



Workshop Policies and Procedures

Introduction

Derivan Pty Ltd holds education workshops, which are full day (five hour) sessions on a fee-for-service basis. Participants complete and lodge a Enrolment Form and make payment in order to attend a workshop.

Registration

Participants:

- confirm financial approval from their school
- check availability of course position by emailing a completed Enrolment Form to education@derivan.com.au
- enroll online www.derivan.com.au/resources/education.html fax or email.

Derivan:

- registers participants on receiving a completed Enrolment Form
- registration is on a first come basis
- class sizes are limited
- confirms and invoices participants prior to workshop
- provides a statement of attendance on completion of workshop

Workshop Fees:

- will be advertised in advance of workshops
- are paid on receipt of confirmation and invoice
- must be paid in full for registration to be valid
- are due five days prior to workshop

Cancellation of Workshops

It is recognised that cancellations or late withdrawals are sometimes necessary. Derivan reserves the right to cancel a workshop due to unforeseen circumstances or if the numbers of registrations is insufficient. If a workshop is cancelled due to unforeseen circumstances Derivan Pty Ltd will contact registered participants as soon as possible.

A full refund of fees paid will be provided where a participant gives more than 5 working days' notice of non-attendance.

Derivan Pty Ltd reserves the right to review individual applications for refunds for cancelled workshops on a discretionary basis. Refunds will be processed within five working days. A late withdrawal fee may be charged if advised less than 5 working days. Late name changes for replacements are acceptable.

Prerequisite Knowledge

Derivan provides professional development to refresh teacher skills, learn new techniques and build on a portfolio of classroom resources.

Understanding of the National Curriculum general capabilities is assumed with a particular focus on creative thinking. Existing knowledge of the NSW Quality Teaching Framework is assumed.

Standards addressed at each workshop:

- Australian Professional Standards for Teachers at the level of Proficient Teacher
2.1.2 , 3.4.2, 6.3.2, 7.4.2, 4.4.2
- NSW Professional Teaching Standards at Professional Competence
1.2.3, 3.2.4, 6.2.4, 7.2.4, 5.2.7

Workshop Evaluation

Derivan Pty Ltd is committed to high quality workshop evaluation and the implementation of supporting policies and processes that are effective, efficient, comprehensive, systematic and sustainable.

Presenters evaluate written feedback to identify strengths and areas for growth and improvement. The Education Officer facilitates the evaluation of a workshop to establish whether intended outcomes have been achieved and all evaluation is conducted ethically and participatory and consultative processes are valued.

Safety in workshops

Health and Safety is our greatest responsibility and all participants are given equal priority to that of our staff members. Presenters are made aware of health and safety issues to ensure the welfare of all participants.

The Derivan Company Hazard/Risk Assessment Analysis is current and updated regularly and an Occupational Health and Safety Induction form is available.

Reference: Health and Safety page 5 of Derivans OHS manual safety policy