



# **The online Professional Learning and Development (PLD) system**

## **User guide for PLD leads**

### **Part 1: how to apply**

**Version 2, third release, July 2020**

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## Background

The Ministry of Education funds locally-focused Professional Learning and Development (PLD). Locally-focused PLD aims to build greater equity and excellence for learners in a small number of national priority areas.

It is allocated locally, and the decisions are made by a sector-led regional Area Allocation Panel (AAP). This gives schools, kura, clusters and Kāhui Ako access to PLD that is tailored to their needs.

There are up to four opportunities a year (once a term) for schools, kura, clusters and Kāhui Ako to apply for this funding. Submitted proposals are considered in the next available round by their regional AAP.

Allocations are based on a combination of need, how well the proposal demonstrates a robust inquiry process, and how the PLD requested will contribute to it.

Approved proposals are allocated a set number of hours. Schools, kura, cluster, or Kāhui Ako will use these hours with facilitators from the list of Ministry of Education-endorsed PLD providers. Schools, kura, clusters and Kāhui Ako choose a facilitator (or facilitators) from a pool of over 800 expert facilitators.

## Purpose

This guide takes you through the application process for PLD. The second part of the guide, *User guide for PLD leads, part 2: The Journey* takes you through the PLD journey once your application has been approved.

## Further support

You will find more information and support on the PLD website: <http://www.capability.education.govt.nz>.

If you have any remaining queries on using the online PLD system, please contact your Regional Office or email [PLD.Enquiries@education.govt.nz](mailto:PLD.Enquiries@education.govt.nz). Regional Office contact information is available on the contact us page on the PLD website.

## Before you start

Review the proposal questions – they are outlined in this user guide and are also available in the help and user guide page of the PLD website.

To streamline the process, gather all your supporting information, including:

- your strategic planning and reporting documents
- evidence from inquiry, consultation, hui, etc.
- indications of progress to date in your area of focus.

Ensure you have your Education Sector Logon (ESL) to access the online PLD system.

These steps will help you scope your answers and give you a feel for what information is required. Once you have collected your supporting information, your proposal is likely to take between 45 and 60 minutes to complete.

If you create a proposal, you will be the only PLD lead user with editing rights. If you are in a cluster or Kāhui Ako, other schools or kura involved in your proposal can view the proposal while it is in 'draft' mode, but they won't be able to make changes to it.

You can complete your proposal in multiple sessions. All applications are saved to your profile in the online PLD system.

**Tip:** To collaborate with others on a PLD proposal, you may wish to consider jointly drafting content using the editable Online PLD System Proposal Questions document available on the help and user guides page on the PLD website. Also refer to the quick guide to completing a PLD proposal.

# Logging on to the online PLD application system

## Logging on using ESL

As a PLD lead for a school, kura, cluster or Kāhui Ako you will log on using your Education Sector Logon (ESL).

The 'Delegated Authoriser' for your school, kura, cluster, or Kāhui Ako will be able to allocate ESL access to the online PLD system.

Find information on obtaining your ESL and obtaining permission to use the online PLD system here [<http://services.education.govt.nz/education-sector-logon/access/school-sector/>].

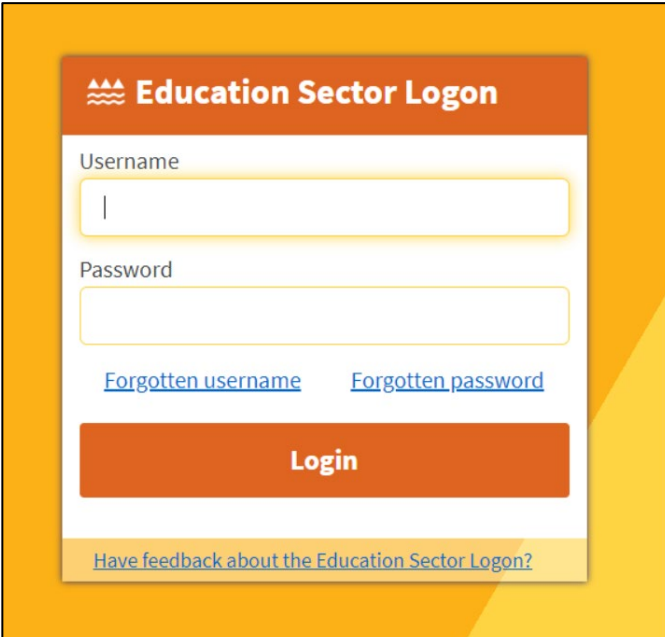
- You can access the online PLD system through the PLD website. This will take you through to the Education Sector logon screen.

## Apply for PLD

From term 1 2020, a new online PLD application system replaces the PLD Journal spreadsheet. Find information below on how to access and apply for locally-focused PLD for your school, kura, cluster or Kāhui Ako.

[Click here to apply for PLD](#)

- Enter your ESL username and password.



