



# Professional Development Program for Casual Academic Staff (PDCAS) Advice form

Date received by HRSD

This form is to be completed for new nominations and exemptions not previously recorded for casual academic teaching staff members. The information from this form will be used by the Institute of Teaching and Learning (ITL) to enrol the staff member into the nominated PDSS program. The Human Resources Services Division (HRSD) will record exemption/completion details and process payment upon completion. Please ensure you:

- Complete Section A and D for all staff (if the form is not signed it will be returned to the budget centre)
- Complete either Section B or Section C - do not complete both
- Obtain the staff member's signature if completing Section B
- Print clearly in BLOCK LETTERS
- Return this form to HRSD without delay (staff members enrolled in the tutors program are required to complete an introductory session at the beginning of semester)

## Section A: PERSONAL DETAILS (please ensure all personal details are complete including Deakin username)

Staff ID: \_\_\_\_\_ Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_  
 Title: (Dr, Mr, Mrs, Ms, Miss) \_\_\_\_\_ Deakin staff username: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

## Section B: NOMINATION (to be completed by the budget centre, please ensure the staff member signs declaration)

- Tutor program (Role/s: lecturing, tutoring, marking) – 5 modules
- Demonstrator program (Role: conducting lab/prac classes) – 1 module
- Marker program (Role: marking) – 1 module

Account code to be charged for payment upon completion of program: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

## Declaration (to be completed by the staff member)

I agree to undertake the Professional Development Program for Casual Academic Staff on my supervisor's request and to be paid on completion of the nominated program at the Other Academic Activities rate as specified on the HRSD website.

Staff member Name: \_\_\_\_\_ Staff member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section C: EXEMPTION (to be completed by the budget centre)

Participation is compulsory for all casual academic teaching staff appointed from 1 January 2005 with the following exemptions (select reason(s) for exemption by ticking the appropriate box(es)):

	<u>HRMS code</u>
<input type="checkbox"/> Staff appointed for less than 1 hour of <b>teaching</b> per week or fewer than 10 hours of teaching over a semester	AX1
<input type="checkbox"/> Staff appointed because of their industry based professional expertise, including clinical supervisors in hospitals	AX2
<input type="checkbox"/> Staff who can show evidence of satisfactory and relevant experience over at least 2 semesters within the last 3 years	AX3
<input type="checkbox"/> Staff who have a qualification in tertiary teaching	AX4
<input type="checkbox"/> Prior completion of program relevant to role	AX5
<input type="checkbox"/> Staff who are completing their Honours year and where it can be evidenced that they are receiving satisfactory teaching guidance and support	AX6

## Section D: AUTHORISATION (to be completed by the budget centre)

### Authorisation

Head of Budget Centre Name: (please print name) \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_ Faculty/School: \_\_\_\_\_

Faculty Contact Name: \_\_\_\_\_ Ext: \_\_\_\_\_

## Section E: COMPLETION (to be completed by ITL and forwarded to HRSD for payment)

### Confirmation of completion

Date program completed: \_\_\_\_\_

ITL authorisation (please print name): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

### HRSD use only

- Payment processed
- Completion recorded