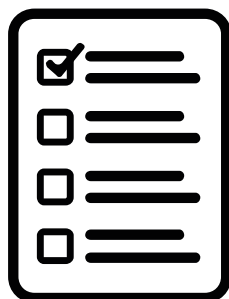# Completing your PLD Online Proposal

This is a quick guide to help you prepare and submit your locally-focused Professional Learning Development (PLD) proposal using the online PLD system.

Before you start
- Ensure you have your Education Sector Logon (ESL) to access the online PLD system
- Review the proposal questions
- Gather supporting information, including:
  - your strategic planning documents
  - evidence from inquiry, consultation, hui, etc
  - indications of progress to date in your area of focus

This will help you scope your answers and give you a feel for what information is required.

Key questions you will be asked
- 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?
- Why do you want to do this PLD? What evidence are you using that this proposal will support your journey?
- How might you measure if this PLD is successful? How might it contribute to growing your kaiako, teachers, school leaders or tumuaki?
- How might this PLD contribute to growing your ākonga and students?

Once you submit your proposal
Once your proposal has been submitted, it can only be edited if your Regional Office unlocks the proposal.

Locally-focused PLD aims to build greater equity and excellence in a small number of national priority areas. Your proposal will be considered in the next available round by a sector-led Regional PLD Allocation Panel.

Locally-focused PLD is a limited resource. 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. Key considerations include: evidence of need, engagement in consultation, and the potential to build capability and enhance student learning.

Your Regional Office may be in touch if they have any queries in relation to your proposal.

If you have any further questions, contact your Regional Office or email pld.enquiries@education.govt.nz

Tips and tricks to completing your proposal:

- When you start a proposal, it will automatically save as you go

- Once you have collected your supporting information, your proposal should take 45-60 minutes to complete

- You can complete your proposal in multiple sessions

- The system works best on Chrome

- Only one user has editing rights on a proposal

- Textboxes have a 2,500 character limit (approximately 250-350 words)

- Supporting documents (e.g. visuals, hui notes, narratives) can be attached on the summary page where you can also make any final edits before submitting your proposal

- Remember to click 'submit' when you have completed your application

- All proposals are saved to your profile on the online PLD system and will automatically be assigned a code