Education Sector Logon

Username

Password

[Forgotten username](#) [Forgotten password](#)

Login

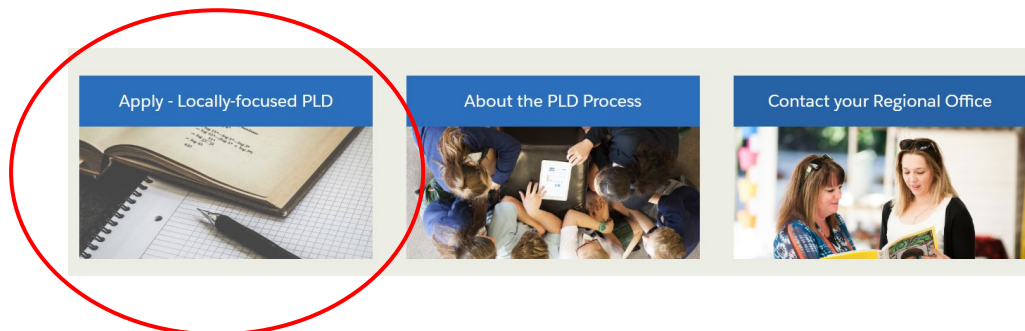
[Have feedback about the Education Sector Logon?](#)

**Tip:** The online PLD system works best if you use Google Chrome.

# Creating a PLD Proposal

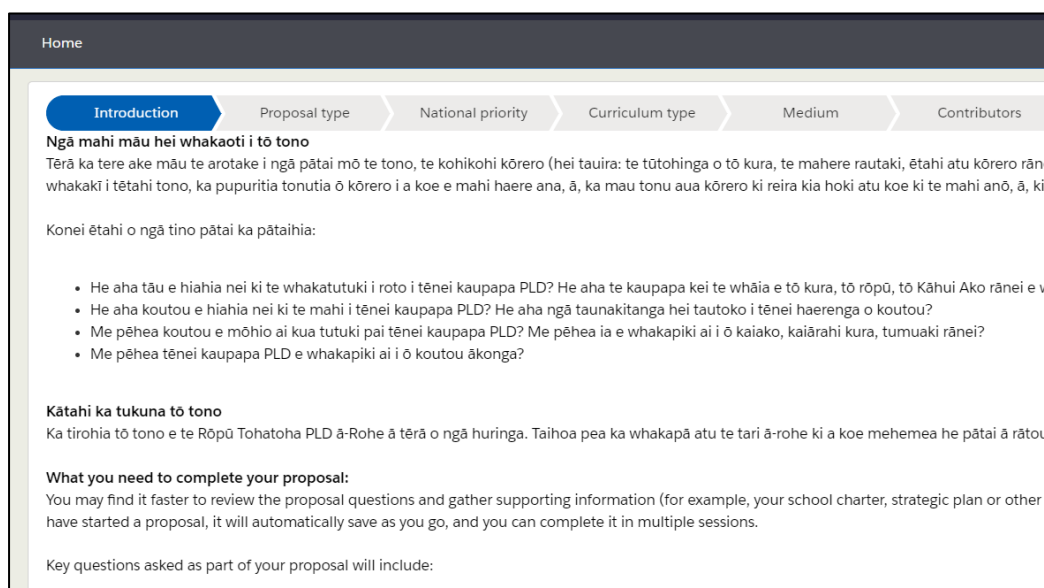
## Starting your proposal

- Scroll to the bottom of the home page of the online PLD system.
- Select 'Apply – Locally-focused PLD' to begin creating a new proposal.

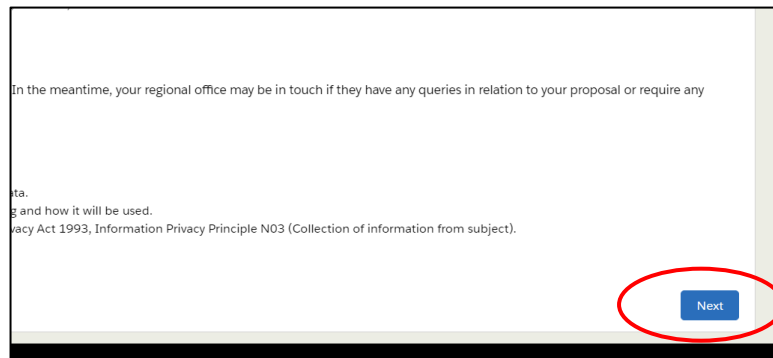


## Introduction screen

- You will see an introduction screen.



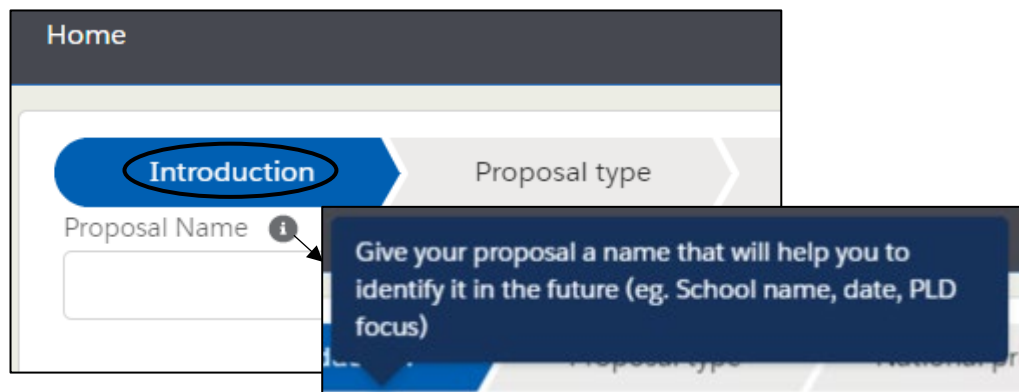
- Click '**Next**' to start adding the content for your new proposal.



