



Education

# USING MY PL@EDU

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*Learning, Teaching and Leading Coordinator*

**SLSO Conference**  
**26 April 2016**

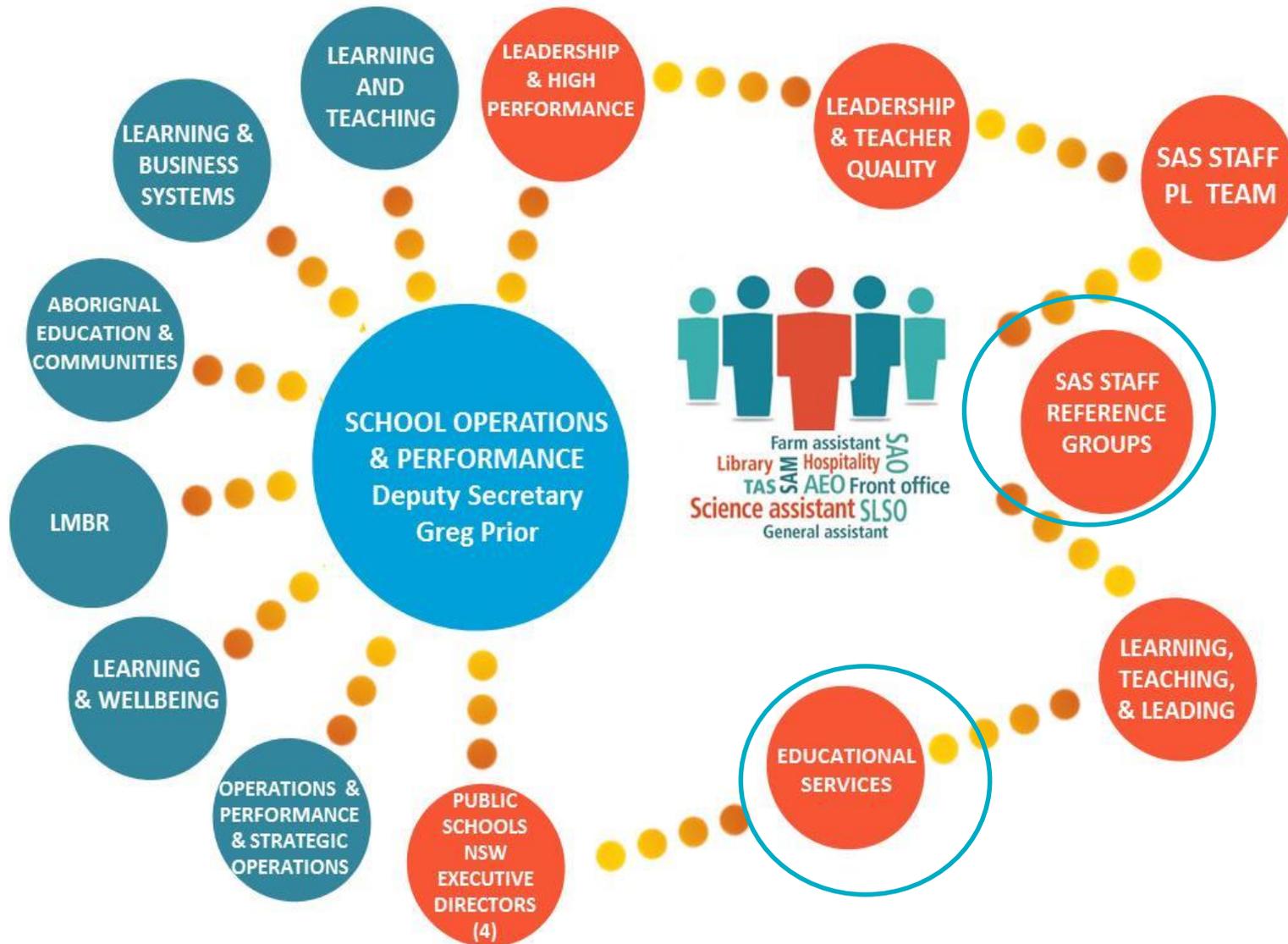
## USING MYPL@EDU

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- Educational Services - MPOD
- SAS staff reference groups (SRG)
- How to search for an event on MyPL@Edu
- How to enrol in an event on MyPL@Edu
- How to complete an online evaluation
- Support material
- Q&A



