All forms must be counter-signed by the headteacher or an appropriate member of the Senior Management Team in a school, but in the case of a headteacher, the application must be signed by the Chair of Governors. Supply teachers applying for funding should have their application form signed by a headteacher from one of the schools in which they regularly work.

Grant Type	When to apply:
Bursary /International Bursary	First-come-first served
Action Research Project	By 1st June 2009
Teacher Sabbatical	By 1st June 2009
Professional Network	By 1st June 2009

- Applicants should complete the appropriate application form accompanying this booklet. Applicants will need to include:
 - a rationale for their professional development need
 - details of the professional development activity (including dates and milestones)
- Applications completed on-line should be printed so they can be signed by the teacher and Headteacher/Chair of Governors.
- Incomplete forms will not be considered for funding.
- Identical forms from two or more teachers will not be considered as applications should reflect the individual's unique professional development needs.

- Any changes to an original application must be submitted in writing.
- Teachers should ensure they retain a copy of their application and there is sufficient postage when posting (corresponding to both the weight and size of envelope used). **IMPORTANT** - An ordinary first class stamp is **not** sufficient postage for an A4 sized envelope (www.royalmail.com). Delays in applications caused by insufficient postage are the responsibility of the teacher. Teachers are reminded that proof of posting is not proof of delivery.
- Where the Council has not contacted a teacher in writing within 30 days to confirm whether their application has been successful or not, he/she is advised to contact the CPD Team at the Council.

1.5 Criteria for success

Applications will be evaluated against the following criteria:

- the rationale for the professional development need
- the impact of the proposal on the teacher's practice
- clarity of the proposal including realistic objectives and outcomes
- clearly explained evaluation of impact and achievement of outcomes
- value for money

1.6 Funding

1.6.1 Eligible expenditure

Teachers may use the award to fund all the reasonably incurred costs associated with their professional development activity such as:

- supply teacher cover. Note, this is to cover the time when a teacher would normally be

- teaching. Cover supervisors may be used (see finance section for rates).
- course, conference or workshop fees
- consultancy fees (see individual project pages for limits)
- reasonable travel and subsistence costs
- childcare costs over and above those normally incurred
- a maximum of half a day's supply cover may be requested to allow an applicant to reflect and disseminate on the activity undertaken
- purchase of materials specifically relevant to the proposal such as books, videos or software up to a maximum of £65 per teacher

Where resources/books are named, teachers may request up to £65. Where resources fall into the 'recommended on the day' category, the maximum request is £30. If resources are not named, a maximum of £30 will be allocated.

Resources should be integral to the activity. They will not be funded if purchased before the funding was awarded or after the claim deadline.

The CPD Funding Programme may be used by eligible teachers to support Welsh Assembly Government key strategic priorities for education such as the School Effectiveness Framework, Pedagogy Initiative, literacy and numeracy, the new curriculum and the Welsh Baccalaureate.

1.6.2 Non-eligible expenditure

Funding will not be allocated for the following:

- activities that have already been completed
- activities that have not been agreed in writing by the Council in advance
- activities that would be considered part of a teacher's normal work such as updating a Scheme of Work or School Policy, monitoring, auditing resources etc

- attendance at 'maintenance' examination board courses. If an applicant has received previous funding to undertake similar activities it is essential that they are able to demonstrate clear progression in their professional development. Applicants will be able to strengthen their application by providing a copy of the course programme
- scheduled termly meetings
- employing part-time or supply teachers to undertake CPD activities on non-contracted days
- the repetition of similar CPD activities, or project types, year on year (see also project pages)
- accompanying pupils on school visits or for activities that are primarily for the benefit of pupils or others
- capital expenditure (i.e. purchases of all hardware and other goods over £65 that have an economic life of over 12 months)
- resources for pupils
- the purchase of ink cartridges, files, general stationery etc
- venue costs; other than for specialist facilities
- the writing of higher education MA / MEd assignment essays
- services that do not contribute directly to a teacher's professional development e.g. typing reports, binding reports, transcribing tapes, laminating or printing booklets
- remunerating teachers for activities undertaken during the evening or weekends
- translation of resources
- alcoholic drinks

1.7 Appeals

In making an application for funding, any teacher dissatisfied with any stage of the funding process should write to the Professional Development Manager in the first instance. The Council's Standards of Service document describes the service you may expect from officers of the Council. The document also sets out our system for dealing with complaints. The Standards of Service document may be found on the GTCW website or is available on request.