**Tip:** To return to the previous stage of the proposal process, select the  button.

### Create a proposal name

- Under the '**Introduction**' tab, enter your proposal a name (e.g. school name, date, PLD focus). Use a name that will help you and others clearly identify the proposal in the future.

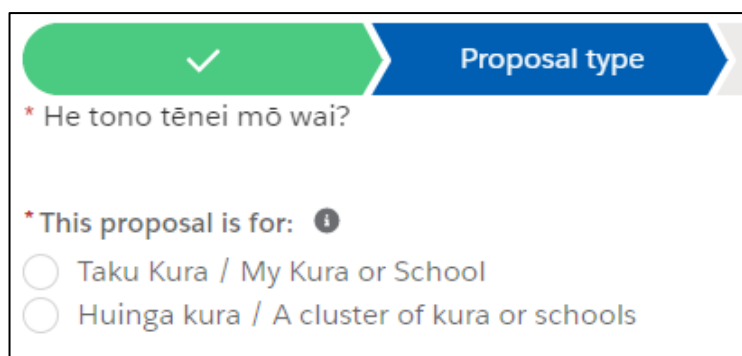


**Tip:** Click on the **i** to get help information, as shown in the screenshot above.

- Your proposal will automatically save as you go.
- The active tab is coloured **blue** and, once completed, the tab will become **green** with a tick in it.
- Text boxes have a limit of 2,500 characters including spaces. This is roughly 250 to 350 words.

## Who are you applying as?

- Select one of the options.
- If you are creating a proposal for a Kāhui Ako in Term 1, choose the 'cluster' option. A specific Kāhui Ako option (with automatic school and kura details) is being developed for release in late 2020.



✓ Proposal type

\* He tono tēnei mō wai?

\* This proposal is for: ⓘ

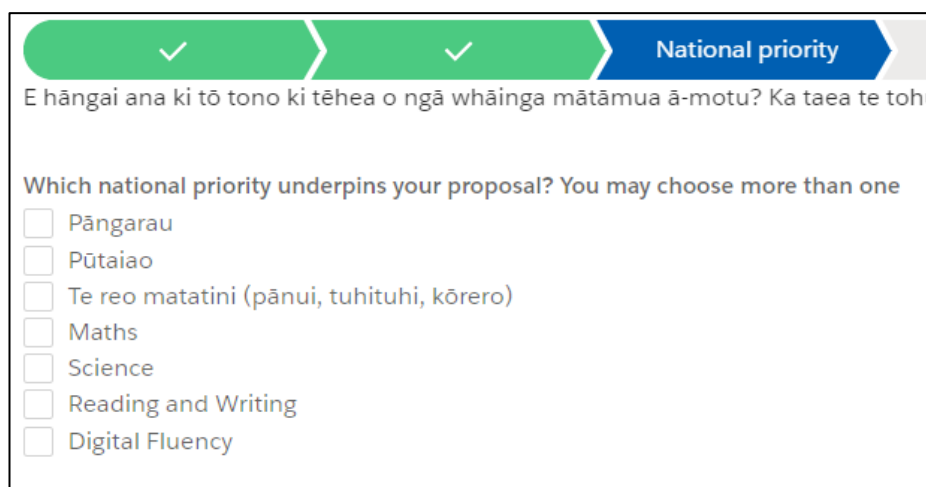
Taku Kura / My Kura or School

Huīnga kura / A cluster of kura or schools

**Tip:** If you select Kāhui Ako or cluster, you will be asked to select the schools or kura included in the proposal on the summary page at the end. They will not be able to view the proposal unless they have logged in as a user to the PLD online system as a PLD lead.

## Which national PLD priority underpins your proposal?

- Choose one or more options to proceed to the next stage. Select from the existing national PLD priorities. From the Term 3 2020 allocation round, you will select from the new PLD priorities.
- You can choose multiple options if your proposal applies to more than one priority.