# Educational Services and SRG's – WHERE ARE WE?



## SASS REFERENCE GROUP (SRG)

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- SRGs consist of volunteer **School Administration Support Staff (SASS)** that plan and deliver professional learning opportunities for all classifications of SAS staff state-wide
- Committee members serve a 2 year period on the SRG
- Today's conference is brought to you by the SRG Macquarie Park
- Representatives of all classifications of SAS staff

## SASS REFERENCE GROUP (SRG)

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Farm assistant  
Library Hospitality  
TAS SAM AEO Front office  
Science assistant SLSO  
General assistant

# USING MYPL@EDU

- **What is MyPL@Edu?**

The online professional learning advertisement, enrolment and record keeping system for the NSW Department of Education

- **Who is it for?**

All staff in the NSW Department of Education Office of Education including SAS Staff

- **What does it offer?**

A single point to advertise and apply for all DoE professional learning opportunities and to manage records of professional learning

# How do I find MyPL@Edu?

1. Under **My applications** in your staff portal

DEC insight

Home School administration Department resources  
 A-Z of DEC TAFE & community education Curriculum resources  
 The Buzz Policies & procedures Employee essentials

Hello

- Update your profile
- Change password
- Logout

My applications My websites My training My learning tools Manage links Add tab

Home > My applications

My applications Filter # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

View  list  grid Hide descriptions Quick search

My PL@Edu Apply, view and manage records of your professional learning activities provided by DET. For assistance view web support page at <https://www.det.nsw.edu.au/proflearn/areas/plp/mypl/index.htm> My Essential MyPL@det.nsw.edu.au

OR

You can add it as an icon to your home screen essentials



# How do I find MyPL@Edu? (cont)

## 2. Through the [MyPL@Edu Website](#)

NSW Department of Education

[Print this page](#) | [My PL@Edu](#)

# My PL@Edu

<p>› Home</p> <p>Designing effective professional learning</p> <p>Roles in My PL@Edu</p> <p>Support for all DoE staff</p> <p>Support for non-DoE staff and all community members</p> <p>Support for principals</p> <p>Support for directors of principal networks</p> <p>Resources for developers and deliverers</p> <p>Resources for network/directorate administrators</p> <p>Frequently asked questions</p>	<h3>About My PL@Edu</h3> <p>My PL@Edu is a professional learning management system that:</p> <ul style="list-style-type: none"> <li>is pivotal in registration process for professional learning courses and programs in DoE</li> <li>enables staff to search professional learning events using keywords, region/directorate, Professional Teaching Standards, key learning area, student stage, subject and venues</li> <li>manages the online enrolment process</li> <li>manages the delivery of professional learning courses and programs</li> <li>enables teachers, principals, and corporate staff to access registered and locally developed professional learning course materials</li> <li>enables principals (or their delegate) and designated corporate staff to schedule and manage professional learning within their location</li> <li>enables principals to maintain an accurate record of staff participation in professional learning</li> <li>creates a permanent record of professional learning for all DoE staff</li> <li>enables teachers, principals and directors to track the professional teaching standards achieved for teachers maintaining accreditation with the Board of Studies Teaching and Educational Standards</li> <li>transfers required data for QTC registered courses to the Board of Studies Teaching and Educational Standards</li> </ul> <h3>Access</h3> <p>My PL@Edu is accessed under the My Applications TAB in the DoE Portal or <a href="#">Direct link to My PL@Edu</a> for those without portal access</p> <p><a href="#">Browse My PL@Edu to see available courses</a> without logging on or obtaining a username</p>
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# How do I find MyPL@Edu? (cont)

3. By a direct link through the internet

<http://www.det.nsw.edu.au/docprs/welcome.do>

4. Under Employee essentials on the intranet

The screenshot shows the top navigation bar of the NSW Department of Education Intranet. The header is green with the text 'Our Intranet' and 'NSW Department of Education'. On the right, there is a search box labeled 'Search DoE Intranet' and a 'GO' button. Below the header is a teal navigation menu with the following items: Home, Policies & procedures, School administration, TAFE & community education, Employee essentials (highlighted), Department resources, Curriculum resources, and The Buzz. Below the menu, the 'My PL@Edu' section is visible, with the text: 'Apply for courses, view and manage records of your professional learning activities provided by DEC. For assistance view web support page at <https://www.det.nsw.edu.au/proflearn/areas/plp/mypl/index.htm> Contact: ✉ [MyPL@det.nsw.edu.au](mailto:MyPL@det.nsw.edu.au)

