



Professional Development Program

The Professional Development Program provides funding for NAFEA members to undertake professional development. Expected outcomes of the program include the enhancement of professional and vocational knowledge and skills of the member on a personal level and that these learnings and knowledge are shared with other NAFEA members. The Professional Development Program enables NAFEA members to:

- Enhance professional and vocational knowledge of work integrated learning (WIL) /field experience;
- Obtain practical experience that is not available in the member's workplace related to the administration of WIL/field experience;
- Undertake specialised project work in the area of WIL/field experience and as approved by the NAFEA Management Committee;
- Attend conferences and visit other organisations.

The Professional Development Program does not provide for members to undertake study.

Availability of Funding

Funding will be provided on an annual basis. Opening and closing dates will be advertised on the NAFEA website: www.nafea.org.au.

Eligibility Criteria

To be eligible for the Professional Development Program, you must:

- Be a NAFEA member (and have paid your membership fees);
- Have an ongoing appointment or on a fixed term contract (Fixed term employees will need to provide evidence from their supervisor that their contract will be extended beyond the period of the professional development activity);
- Have completed 12 months employment in a role involving WIL / field experience administration before undertaking a program;
- Have employment assured beyond the completion of the program;
- Commit to disseminating/sharing the learnings and knowledge gained at a NAFEA event;
- Not have had Professional Development Program funding in the last two years from NAFEA;.
- Declare if other sources of professional development fund have been awarded within the last 12 months.
- Not be a NAFEA Executive Committee Member (e.g. President, Vice President, Secretary, Treasurer, Web Administrator) or a person on the selection sub-committee.

Priority areas may be nominated or initiatives identified by the NAFEA Management Committee.

Most professional development programs are for short-term experiences, for example to present or attend a conference, but may be longer.

- Maximum is normally up to 6 months.



- Up to 12 months may be granted at the NAFEA Management Committee's discretion.

Available Support

Approved applications will be awarded the cost of their program up to a maximum of \$2000. Applicants will need to secure additional funding required to complete their program from other sources.

Funding will cover, or contribute to:

- Travel costs;
- Accommodation/meals allowance;
- Conference fees
- Training costs

Please note that funding will be provided upon submission of receipts. You will need to book and pay for travel, accommodation, etc. prior to receiving your funding.

Requirements of the Program

Successful applicants will be required to:

- Complete the program as outlined in their application;
- Inform NAFEA of any changes to the program which was approved;
- Disseminate the learnings/knowledge to other NAFEA members on completion of the program by presenting at a NAFEA event.

Application Process

As part of your application, you must include:

1. Quotes for all travel/accommodation/conference costs etc. Quotes must be from a reliable source, if applicable.
2. Letters/emails confirming your visits to organisations, if applicable.
3. Budget, including the financial contribution required from other sources (any amount over \$2000).
4. Supervisor's approval (Email approval attached to the application is sufficient)
5. A statement on how the professional development opportunity meets the aims of the Scheme and contributes to the individual's professional development.

Normally, your application will be considered by a NAFEA Sub-Committee and the outcomes advised within one month of the closing date (subject to approval by the NAFEA Executive Management Committee).

Scan and email your signed application to admin@nafea.org.au

Disclaimer

All decisions are final and no correspondence will be entered into. NAFEA does not accept appeals to its decisions.