✓ ✓ National priority

E hāngai ana ki tō tono ki tēhea o ngā whāinga mātāmua ā-motu? Ka taea te tohu

Which national priority underpins your proposal? You may choose more than one

Pāngarau

Pūtaiao

Te reo matatini (pānui, tuhituhi, kōrero)

Maths

Science

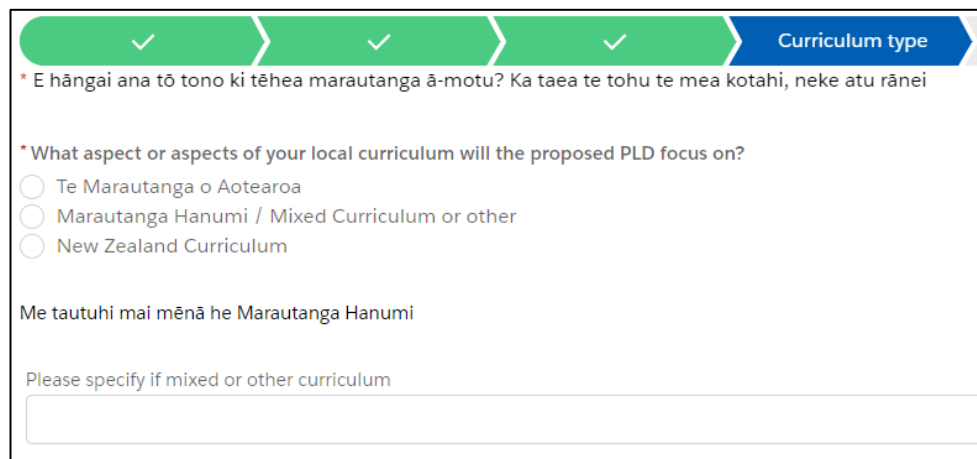
Reading and Writing

Digital Fluency



## What aspect(s) of your local curriculum will the proposed PLD focus on?

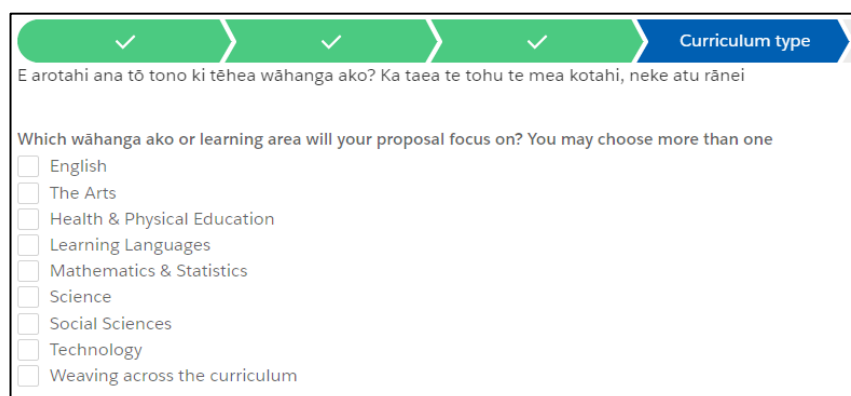
- Choose one option to proceed to the next stage.
- The options shown under the next question will depend on which curriculum option you select.



A screenshot of a survey question. At the top, there is a progress bar with four green segments, each containing a white checkmark. The fourth segment is highlighted in blue and labeled 'Curriculum type'. Below the progress bar, the question is written in Māori: '\* E hāngai ana tō tono ki tēhea marautanga ā-motu? Ka taea te tohu te mea kotahi, neke atu rānei'. Below this, the question is repeated in English: '\*What aspect or aspects of your local curriculum will the proposed PLD focus on?'. There are three radio button options: 'Te Marautanga o Aotearoa', 'Marautanga Hanumi / Mixed Curriculum or other', and 'New Zealand Curriculum'. Below the options, there is a text prompt: 'Me tautuhi mai mēnā he Marautanga Hanumi'. At the bottom, there is a text prompt: 'Please specify if mixed or other curriculum' followed by a text input field.

## Which wāhanga ako or learning area will your proposal focus on?

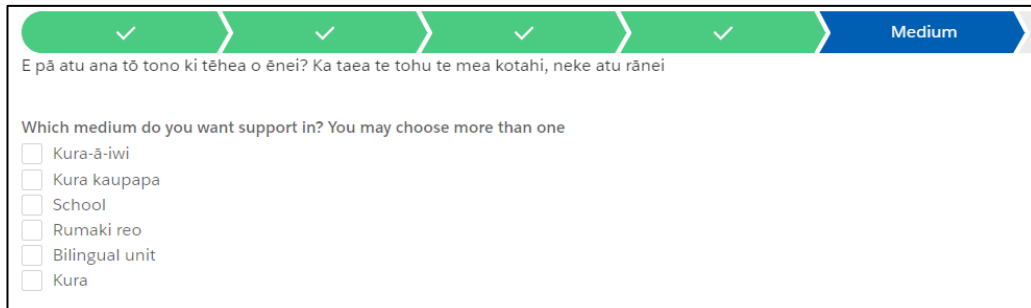
- Choose one or more options to proceed to the next stage.
- You can choose multiple options if your proposal applies to more than one.



A screenshot of a survey question. At the top, there is a progress bar with four green segments, each containing a white checkmark. The fourth segment is highlighted in blue and labeled 'Curriculum type'. Below the progress bar, the question is written in Māori: 'E arotahi ana tō tono ki tēhea wāhanga ako? Ka taea te tohu te mea kotahi, neke atu rānei'. Below this, the question is repeated in English: 'Which wāhanga ako or learning area will your proposal focus on? You may choose more than one'. There are eight checkbox options: 'English', 'The Arts', 'Health & Physical Education', 'Learning Languages', 'Mathematics & Statistics', 'Science', 'Social Sciences', 'Technology', and 'Weaving across the curriculum'.