# What does MyPL@Edu do?

1. Maintains a permanent record of professional learning for all staff in **My Professional Learning History**

## Professional Learning History List



<b>Name</b>	A new scheme teacher	<b>Institute Number</b>	T12345
<b>Accreditation Level</b>	Professional Competence	<b>Accredited Date</b>	25/08/2008

**Course types**

Enter your own experiences here

<b>Registered Professional Development</b>	<b>Non-Registered Courses</b>	<b>Developed Courses</b>	<b>Professional Learning Diary</b>
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121 items found, displaying 121 to 121.

First	Prev	6	7	8	9	10	11	12	13	Next	Last
-------	------	---	---	---	---	----	----	----	----	------	------

Course Title	Start Date	Status	Result	Hours	Action
Dauids Full System Test 11/08/08	25/08/2008	Confirmed	Completed	8.00	

Search/Enrol for Event

[Help and support](#) | [Copyright](#)

## What does MyPL@Edu do? (cont)

2. Used to deliver three different types of courses

**Registered courses** are QTC registered courses with content aligned to the Australian Professional Standards for Teachers

**Non-registered courses** have content aligned to the Australian Professional Standards for Teachers, but registration has not been sought e.g. a school development day

**Developed courses** do not have content aligned to the Australian Professional Standards for Teachers e.g. courses designed to meet legislative and DoE requirements (compliance training)

# What does MyPL@Edu do? (cont)

## 3. Contains a **Professional Learning Diary**

The Professional Learning Diary allows staff to document all their professional learning that is not scheduled through My PL@Edu

It also allows staff to enter professional learning undertaken prior to the scheduling of courses through My PL@Edu

In addition, it provides staff with an option to add Australian Professional Standards for Teachers to their entries

# How do I search for courses/events?

## 1. Click on Search/Enrol for Event in My Professional Learning

**Enter Search Criteria**

Course Name  use key word(s)

Type a key word using the exact spelling. Note case independent

**Refine your search (options)**

Principals Networks	<input type="text" value="Principals Networks Ultir"/>	Course Category	<input type="text"/>
Target Audience	<input type="text"/>	Level of Accreditation	<input type="text"/>
Course Provider	<input type="text"/>	DEC Priority Area	<input type="text"/>
Student Stage	<input type="text"/>	Course Code	<input type="text"/>
Event Id	<input type="text" value="76654"/> <span>Use the event ID if you know it and leave all others blank</span>	Local Event Code	<input type="text"/>
Key Learning Area	<input type="text"/>	Subject Name	<input type="text"/>
Australian standards	<input type="text"/>	Australian standard descriptors	<input type="text"/>
Venue	<input type="text"/> <span>Find Venue</span>	Event Available From	<input type="text"/>
		Event Available To	<input type="text"/>

use filters to narrow search results

**State Standards Search Criteria**

Level of Accreditation  NSWIT Standards

Click the search button to activate the search engine

# How do I search for courses/events? (cont)

2. The search engine on My PL@Edu allows you to search with minimal information by using:

- The event ID
- a keyword from the title of the course
- Australian Professional Standards for Teachers
- student stage
- course code

And other filters.

You only need to search using one field but you may choose to use a combination of fields. You do not need to fill every field.

# How do I search for courses/events? (cont)

3. A list of all current scheduled events that match your search criteria will appear in *Search Results*. If no events appear, search again using different search criteria.

## Search Results



### Search Results

2 items found, displaying all items.

Event Title	Category	Suburb	Start Date	End Date	Available All Year
Registered Course TESTING -6(Ultimo)	Registered Course	Carlingford	10/02/2014	10/04/2014	No
Registered Course TESTING -6(Ultimo)	Registered Course	Eveleigh	06/02/2014	07/02/2014	No

[< Back to Search](#)

[Click to select](#)

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# What information does MyPL@Edu provide?