1.8 Writing the report

Teachers receiving funding will be required to write a short report. The report should not be a description of the activity but a reflection on the impact of the activity on the teacher's own development, the school and raising pupil achievement. It should build on the original application form submitted and include:

- the rationale for their professional development need
- details of how the success of the professional development activity has been measured in the short-term and will be measured in the longer term
- details of the actual benefits or outcomes gained from the activity to a teacher, a school and raising pupil achievement
- details of how the experiences gained have been / will be shared with others (disseminated)

To assist in preparing the report, guidance is available on the Council's website at www.gtcw.org.uk/cpd.

It is expected that these reports will form the basis of future CPD planning for teachers and schools. A copy of the report should be retained by the teacher and may be required by Estyn or independent evaluators as part of the programme's evaluation.

The Council reserves the right to return any report, where it believes the content does not reflect the amount of time and funding allocated, for further development. Payment will not be issued until the Council is satisfied.

1.9 An outline of the reporting requirements is as follows:

Professional Development Bursary – a report of up to 1,000 words.

A copy of this report should be kept in the teacher's Professional Development portfolio.

International Bursary – a report of up to 1,000 words which must be submitted to the Council.

Action Research Project – an action research report of up to 3,000 words, which must be signed by the mentor and submitted to the Council.

Teacher Sabbatical – a report of up to 2,000 words, which must be signed by the mentor and submitted to the Council.

Professional Network

Coordinator – a report of up to 1,500 words, which must be submitted to the Council.

Individual Network members – a report of up to 1,000 words to be kept in the teacher's Professional Development portfolio.

1.10 GTCW CPD Funding website (www.gtcw.org.uk/cpd)

The Council has enhanced its existing web-based resource to assist teachers and others with an interest in the GTCW CPD Funding Programme. It contains:

- details of the current funding programme, including project types, copies of the standard application / claim forms and this Information Booklet
- guidance material to assist teachers with aspects of the funding process, such as identifying outcomes when planning an activity and how to disseminate their experiences to other teachers
- completed exemplar application forms for most project types
- guidance for teachers to use in preparing final reports and claim forms
- a list of all recently completed projects funded by the Council together with additional details if teachers have chosen to provide them
- a Report Resource which includes a number of report summaries from previous years
- independent evaluation reports from the pilot phases of the funding programme (2001-04)

Teachers are encouraged to make use of this valuable resource. The CPD Funding website may be accessed from the home page of the Council's website www.gtcw.org.uk

1.11 Sharing of project information

The Council will make available details from completed projects in a number of ways. This will be primarily to enable as many teachers as possible to share ideas and to disseminate their CPD activities as widely as possible. Information sharing will include:

- (a) **Information for Local Education Authorities.** The Council provides information on projects to the relevant LEA, to assist LEA CPD Coordinators in monitoring local activity and in facilitating sharing of good practice.
- (b) **GTCW website.** The Council's website (www.gtcw.org.uk/cpd) publishes information on previously funded projects.
- (c) **National Grid for Learning Cymru.** In addition to the professional development impact of activities, some projects lead to the production of teaching resources and support materials. Any teacher seeking advice on the production of resources should contact NGfL Cymru on 029 2026 5177 or info@ngfl-cymru.org.uk.
- (d) **Dissemination opportunities.** In overseeing the funding programme, the Council is often aware of opportunities for teachers to further disseminate their activities. This might include making a presentation at a local or national conference or the publication of an article in a professional journal. Where the Council identifies such opportunities, the Council may invite a teacher to assist. In such circumstances, supply cover will be paid, to prepare and to attend.

- (e) **Estyn.** Estyn provides advice to the Welsh Assembly Government on the impact of the funding programme on teachers' professional development, their school and pupil learning. Estyn may visit teachers in schools to review their project and its outcomes. A teacher should be prepared to provide Estyn with a copy of his/her written reports and to discuss project outcomes if required.