## What medium(s) do you want support in?

- Choose one or more options to proceed to the next stage.
- You can choose multiple options if your proposal applies to more than one.



Progress bar with 5 steps, the 5th step is highlighted 'Medium'.

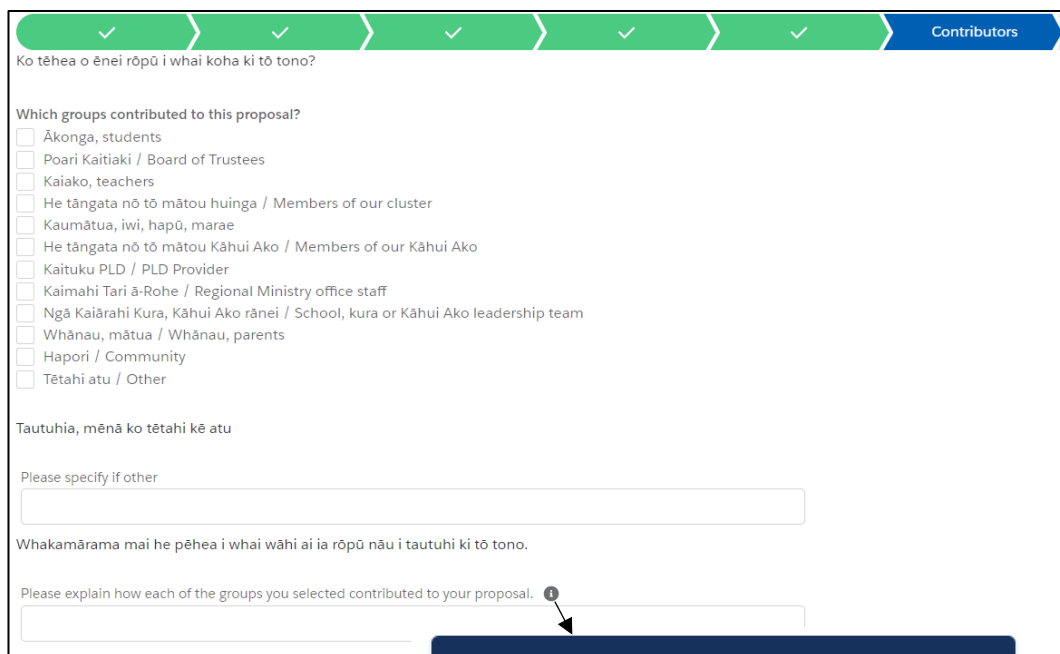
E pā atu ana tō tono ki tēhea o ēnei? Ka taea te tohu te mea kotahi, neke atu rānei

Which medium do you want support in? You may choose more than one

- Kura-ā-iwi
- Kura kaupapa
- School
- Rumaki reo
- Bilingual unit
- Kura

## Which groups contributed to this proposal?

- Select the group(s). If you select 'other', specify in the space provided.
- Please also explain how each group selected has contributed to your proposal in the text box field.



Progress bar with 5 steps, the 5th step is highlighted 'Contributors'.

Ko tēhea o ēnei rōpū i whai koha ki tō tono?

Which groups contributed to this proposal?

- Ākonga, students
- Poari Kaitiaki / Board of Trustees
- Kaiako, teachers
- He tāngata nō tō mātou huinga / Members of our cluster
- Kaumātua, iwi, hapū, marae
- He tāngata nō tō mātou Kāhui Ako / Members of our Kāhui Ako
- Kaituku PLD / PLD Provider
- Kaimahi Tari ā-Rohe / Regional Ministry office staff
- Ngā Kaiārahi Kura, Kāhui Ako rānei / School, kura or Kāhui Ako leadership team
- Whānau, mātua / Whānau, parents
- Hapori / Community
- Tētahi atu / Other

Tautuhia, mēnā ko tētahi kē atu

Please specify if other

Whakamārama mai he pēhea i whai wāhi ai ia rōpū nāu i tautuhi ki tō tono.

Please explain how each of the groups you selected contributed to your proposal. <sup>i</sup>

In 250 words or fewer, outline how consultation has informed your thinking. You could include hui notes, surveys, community consultation evidence, feedback from events, etc.

isal. <sup>i</sup>

## PLD duration

- Select the estimated PLD duration from the drop-down box. The options are 4 Terms, 6 Terms or 8 Terms.
- Enter the **number** of kaiako, teachers, school leaders and tumuaki that will be involved. This field requires a numerical value.
- Enter the **number** of hours you are requesting, using the indicative information provided on estimated facilitator hours.