## Event Title: Online Training-Australia - Special Education Needs. Understanding Autism Spectrum Disorders

Event Title	Online Training-Australia - Special Education Needs. Understanding Autism Spectrum Disorders
Course Category	Registered Course
Course Code	151DAP004
Local Event Code	iser_asd_10_12
Description	A professional learning module which is completed online, complimented with face to face tutor-led workshops and online tutorial support. The course will develop teacher knowledge and strategies for instruction of students with Autism Spectrum Disorder (ASD) in the classroom and the wider school environment.
DET Professional Learning Priority Area	Welfare and equity
Available to DET employees only?	Yes
Target Group	All DET Staff
NSW Institute of Teachers (NSWIT) Registered Course	Yes
Registered Hours	20:00
Standards Addressed	2.2.5, 2.2.6, 3.2.8, 5.2.5
Further Course Details	

### Course Syllabus:

Syllabus	Learning Area	Stage	Subject
Not Applicable	Not Applicable	Not Applicable	Not Applicable

### Course Deliverer Details:

Name	A. Tutor
Email	<a href="mailto:a.tutor@det.nsw.edu.au">a.tutor@det.nsw.edu.au</a>
Phone	555-1234567

You can contact the deliverer for more details if required to help your decision making (and approval at school level)

[< Back](#) [Event Enrol](#)

# What should I do before enrolling in any event through MyPL@Edu?

You should check your school's/office's procedures for applying for permission to enrol in a professional learning course or program.

You should discuss your prospective participation in a course/event with your principal or supervisor and gain their approval prior to proceeding with your enrolment.

# How do I enrol in a course/event?

**Applicant Details**

Your Name	New Schemer
Your Email	new.schemer@det.nsw.edu.au
Postal Address Line 1 *	<input type="text"/>
Postal Address Line 2	<input type="text"/>
Suburb / City / Town *	<input type="text"/>
State *	<input type="text" value="▼"/>
Postcode *	<input type="text"/>
Home Number	<input type="text"/>
Mobile Number	<input type="text"/>
Fax Number	<input type="text"/>
Current Position *	<input type="text" value="▼"/>
Current Workplace *	<input type="text" value="▼"/>
Years in Current Position *	<input type="text" value="▼"/>
Special Requirements (including dietary needs)	<input type="text"/>
EEO Data (Voluntary)	Gender: <input type="text" value="▼"/> ATSI: <input type="checkbox"/> Racial, ethnic or ethnoreligious minority: <input type="checkbox"/> Disability: <input type="checkbox"/>
Payment Method *	Govt Direct Debit <input type="text" value="▼"/>

*Complete as many fields as possible. Fields marked with a red asterisk \* are mandatory.*

**Enrolment Authorisation**

I have discussed this application with my principal/manager and gained their approval to apply  

Authoriser's Name *	Gary Principal
Authoriser's Role *	High School Principal Level 1
Authoriser's Contact Email *	gary.principal@det.nsw.edu.au
Authoriser's Contact Telephone *	02 55501234

**Submit Enrolment Application**

You must gain approval before submitting an application

Edit these details if your approver details are not correct.

# How do I know whether my enrolment is successful?

You will receive a confirmation email. This will also have full venue details

**NSW Department of Education and Training**  
Professional Learning and Leadership Development Directorate



Dear [Lynne Anderson](#),

RE: Application for enrolment in the event "Reflecting on a Lesson in a Team -- Quality Teaching to support the NSW Professional Teaching Standards".

This email is to confirm that you have successfully been enrolled in the event detailed below. A confirmation email has also been sent to your manager.

Please print a copy of the event details below to keep for your own records.

If your details have changed or you are no longer able to attend this event, please advise the course deliverer ([Michelle O'Connell](#)) by phone on 02 98867739, or by email at [michelle.oconnell@det.nsw.edu.au](mailto:michelle.oconnell@det.nsw.edu.au).

<b>Event Title</b>	Reflecting on a Lesson in a Team -- Quality Teaching to support the NSW Professional Teaching Standards
<b>Event Cost</b>	Government: \$0.00
<b>Contact Name</b>	<a href="#">Michelle O'Connell</a>
<b>Contact Email</b>	<a href="mailto:michelle.oconnell@det.nsw.edu.au">michelle.oconnell@det.nsw.edu.au</a>
<b>Contact Phone</b>	02 98867739
<b>Venue</b>	Online/Internet/VC
<b>Session Time(s)</b>	10/02/2010 to 31/12/2010 - 8:30 to 16:00

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# How do I evaluate a course?