1.12 Finance Information and rates

Claims should be made after the activity has been undertaken.

Reimbursement will only be issued in respect of costs incurred by the applicant funded.

Normally, only **one claim** per grant will be made.

Claims must be submitted to the Council within 1 month (with the exception of July and March activities) after completing the funded activity, this date will be stated on the award letter.

The final date for claims is 18th March in any financial year.

If there are payments to be made to more than one person / school / organisation, all required information must be included on one Financial Claim Form. The Council will settle the claim in accordance with the original funding request and allocation.

Once a claim has been settled a teacher will **not** be allowed to submit another claim even if they have not used up their allocated funding.

In exceptional circumstances, for example, where there is a requirement to pay a course fee or the money is needed by a school to pay supply cover, the Council will consider a request for an interim payment. In circumstances where an interim payment has been made but the activity is not completed, the Council will take steps to recover the money.

Supply/cover costs

For qualified supply teachers; these are paid at a flat-rate of £165 per day.

For Cover supervisors and other staff; these are paid at a flat-rate of £80 per day.

The Council will only reimburse supply/cover costs to employers. There is no need to submit a copy of the supply invoice unless requested.

The cost of supply teachers should be claimed on the Supply Claim form and payment details included on the Financial Claim form.

In all cases the name of the supply teacher must be included along with their Teacher Reference Number or contact details.

Employing part-time teachers for additional days to undertake CPD activities is not eligible.

Receipts need to be provided to account for all expenditure except car mileage expenses.

Receipts must contain details of goods purchased, including till receipts.

When arranging to participate on a course or any other activity that requires payment, teachers should undertake all the organisation required to attend and should arrange to receive the invoice. The unpaid invoice can be submitted to the Council along with the Financial Claim form, but must indicate the teacher or school as the debtor.

All invoices should be made out to either the teacher or the school. Invoices for external services such as attending a course made out to the Council will be returned. The Council will not accept any liability as a debtor for expenditure incurred under the CPD Funding Programme.

VAT on expenditure may only be claimed if the teacher, or the school, is unable to, or has not claimed it back from elsewhere. If the teacher, or the school, has claimed the VAT back from Customs and Excise, or received funding for it from elsewhere, VAT should not be included in the claim.

Travel costs

Teachers should seek to travel by public transport and take the cheapest travel option.

Travel costs will be paid at the following rates:

Motor mileage allowances (p per mile)

Motor mileage is reimbursed at a standard rate of 40p per mile for the first 100 miles and 20p thereafter, irrespective of the number of journeys.

Where car hire has been agreed, the Council will reimburse the hire cost along with actual petrol costs. Receipts are required.

Where 2 or more teachers from one school are travelling to the same venue, travel costs should be shared.

Normal daily travel to work mileage should be deducted.

Rail / Bus travel

The actual cost of a standard rate journey will be paid. Whenever possible and available appropriate saver tickets should be used. Receipts / tickets need to be provided showing date of travel.

Taxi

Taxis should only be used when there is no convenient public transport available or where luggage has to be transported. Where teachers would be placed at personal risk, taxis may be used. A receipt for the cost of using the taxi must be provided.

Air travel

Economy class will be paid. Receipts/tickets need to be provided showing date of travel.

Accommodation and subsistence rates

The Council will reimburse actual accommodation costs up to £65 per night.

Overnight accommodation in the UK will only be considered if the working/travelling day exceeds 12 hours.

In respect of subsistence costs:

- for day visits, where a teacher is away from their normal place of work for over 12 hours, the Council will reimburse actual subsistence costs up to the value of £10 per day
- for overnight stays the Council will reimburse actual subsistence costs up to a value of £15 per 24 hour period.

Accommodation costs will not be reimbursed if the applicant stays with friends or family

Visits attached to a personal or family holiday will not be funded

Under no circumstances will the Council reimburse the cost of alcoholic drinks.

Childcare costs

Additional care costs will be paid. Receipts from a registered childminder or nursery must be provided.

