

# NEW ZEALAND ASSOCIATION OF LANGUAGE TEACHERS

## Professional Development Award

Before you complete the details below, please read carefully the criteria and rules on page 3 of this document (also available on our website). The information you provide will be strictly confidential to the Executive of NZALT.

*Please print a copy of this form and fill in all details below.*

### PERSONAL DETAILS

Name

Address

Telephone (home)

Telephone (work)

E-mail

### CURRENT TEACHING

Present school

Position

Subjects and levels taught

Languages you are likely to teach on your return

**REFEREES** *Please supply the names and addresses of two referees who could give further information about you and the benefits of your proposed trip.*

#### First Referee

Name

Current position

Address

Tel (home)

Tel (work)

E-mail

#### Second Referee

Name

Current position

Address

Tel (home)

Tel (work)

E-mail

### DETAILS OF PROPOSED CONFERENCE / SEMINAR / COURSE OF STUDY

*Please outline dates, nature of events, speakers, your reason for attending, etc. Please attach any conference brochures and other relevant documents.*

**NZALT MEMBERSHIP**

Date of first joining

Number of years of membership

**NZALT responsibilities  
with dates**  
*(if applicable)***FINANCIAL**

Leave arrangements

 paid /  unpaid  study leave

Expected total costs of your conference / seminar / congress / study?

Other funding sources

Amount

Your reasons for requesting NZALT funding

Benefits for NZALT

**Benefits for other colleagues,  
including details of proposed  
methods of sharing materials  
and ideas with NZALT***members. Please continue on  
another sheet if necessary.***Purpose for which assistance  
is being sought****For NZALT use only**

Date application received

Date presented to Executive

Approved / Not approved

Amount awarded

Applicant notified

Report received

This application must reach the Secretary by **30 September**Post to: The Secretary  
NZALT,  
P.O. Box 132260,  
Sylvia Park,  
Auckland 1644

# Rules and Criteria for NZALT Professional Development Award

1. Applicants for a Professional Development Award must have been members of NZALT for at least 3 years at the date of application. Life members are not eligible for an award.
2. Application for an award must be made in writing to the PD Co-ordinator NZALT. Application forms are available from the Secretary or by downloading a copy the NZALT website.
3. Applications for an award must state:
  - Name and address
  - Length of membership of NZALT
  - Current position and designation
  - Description of conference, seminar, congress or course of study
  - Reason for applying for funds
  - Amount requested
  - Proposed ways of sharing benefits to colleagues and students.
4. Members receiving an award must supply NZALT Executive with a written report suitable for publishing in the NZALT newsletter Polyglot. The report is to include a clear indication of the value of the professional development received for improving student learning and increasing teacher effectiveness.

This report should be received within three months of receiving notification of receiving the PD Award, or within two months of the end of the conference, seminar etc.
5. Applicants are required to disclose any other sources of funding for which they have applied or intend to apply.
6. The award may be granted for professional development within or beyond New Zealand.
7. Applications for the award in relation to the NZALT Conference will not be considered.
8. The amount of funds allocated will be decided by the Executive and will depend on
  - the amount of funds available
  - the number of applications received
  - the nature of the professional development sought.
9. The Professional Development Award will be decided at the first Executive committee meeting of each year. At this point, only applications for PD in the current or previous year will be considered.
10. Disbursement of the award will be made in two parts. One half will be paid immediately, the balance on receipt of a suitable report.

Applications must reach the Secretary by **30 September**