Welcome back.

Log Out | DET Home

## My PL@Edu

Professional Learning Information and Management

My Professional Learning

My Professional Learning History

Standards Tracking

Search/Enrol for Event

Log Out

My Professional Learning > My Professional Learning History

25/02/2011 14:10:56

## Professional Learning History List



Name	A teacher	Institute Number	T12345
Accreditation Level	Professional Competence	Accreditation Date	25/08/2008

Registered Professional Development

Non-Registered Courses

Developed Courses

Professional Learning Diary

133 items found, displaying 1 to 10.

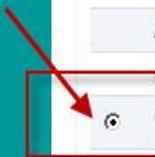
First Prev 1 2 3 4 5 6 7 8 Next Last

Course Title	Start Date	Status	Result	Hours	Action
Davids Refresher Course 15646	14/03/2011	Waiting List		7.00	<input type="button" value="Delete"/>
<input type="radio"/> TC003a Step5	23/02/2011	Confirmed		13.00	
<input type="radio"/> TC003a Step5 Course II	30/11/2010	Confirmed		4.00	
<input type="radio"/> Coaching for fun	30/11/2010	Confirmed	Completed	10.00	
<input type="radio"/> TC003a Step5 Course VI (csatest06)	29/11/2010	Confirmed		99.50	
<input type="radio"/> A Registered course 11	29/11/2010	Confirmed		3.00	
<input type="radio"/> Ben Hur	26/11/2010	Tentative		1.00	
<input checked="" type="radio"/> Coaching for fun abcd	22/11/2010	Confirmed	Completed	1.00	
	16/11/2010	Confirmed		99.50	
	15/11/2010	Confirmed	Completed	1.50	

Search/Enrol for Event

Evaluate selected event

select course to evaluate



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# How do I evaluate a course? (cont)

My Professional Learning 25/02/2011 14:12:27

## Course Details A A

**Event Details:**

Course Title	Coaching for fun
Course Category	Registered Course
Course Code	mypl4
Description	you will spend 15 days having fun learning to coach
DET Professional Learning Priority Area	Leadership and Career Development
Target Group	Principals
NSW Institute of Teachers (NSWIT) Registered Course	Yes
Registered Hours	99:30
Further Details	
Venue	ABERDEEN 2336
Application Closing Date	16-Nov-2010
Course Date	16-Nov-2010 to 31-Dec-2010 9:00 to 17:00
Evaluation Method	Online

**Enrolment Details:**

Institute Number	T12345
Special Requirements (including dietary needs)	
Authoriser's Name	
Authoriser's Role	
Authoriser's Contact Email	
Authoriser's Contact Telephone	

**Course Developed By:**

Contact Name	
Contact Position	
Contact Email	
Contact Telephone	

Select to evaluate course

< Back **Post-event evaluation**

# Support materials

Web:

<https://www.det.nsw.edu.au/proflearn/areas/plp/mypl/index.htm>

NSW Department of Education

# My PL@Edu

- > Home
- Designing effective professional learning
- Roles in My PL@Edu
- Support for all DoE staff
- Support for non-DoE staff and all community members
- Support for principals
- Support for directors of principal networks
- Resources for developers and deliverers
- Resources for network/directorate administrators
- Frequently asked

## About My PL@Edu

My PL@Edu is a professional learning management system that:

- is pivotal in registration process for professional learning courses and programs in DoE
- enables staff to search professional learning events using keywords, region/directorate, Professional Teaching Standards, key learning area, student stage, subject and venues
- manages the online enrolment process
- manages the delivery of professional learning courses and programs
- enables teachers, principals, and corporate staff to access registered and locally developed professional learning course materials
- enables principals (or their delegate) and designated corporate staff to schedule and manage professional learning within their location
- enables principals to maintain an accurate record of staff participation in professional learning
- creates a permanent record of professional learning for all DoE staff
- enables teachers, principals and directors to track the professional teaching standards achieved for teachers maintaining accreditation with the Board of Studies Teaching and Educational Standards
- transfers required data for QTC registered courses to the Board of Studies Teaching and Educational Standards

# QUESTIONS?

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