Reimbursement

The Council will only reimburse the teacher to the agreed amount set out in the Award letter. Any amount in excess of the agreed limit will either:

- be the responsibility of the teacher to pay; and / or
- may be paid in exceptional circumstances. Requests in such circumstances must be put in writing.

Delays in claims or applications caused by insufficient postage are the responsibility of the teacher (www.royalmail.com). Teachers are reminded that proof of posting is not proof of delivery.

Teachers are advised to retain a copy of their claim documentation (including receipts, invoices etc).

The Council reserves the right not to meet claims that are considered incorrect or do not correspond with the application.

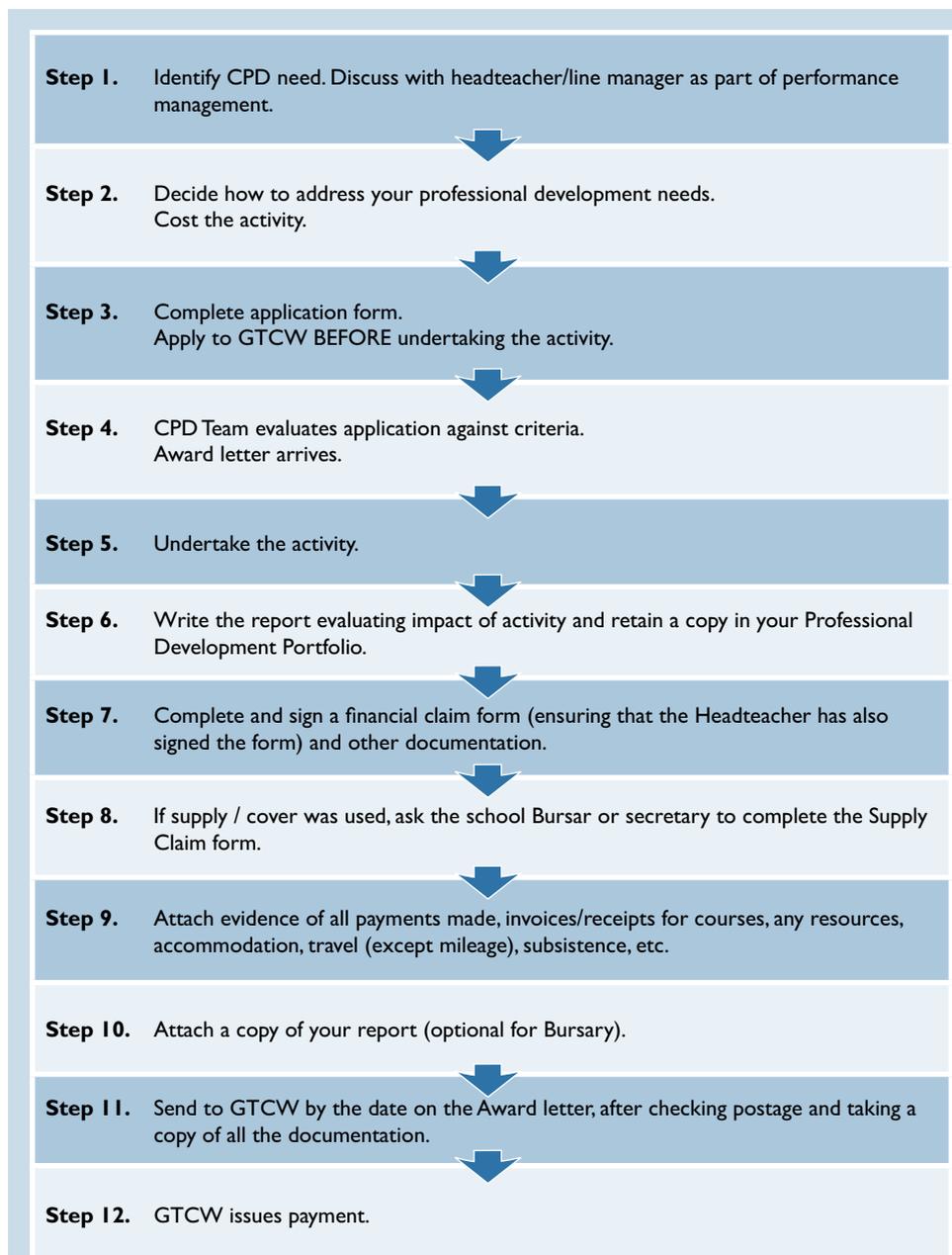
Where the Council has not reimbursed a teacher within 30 days, he / she is advised to contact the CPD Team at the Council.

