

2008

MENTOR SUPPORT

SUPPORTING PROVISIONALLY REGISTERED TEACHERS PROGRAM DATES AND DETAILS

This program is conducted with the support
and collaboration of

- the **Department of Education & Early Childhood Development**, as part of the Victorian Government's Blueprint *Induction and Mentoring for Beginning Teachers* initiative
- the **Catholic Education Offices** of Melbourne, Ballarat, Sandhurst and Sale
- the **Association of Independent Schools of Victoria**.

MENTORS

Supporting Provisionally Registered Teachers 2008:

Mentor Support is a two-day statewide training and support program for teacher mentors and mentor coordinators who support provisionally registered teachers.

The program is provided by the Victorian Institute of Teaching and delivered in partnership with the Department of Education & Early Childhood Development, supported by the Catholic Education Offices of Melbourne, Sale, Sandhurst and Ballarat and the Association of Independent Schools of Victoria.

MENTOR SUPPORT DAY ONE PROGRAM

4 – 28 FEBRUARY 2008

The Mentor Support Day One is offered in February and November each year:

In November 2007

For mentors in schools where employment of provisionally registered teachers is known prior to the end of the school year and for any school planning or reviewing their induction and mentoring programs. An email was sent to all schools at the end of term 3 detailing the dates of this program.

In February 2008

For mentors in schools where provisionally registered teachers have been employed for the beginning of the school year and for any school planning or reviewing their induction and mentoring programs.

This program focuses on planning successful induction programs which support provisionally registered teachers and assist them to develop their professional practice with a view to gaining full registration with the profession later in the year. The program also provides practical sessions on the skills and attributes of effective mentors and the development of mentoring programs as a key strategy in induction.

MENTOR SUPPORT DAY TWO PROGRAM

11 AUGUST – 4 SEPTEMBER 2008

The Mentor Support Day Two is the second part of a two day program and is offered each year in August/September.

The second day of a two-day professional development program being offered for mentors focuses on the extension of their mentoring capabilities as their professional relationships develop and change over time. The program also provides a focus on completing the evidence-based process for full registration, the process for applying for full registration and providing a recommendation at the school level.

COST

This Mentor Support program is provided at no cost to participants.

Funding to employ casual relief teachers to support teachers' participation in this program is available for teachers in government and some Catholic schools. Schools should contact their DEECD Regional Office or Catholic Education Office for details of funding arrangements.

Participants who attend both full day programs will receive a certificate of engagement from the Victorian Institute of Teaching.

Participants are urged to register early for the program, using the Registration Forms at the end of each program section. Registration forms are also available on the Institute's website in the Mentor section. Registrations close one week prior to each event and will be confirmed at the given email address.

Participants will be provided with a detailed manual to use on both days of the program.

MENTOR SUPPORT DAY ONE

4 – 28 FEBRUARY 2008

This program is the first day of a two-day professional development program being offered for mentors in 2008.

THE PROGRAM IS DESIGNED FOR:

- Teachers with a mentoring role in 2008
- Mentor coordinators and/or Induction coordinators
- Members of the school leadership team.

PARTICIPANTS IN THIS ACTIVITY WILL:

- Undertake professional development activities and specific training in
 - the concept and skills required for mentoring
 - developing the professional practice of provisionally registered teachers
 - developing the evidence of professional practice required for full registration
- Consider structures and strategies for highly effective induction programs and managing the requirements for full registration seamlessly as part of a school based induction program
- Plan induction activities for the 2008 school year.

PROPOSED PROGRAM

Introduction

Outline of the program for the day, background information on the support program for provisionally registered teachers

Induction of Beginning Teachers

The case for induction and mentoring, discussion of system support and industrial agreements

Role of the Institute

Provisional registration, standards and evidence of professional practice and phased induction with mentoring as a key strategy

Requirements for Full Registration

Overview of the process

- Collegiate Classroom Activities
- Analysis of Teaching and Learning
- Commentary on Professional Activities

MORNING TEA

Effective Induction Programs

- Mentor presentation: practical perspectives from school
- Discussion of structural approaches to mentoring and induction

Planning Your 2008 Program:

- Using the standards to build collegiate, reflective practice and consolidate professional learning
- Demonstrating Professional Practice

LUNCH

PROPOSED PROGRAM continued

MENTORING PRACTICES**Introduction to the program**

The Mentoring Context

The Victorian imperative, the school culture

What is Mentoring?