The screenshot shows a form titled "PLD Length" with a progress bar at the top. The form includes the following fields and sections:

- \* Te roa o te wā PLD
- \* Estimated PLD duration: A dropdown menu showing "4 Wāhanga - 12 marama / 4 Terms - 12 Months".
- Tokohia ngā kaiako, ngā kaiārahi kura me ngā tumuaki ka whai wāhi ki tēnei kaupapa PLD?: A question in Māori.
- How many kaiako, teachers, school leaders and tumuaki will participate in this PLD?: An input field circled in purple.
- Ngā haora i tonohia
- Hours Requested: An input field circled in orange.

An information popup window is open, titled "participate in this PLD?". It contains the following text:

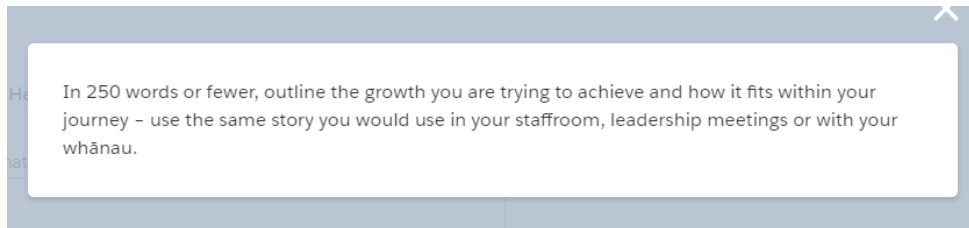
Indicative estimated facilitator hours over one year based on FTE are:

- 1-5 teachers: 50-80
- 6-20 teachers: 70-120
- 21+ teachers: 100-200
- Kāhui Ako/Cluster: 150-500

## Opportunity

- Outline what you want to achieve with this PLD.
- Explain the need for this PLD and what evidence you are providing that the PLD will support your growth and journey.

**Tip:** Supporting documents can be attached on the summary page of your proposal (e.g. pictures, narratives, data/cohort trends, whānau feedback, visuals, whiteboard notes).



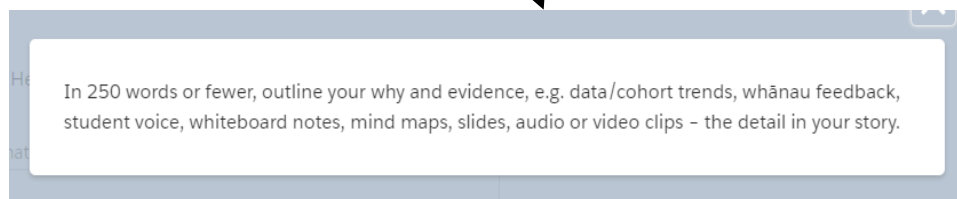
The screenshot shows a form titled "Opportunity" with a progress bar at the top. The progress bar has seven green segments with checkmarks, and the final segment is labeled "Opportunity". Below the progress bar, there are two main sections:

**Opportunity**  
He aha tā koutou e whai nei e tutukia ai i tēnei kaupapa PLD? He aha te haerenga o tō kura, tō huinga, tō Kāhui Ako rānei e whai koha atu ai tēnei tonon?

What do you want to achieve with this PLD? What journey is your kura, school, cluster or Kāhui Ako on that this proposal will contribute to?

**Evidence**  
He aha koutou e hiahia nei ki te mahi i tēnei kaupapa PLD? He aha rā ngā taunakitanga e whakamahi ana hei tautoko i tō koutou haerenga?

Why do you want to do this PLD? What evidence are you using that this proposal will support your journey?



## Proposed outcomes

- This is the final section of the proposal. Use the same story and details you would use in your staffroom or leadership meetings. You will get a chance to review your proposal before submitting it.
- Please use this section to:
  - Explain how you will measure the success of your PLD and how it will contribute to leadership and teaching capability
  - Explain how your PLD will contribute to equitable growth across your ākonga and students.
  - Explain how your proposal will contribute and connect to any other professional learning you are currently undertaking.
  - Describe the level of commitment you will make to this proposal.
  - Explain how your proposal relates to your Kāhui Ako, kura, school's or cluster's goals or achievement challenges.

Proposed Outcomes

Me pēhea koutou e ine ai i ngā mahi o tēnei kaupapa PLD kia mōhio kua puta te ihu? He pēhea ia e whai koha ai ki te whakapiki i ō koutou kaiako, kalārahi kura, tumuaki rānei? He aha ētahi atu pūkenga, tikanga whakaako tino whaihua o rātou?

How will you measure if this PLD is successful? How will it contribute to growing your kaiako, teachers, school leaders or tumuaki? What additional skills or high impact practices will they have?

In 250 words or fewer, briefly outline how you plan to measure the impact of this PLD. What specific contribution will it make to your leadership and teaching capability?

He pēhea e whai koha ai tēnei kaupapa PLD ki te whakapiki i ō koutou ākonga?

How will this PLD contribute to growing your ākonga and students?

In 250 words or fewer, briefly outline how this PLD will contribute to ākonga growth. E.g. Are outcomes equitable across different groups of students? How will this PLD contribute to improving equity?

He pēhea e tūhono ai tēnei tono ki tētahi atu akoranga ngaio kei te kawea e tō huinga, tō kura, tō Kāhui Ako rānei?