1.13 Further information

Contact: The CPD Team, GTCW, 4th Floor, Southgate House, Wood Street, Cardiff, CF10 1EW, Tel: 029 2055 0350, Fax 029 2055 0655, E-mail: cpd@gtcw.org.uk

The CPD Wales website may be accessed from the home page of the Council's website at www.gtcw.org.uk/cpd. Further copies of application/claim forms may also be accessed from the site.

2.0 Steps to a successful Bursary application and claim



3.0 Professional Development Bursary

What are Professional Development Bursaries?

Professional Development Bursaries offer financial support of up to £650 to help registered teachers with their own professional development.

Bursary applications will be funded on a first-come-first-served basis.

Eligible activities

Bursaries can be used for any activity that will influence an individual's practice in the classroom or the school. Below is a list of examples of how you might use a Bursary:

- to observe practice in other schools
- to pay the cost of attending a workshop, seminar or conference
- to pay for course fees (excluding dissertations). Courses that cross two financial years may be funded on a pro-rata basis. A new application will need to be submitted at the start of the following financial year.
- to work with an expert developing an innovative approach to teaching a series of lessons / modules
- to shadow a teacher at another school or a person employed in another area such as industry to extend skills/knowledge
- to prepare for exchanges between similar posts in different schools

The above does not provide an exhaustive list and applications for a wide range of professional development activities are encouraged. Examples of projects previously undertaken by teachers may be found on the Council's website at: www.gtcw.org.uk.

Please refer to the list of non-eligible expenditure on page 6.

Bursaries involving an International Visit

The International Bursary provides teachers with the opportunity to undertake professional development outside the UK. The maximum allocation for an International Bursary (within Europe or further afield) is £650.

Funding is allocated on a first-come-first-served basis.

Teachers wishing to apply for this funding are advised that the following additional eligibility criteria will apply:

- the **primary** focus of the visit **must** be to gain expertise, and/or to observe good, transferable practice or to compare methodologies. Visits where cultural aspects form large parts of the visit will not be funded
- a **detailed itinerary must be provided with the project proposal. This must include activities to be undertaken on all days. The maximum duration of a visit is 2 weeks.**
- funding will not be provided where similar experiences are available within the UK
- at least two-thirds of the time must involve a school / education activity
- a second International Bursary will only be awarded after 3 years, eg. if a teacher was awarded an international bursary in financial year 2006-2007, he/she would not be eligible to apply for another until financial year 2010-2011. Funding will not be allocated if the applicant has received funding, for any combination of grant, during both of the last two financial years (i.e. 2007-2008 and 2008-2009).
- commercially organised visits will not be funded
- visits which involve the establishment / development of inter-school links will not be funded
- visits attached to a personal or family holiday will not be funded
- applications for visits where teachers are accompanied by pupils, friends or family members will not be funded

4.0 Action Research Project

What is an Action Research Project?

An Action Research Project enables teachers to undertake small-scale classroom-based **action research** which will impact on their own practice as a teacher.

Action research is a term used to describe **professionals studying their own practice** in order to improve it. When applied to teaching it involves evaluating the impact of one or more interventions which aim to meet the challenges set by an identified problem. This funding provides an opportunity for teachers to experiment with new and innovative approaches whilst being supported by a mentor.

The Action Research Project provides support for teachers to undertake action research which should enable them to develop skills such as evaluating their own practice and work, planning a research project, gathering, comparing and interpreting appropriate data and applying the outcomes of their action research.

Teachers should look to address issues unique to their own context or practice. Other types of educational research such as research on subject content, examining whole school concerns or as part of LEA initiatives are not eligible under this category.

The action research must be conducted within a financial year.

PLEASE NOTE - Applications for Action Research Projects will need to be submitted by 1st June 2009. Applications received after this date will not be considered for funding.

Funding for these grants will cover activities taking place during the autumn and spring terms only.

