

## How do I apply for PLD from the Ministry of Education?

The format for applying for PLD was simplified in 2020 and is now totally online.

The guide for PLD Leads can be found [here](#) and our team can support you in this process.

PLD	MOE	UTB
Professional Learning and Development	Ministry of Education	Using Technology Better



## How do the hours work?

Your facilitator will chat with you about this in more detail when you put together your Journey Plan.

The MoE around this can be found [here](#). Most full days of training in your school will be 8 or 9 hours - this includes preparation and admin time. At times we may need to do more preparation but your trainer will discuss this with you.

### For example:

8:30 – 3:30pm would be recorded as 8 hours, 7 hours in school + 1 hour prep and follow up.

8:30 – 4:30pm (after school/staff meeting) would be 9 hours.

The MOE require that most contracts require an 8 hour day to be booked so that travel is covered in our contract. If you have a trainer local to your area you may be able to book for shorter sessions.

## We have received hours from the MoE – what are our next steps?

Yay! That's great news! Whether you received as many as you asked for, less or more, it's exciting to get your training underway and our team would love to work with yours to inspire and engage your staff. If you've received an email saying you have hours, send an email through to [pld@usingtechnologybetter.com](mailto:pld@usingtechnologybetter.com) – we'll reply with the info you need about selecting our facilitators in the online portal.

After you have chosen one of our team we will be notified in the PLD portal. We then submit travel requests to the Ministry. Once these have been approved they issue us a Statement of Work, then a Purchase Order. From this point we are able to start working on your PLD Journey Plan and getting some dates for training in the calendar.

## What reporting and planning is needed?

Our trainers will work with you on all planning and reporting. It must be completed from your end of the portal but there are draft documents that we can work with you on prior to submitting.

### *PLD Journey Plan*

This is mostly built off what outlined in your application. Depending on your location and availability of trainers this will either be done via a video call or in person and can take between 1 and 10 hours of your allocated PLD time.

### *Milestone Reporting*

Our team works with yours to complete these. There are three types – initial plan, milestone report and final report – which will be completed within your contract duration. These outline the intentions for how hours will be used and provide a great way to reflect on training and ensure that it is having a positive impact.

## What can we expect from Using Technology Better?

We do not believe in a 'one size fits all' model and will tailor our training plan in order to achieve the best possible outcomes for your team.

The UTB motto is 'Training that is enjoyed – not endured'. Our trainers love working with your staff whether in small groups, individuals, whole staff sessions or online. We strive to make training fun, practical and pain free no matter your confidence or competence with tech!

We are proud to be partnered with Google, Apple and Microsoft, making us a highly versatile provider regardless of what platform your school uses. Our trainers are passionate about digital technologies, STEAM and authentic, meaningful learning opportunities for everyone.

## Our team of trainers across NZ and Australia have the following certifications:

- Google Certified Educator 1 & 2
- Google Certified Trainer
- Google Certified Innovator
- Microsoft Innovative Expert Educator
- Apple Professional Learning Specialist
- Minecraft Certified Trainer
- (NZ) Ministry of Education Accredited Facilitators



## **Who will our trainer be?**

Using Technology Better is a Ministry of Education accredited PLD provider. All our trainers are MoE accredited and experienced in delivering PLD in NZ schools.

You will have one UTB trainer leading your contract but may have other facilitators deliver some of your hours. Our team are diverse and we love being able to offer you high level training in a range of contexts. Nearly all our trainers are experienced classroom teachers and those that aren't come from an education background.

We love the ability to be flexible with our team and find that having a range of trainers, with one as your lead contact, offers us the ability to meet your needs to a high level.

## **What do you mean by a blended learning approach to training?**

A blended approach to training with us is a great way to ensure that your team take ownership of their learning and can access our trainers often, without having to wait for our face to face visits. Your lead trainer will work with you to design a plan that is best for your school. This may be all face to face training or may include remote training sessions delivered via video call and access to our Learn on Demand platform.

Our Learn on Demand platform is full of courses that your staff can choose from to meet their own needs. There is even a dashboard where your leadership team can see staff progress – a great addition to appraisal processes!

2020 certainly taught us the power of being able to access support online when it was needed. Our team have worked with thousands of teachers online through webinars, staff meetings, one to one training and even conferences. We see this as a great option when you have a couple of people in your team who just want to run through a couple of things. No need to wait til our next visit, just let your lead facilitator know and they can get you scheduled in.

## **Do we book in all our dates now?**

Review and reporting on Milestones takes place every six months. We definitely recommend that you book in dates for the first six months and pencil in dates for the remainder of the contract. These dates are of course flexible and your facilitator/s will touch base with you to confirm.

## **What if we need to change a booking that has been confirmed?**

If you need to change dates one month prior to training that is no problem, we will accommodate you as best we can. If there is less than two week's notice to cancel or postpone a visit we may need to still charge you for hours, if travel is required and has been booked. Please get in touch with your facilitator as early as you can when wanting to make changes.

## **We've booked in all our hours already! How do we apply for more?**

In 2021 there will be an application round each term. The priorities will stay the same and we believe the application process will as well. Let your lead trainer know if you'd like to work together on another application so we can continue what we've started.