

**ATTACHMENT 1:
INITIAL DISCUSSION FOR PROFESSIONAL
ENRICHMENT PROGRAMS**

Time recommendation During first two years of contract
--

Section 1: Principal's Details		
TITLE	FIRST NAME/S	LAST NAME
SCHOOL NAME		
SCHOOL LOCATION		
EMPLOYER		

Section 2: Proposed Period of Leave and Travel			
PROPOSED DATES OF LEAVE <i>(Please include total planned absence inclusive of non-term periods, other leave to be taken)</i>		START DATE (dd/mm/yy)	FINISH DATE (dd/mm/yy)
Destinations			
FROM: (dd/mm/yy)	TO: (dd/mm/yy)	CITY/AREA	COUNTRY

Section 3: Details of Proposed Professional Enrichment Leave Activities		
Please state proposed activities and objectives, including their purpose and the length of time to be spent in each proposed location. Indicate how these objectives will be achieved, what you see as the expected outcome, and how the program could meet your current and/or future needs, and the current and/or future needs of the school.		
Objective	Activity	Outcome
<i>e.g. Obtain a better understanding of Catholic Identity in the order of...</i>	<i>e.g. Visit and study the teaching of...</i>	<i>e.g. Importing knowledge identifying strategies for enhancing Catholic Identity within our school community...</i>

Please list any proposed arrangements to cover principal's school commitments during leave.	
---	--

The Guidelines are provided for assistance in relation to the arrangement for professional enrichment leave for principals and employers. The Guidelines are not intended to be legally binding on the employer, the principal, the relevant Catholic education office or the Catholic Education Commission of Victoria Ltd (CECV). The Guidelines are not intended to be incorporated into a principal's contract of employment. The CECV may modify, replace or withdraw the Guidelines at any time.