The number of Action Research Projects allocated will be limited to a maximum of two per 'host' organisation.

Eligible activities

The scholarships will fund Action Research Projects that are relevant to an applicant's practice in the classroom or role in the school. Examples of suitable research might include:

- comparing the effectiveness of different teaching techniques to deliver a topic by dividing a class into two groups to give comparable samples and teaching each in different ways
- modifying behaviour in a class with different reward systems and evaluating success
- examining the effect of a new curriculum on a disaffected group

This is clearly not an exhaustive list and applications for action research in other areas are encouraged. However, applicants are advised that applications must involve new research and should not repeat previous research. Examples of previous activities undertaken by teachers may be found on the Council's website at www.gtcw.org.uk/cpd

Mentor support

Each participating teacher is required to arrange support from a mentor from an appropriate organisation such as a Higher Education Institution, subject association, Local Education Authority, advisory service or research body.

- The mentor should have the necessary professional skills and qualifications to assist the teacher to plan the action research, provide support as required during the period and assist in analysing data and reaching conclusions.

- The extent of support required from the mentor will be at the teacher's discretion and will vary from individual to individual, however, a teacher should not work in isolation from the mentor.

Eligible expenditure

Action Research Projects up to the value of £1,500 will be available, however, not all applicants will require the full amount.

There are three categories of eligible expenditure:

- to provide supply cover for the teacher to undertake the research. Teachers should show, in their planning, how each day requested will be used.
- mentor support for activities such as:
 - developing a sound detailed research methodology
 - tutoring in research design methods and data collection
 - on-going mentoring advice
 - support for completion of the research enquiry
 - assistance with the evaluation report

This aspect will not normally be more than 25% of the total grant ie £375.

- to cover other incurred costs such as:
 - consumable costs of photocopying, postage, etc.
 - travel costs
 - access to library, journals, other research materials
 - supporting materials and equipment e.g. software but not hardware

- childcare costs above those normally incurred

Non-eligible expenditure

- Undertaking short courses or international visits
- Projects where the research is restricted to evaluating the impact of resources
- Projects where the research extends across a whole school or department
- Course fees where a mentor does not specifically assist the teacher as stated above
- See also the list of non-eligible expenditure on page 6.

Applications must be accompanied by a supporting form from the mentor.

For further information on undertaking an action research project please contact the CPD Team at the Council on 029 2055 0350 or by e-mailing cpd@gtcw.org.uk

5.0 Teacher Sabbatical

What is a Teacher Sabbatical?

A Teacher Sabbatical offers financial support of up to £5,250 to enable experienced teachers to undertake a significant period of professional development, which will bring benefits to their practice on their return to their classroom practice or their role at school.

Part-time teachers will receive pro-rata support depending on their usual teaching commitment.

PLEASE NOTE - Applications for Teacher Sabbaticals will need to be submitted by 1st June 2009. Applications received after this date will not be considered for funding.

Funding for these grants will cover activities taking place during the autumn and spring terms only.

The number of Teacher Sabbaticals allocated will be limited to a maximum of two per 'host' organisation.

Eligibility

In order to be eligible for this project, registered teachers must have taught continuously in a maintained school in Wales for at least seven years (either full or part time).

Teachers who have taken a recent 6-12 month maternity leave should clarify their position with the CPD Team.

Teachers who have undertaken a recent secondment of over 12 months should clarify their position with the CPD Team.

Applicants must have the prior support of their headteacher in order to apply.

Eligible activities

- The Teacher Sabbatical, which should address the professional development needs of the teacher, may take the form of a placement in the business, public, education or voluntary sector
- A full-time programme to learn Welsh

- A Sabbatical period must be for a minimum of four weeks, and up to a maximum of six weeks
- Sabbaticals must be undertaken as one block of time
- Applications must include an agreed programme that outlines both the work to be undertaken at the host organisation, and the experiences provided by the placement for the teacher. This experience should extend beyond shadowing

All applications must be accompanied by a letter or statement from the supervising contact at the supporting organisation indicating the wider experience they will provide for the teacher. A name, role and contact number should be included.