How does this proposal connect to other professional learning your cluster, kura, school, or Kāhui Ako is undertaking?

In 250 words or fewer, outline what other PLD activities you are already involved in, e.g. existing PLD allocations, DMIC, DT&HM, Manaiakalani, ALim, ALL.

He pēhea e whai koha ai tō kura, tō Kāhui Ako, tō huinga rānei ki tēnei tono me ōna anō pānga i roto i te huringa o te wā?

How will your school, kura, Kāhui Ako, or cluster contribute to this proposal and its ongoing impact?


In 250 words or fewer, describe the commitment you will make to this proposal. E.g. the number of hours that you/teachers will commit, Teacher Only days, Inquiry Time or budget considerations.

He aha ngā pānga o tēnei tono ki ngā whāinga me ngā wero tutukitanga a tō koutou Kāhui Ako, kura, huinga rānei?

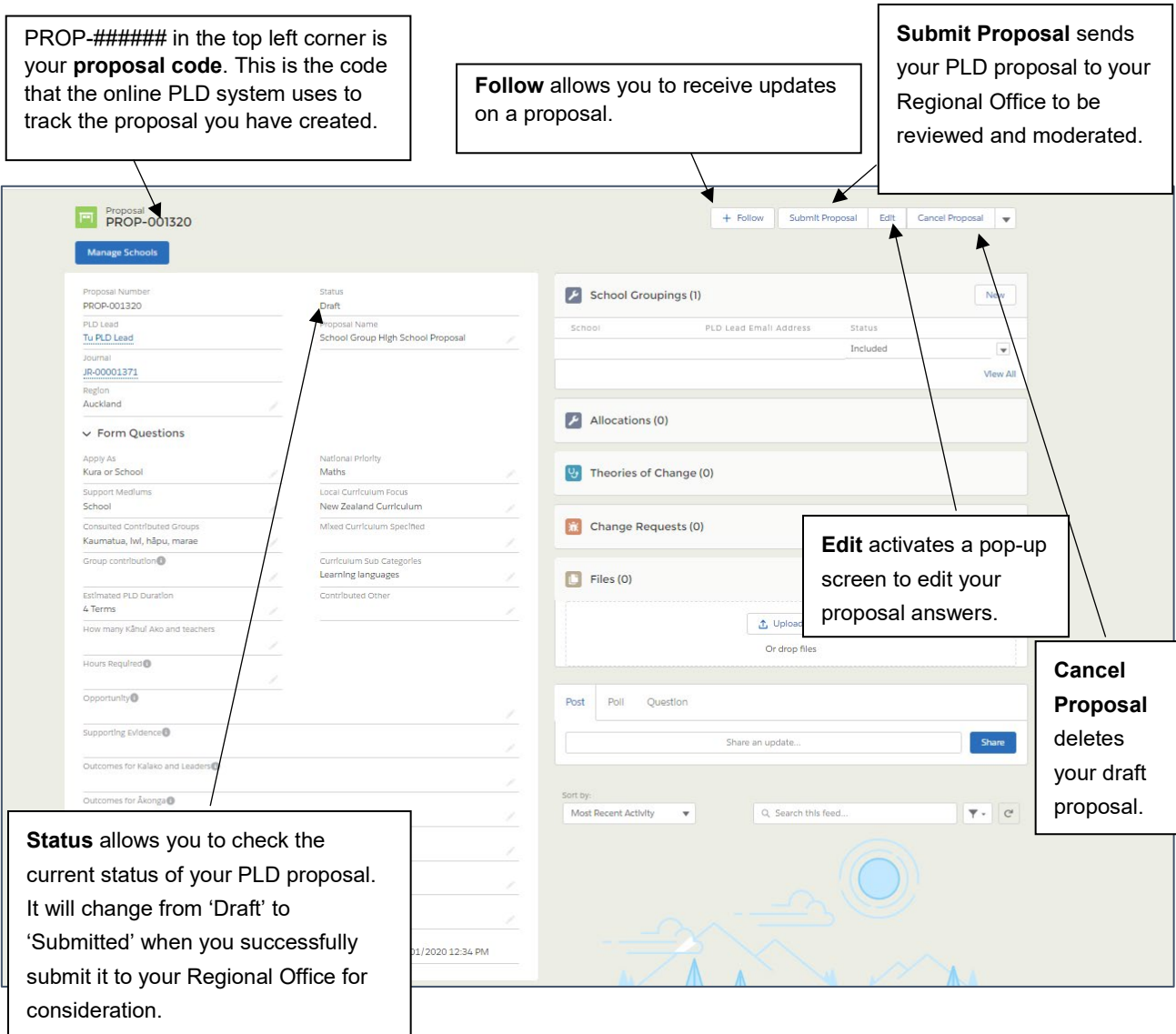
How does your proposal relate to your Kāhui Ako, kura, school's, or cluster's goals or achievement challenges?

In 250 words or fewer, outline how this PLD would support your broader work, including working towards your strategic aims, Charter, annual planning, Achievement Challenge Plan, etc.

## Summary page

- You can make any final changes on the summary page before submitting your proposal.
- The summary page shows all the information you have provided in the application process.
- Clicking on the pencil icon  activates editing in this screen if you would like to change any of your answers. You can edit any field with this icon.

**Tip:** The summary page gives you the chance to edit previous responses before clicking 'submit proposal'. Once your proposal is submitted, it can only be unlocked for editing by your Regional Office.



**PROP-#####** in the top left corner is your **proposal code**. This is the code that the online PLD system uses to track the proposal you have created.

**Follow** allows you to receive updates on a proposal.

**Submit Proposal** sends your PLD proposal to your Regional Office to be reviewed and moderated.

**Edit** activates a pop-up screen to edit your proposal answers.

**Cancel Proposal** deletes your draft proposal.

**Status** allows you to check the current status of your PLD proposal. It will change from 'Draft' to 'Submitted' when you successfully submit it to your Regional Office for consideration.

The screenshot shows a proposal summary page for 'PROP-001320'. The page includes a 'Manage Schools' button, a 'Status' dropdown set to 'Draft', and a 'Proposal Name' field containing 'School Group High School Proposal'. The page is divided into sections for 'Form Questions' (with checkboxes for 'Apply As', 'Support Mediums', 'Consented Contributed Groups', etc.), 'School Groupings (1)', 'Allocations (0)', 'Theories of Change (0)', 'Change Requests (0)', and 'Files (0)'. At the top right, there are buttons for '+ Follow', 'Submit Proposal', 'Edit', and 'Cancel Proposal'. A 'Share' button is also visible in the bottom right area of the page.

**Manage Schools** allows you to specify schools or kura included in your cluster or Kāhui Ako proposal.

The **Allocations, Theories of Change and Change Requests** fields become relevant after the proposal stage if your proposal is successful and you receive PLD hours.

**Files** allows you to upload relevant information and evidence that supports your proposal.

In **Post** you can message other users who can view your proposal. Please note that these messages are visible to all users who have visibility of your proposal. Use @ person's name to trigger an email to the person you want to message.

In **Poll** you can present other users who can view your proposal with a question and multiple choice answers to select from.

In **Question**, you can ask a specific question of another user who can view your proposal.

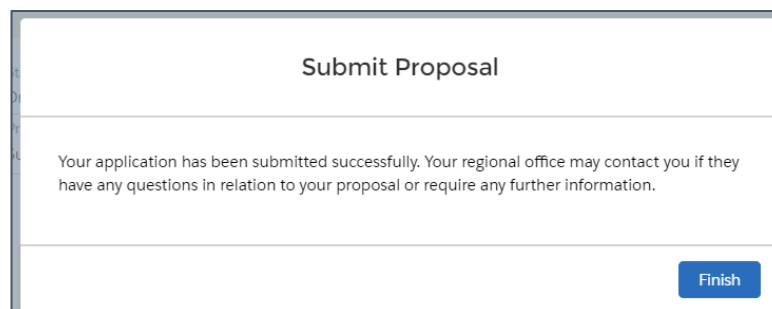
**Tip:** Comments in these fields remain available to users who can view this proposal so you don't need to hunt through emails to check responses to a question in relation to this proposal.

- To upload files in the Files section, click on the 'Upload Files' button and follow the prompts. Note that additional files are not compulsory for an application and adding attachments does not increase the chance of receiving approved PLD hours.
- If you wish to add supporting information, a variety of file formats are supported, including Word, PowerPoint, Excel, PDF, JPEG, PNG, AVI, MKV, MP3/MP4, WMV and MOV files. These should be less than 5MB.
- Note: Google docs are not a supported file format and cannot be attached.



## Submitting your PLD proposal

- When you are happy with your proposal, select 'submit proposal'.
- The proposal status will change from 'draft' to 'submitted' to show it has been successfully submitted to your Regional Office.
- All fields are mandatory except where a mixed curriculum or other contributors are specified.
- When the proposal has been submitted you will see the below box, which means your proposal is with your Regional Office for consideration by the Regional Area Allocation Panel.



## Please note

You will be notified of the outcome of your proposal via the online PLD system within five weeks of the closing date.

## Glossary

**Allocation** – the split of your approved PLD hours to each chosen facilitator.

**Change request** – a formal request for a change entered in the online PLD system to reflect a change in conditions for the planned PLD.

**Journal** – the package related to your PLD, including your proposal, any allocations to facilitators, your plans in relation to your PLD journey and activities for the next six months, milestone reports, and your final report.

**Journal code** – eight-digit code for each PLD journal e.g. JR-00000637.

**Proposal** – your PLD application.

**Proposal code** – six-digit code for each PLD proposal e.g. PROP-000387.

**Home screen** – the screen you see when you log in to the online PLD system via ESL. It has the list of your PLD journals created in the online PLD system.

**Milestone reports** – six-monthly reports submitted with progress against the planning for your PLD journey.

**Summary page** – the final screen when you create a proposal or allocate hours to a facilitator. This screen summarises the information provided and allows you to edit any answers before submitting it.