Non-eligible activities

The following activities are not considered suitable for sabbatical placements:

- undertaking specific courses, such as a MA, MEd or European Computer Driving Licence
- international visits
- undertaking subject research
- an activity undertaken in the teacher's own school
- an activity of under 4 weeks' duration.
- see also the list of non eligible expenditure on page 6

If the teacher's employment circumstances change during the funding period, the teacher must inform the Council immediately for guidance on eligibility.

Examples of Sabbaticals previously undertaken by teachers may be found on the Council's website at www.gtcw.org.uk/cpd. Alternatively the CPD Team is able to provide details of organisations who may be interested in hosting a teacher sabbatical.

If you wish to check whether a proposed activity would be likely to meet the criteria before submitting your application, please contact the CPD Team on 029 2055 0350.

6.0 Professional Network

What is a Professional Network?

A Professional Network enables a group of teachers with a common professional development need, from a variety of schools, to work together regularly, over a period of time, to undertake a common activity or programme. The members meet on the basis of a common subject interest, a shared issue or goal, or common role. The group may choose to be self-directing or to involve a consultant. Networks must plan their activities to be completed within a financial year.

PLEASE NOTE - Applications for Professional Networks will need to be submitted by 1st June 2009. Applications received after this date will not be considered for funding.

Funding for these grants will cover activities taking place during the autumn and spring terms only.

- All Professional Networks must include a minimum of five teachers from at least three different schools.
- Networks should not contain more than 12 teacher members.
- Networks should contain a balance of members from the schools which constitute the Network.
- Network members must meet as a Network a minimum of three times. They may not meet on consecutive days.
- Working in sub-groups will not be funded.
- Preference will be given to those Networks with members from more than one LEA
- Preference will be given to those Networks which include external expertise.

Note: Only those teachers who have submitted 4b application forms may be Network members. Schools will not be reimbursed if they send other teachers to Network meetings if the Network member is unable to attend.

Eligible activities

Professional Networks can be funded for any activity that will influence the individual's practice in their classrooms or school(s). Below is a list of examples of how the funding may be used:

- developing an innovative approach to a series of lessons
- examining common themes/issues that run across the curriculum e.g. behaviour, homework, etc.
- sharing good practice in an area such as literacy, numeracy or ICT, within a cluster of schools

The above does not provide an exhaustive list and applications for a wide range of professional development networks are encouraged. Examples of networks previously funded may be found on the Council's website at www.gtcw.org.uk/cpd

Non-eligible activities

The following activities are not suitable for Network projects:

- established termly meetings for subject leaders or managers
- updating existing school / LEA schemes of work, policies or other arrangements.

Expenditure

- Network members are funded on a per capita basis; up to £650 per member
- Funding is non-transferable, that is from one member to another

- Normally two thirds of the expenditure will be for supply costs to allow the Network to meet and undertake its specific task
- Consultant fees should not exceed 15% total costs. These should be notionally divided equally between the members
- Requests for photocopying costs should recognise that Network members will produce exemplar copies only
- Venue costs should be kept to a minimum and only incurred where specialist facilities are necessary

Non-eligible expenditure

- Please see the list of non-eligible expenditure on page 6

The Council will only pay costs associated with members of the Network who have submitted individual professional Network application forms.

If you wish to check whether a proposed activity would be likely to meet the criteria before submitting an application, please contact the CPD Team 029 2055 0350.

The Role of the Professional Network Coordinator

The Professional Network Coordinator will be responsible for all the financial and administration aspects of the project. Financial claims will only be accepted from the Network Coordinator.

Coordinators should make an interim claim on behalf of the Network members at the end of the autumn term where appropriate. Final claims and reports are required within one month of completing the activity. The date for receipt of claims and reports will be included in the award letter, and will not be later than 18th March in any financial year.

Guidance material to assist Coordinators is available from www.gtcw.org.uk/cpd

A Network Coordinator may only coordinate one Network in any financial year.

How to apply

Network Coordinators will wish to discuss their proposal with members of their Network before submitting an application.

The Professional Network Coordinator will need to collect and submit individual application forms from all teachers in the Professional Network, together with the separate form for Coordinators. All applications must be submitted together, and no proposed Network will be considered unless this is the case.