An exploration of mentoring, a definition, the necessary attributes and the outcome

Building the Relationship

Developing a personal and professional relationship between the mentor and mentoree

Mentoring Skills

Exploring key mentoring skills in depth

A Beginning Teacher's Perspective

A beginning teacher shares their experience of their first year teaching

After Day 1 and Before Day 2

Planning for induction and DEECD resources that are available

2008 MENTOR SUPPORT PROGRAM

DAY ONE: 4 – 28 FEBRUARY 2008 9.00AM – 3.30PM

Ideal for mentors, mentor co-ordinators and school leaders in schools where employment of provisionally registered teachers is known prior to the end of the school year and for any school planning or reviewing their induction and mentoring programs.

DATES	LOCATION	VENUE
Monday 4 February	Hoppers Crossing	Wyndham Leisure & Events Centre 80—82 Derrimut Road, Hoppers Crossing MEL REF: 206 E3
Tuesday 5 February	Beaconsfield	Melaleuca Lodge Brunt Rd / Princes Hwy, Beaconsfield MEL REF: 214 C2
Wednesday 6 February	Darebin	Darebin Arts and Entertainment Centre Cnr Bell Street & St Georges Road, Preston MEL REF: 30 E1
Thursday 7 February	Wheelers Hill	Wheelers Hill International 242 Jells Road, Wheelers Hill MEL REF: 71 J11
	Horsham	Horsham Golf Club Golf Club Road, Horsham
Monday 11 February	Noble Park	Sandown Regency Motor Inn 477 Princes Hwy, Noble Park MEL REF: 80 G11
	Seymour	Somerset Crossing Place 1 Emily Street, Seymour
Tuesday 12 February	Geelong	Geelong Football Club (Fred Flanagan Room) Skilled Stadium, Kardinia Park, Geelong MEL REF: 451 JK6
Wednesday 13 February	Ringwood	Karralyka Centre Mines Road, Ringwood East MEL REF: 50 A6
	Lakes Entrance	Quality Inn Bellevue 201 Esplanade, Lakes Entrance
Thursday 14 February	Traralgon	Quality Inn Latrobe Convention Centre 477 Princes Highway, Traralgon
	Bendigo	Quality Resort All Seasons 171-183 Mclvor Road, Bendigo
Monday 18 February	Box Hill	Box Hill Golf Club Station Street, Box Hill MEL REF: 61 D3
Tuesday 19 February	Ballarat	Sovereign Park 217-229 Main Road, Ballarat
	South Morang	Plenty Ranges Arts & Convention Centre Ferres Boulevard, South Morang MEL REF: 183 A10
Wednesday 20 February	Moonee Ponds	Moonee Valley Racing Club (Committee Room) McPherson Street, Moonee Ponds MEL REF: 28 K7
Thursday 21 February	Warrnambool	Country Comfort 525 Raglan Parade, Warrnambool
	Frankston	Frankston Arts Centre Davey Street, Frankston MEL REF: 102 D3
Monday 25 February	Wonthaggi	The Wonthaggi Club 16 McBride Avenue, Wonthaggi
Tuesday 26 February	Mildura	Quality Hotel Mildura Grand Seventh Street, Mildura
	Wangaratta	Quality Hotel Wangaratta Gateway 29-37 Ryley Street, Wangaratta
Wednesday 27 February	Swan Hill	Best Western 405 Campbell Street, Swan Hill
	Shepparton	Country Comfort 481 Wyndham Street, Shepparton
Thursday 28 February	Melbourne	Telstra Dome (Victory Room) Docklands, Melbourne MEL REF: 2E H5

MENTOR SUPPORT DAY TWO

11 AUGUST – 4 SEPTEMBER 2008

This program is the second day of a two-day professional development program being offered for mentors in 2008.

THE PROGRAM IS DESIGNED FOR:

- Teachers with a mentoring role in 2008 or 2009, who attended the Mentor Support Day One Program in November 2007 or February 2008
- Mentors and mentor coordinators who have commenced in their roles since February, 2008
- Members of the school leadership team.

PARTICIPANTS IN THIS ACTIVITY WILL:

- Undertake professional development activities and specific training in the skills and understandings required for extending their mentoring practice
- Undertake specific training in
 - supporting provisionally registered teachers to prepare evidence of professional practice,
 - evaluating the evidence of professional practice required for full registration,
 - understanding and managing the recommendation process for full registration
- Plan/review/evaluate induction programs.

The manual will be used on both days of the program. It is essential that you bring your copy with you.

PROPOSED PROGRAM

MENTORING PRACTICES

Introduction

Mentoring Stages

Comparing mentoring experiences with other participants as well as with a model

Emotional Intelligence in Mentoring

Understanding the impact Emotional Intelligence has on an effective mentoring relationship

MORNING TEA

Principal's Perspective

Using case studies to demonstrate authentic induction and mentoring practice

Evaluating Induction and Mentoring

Assisting in the evaluation of induction and mentoring practices

Resources

Further materials to assist in the role

THE REGISTRATION PROCESS

The registration process

Progress made to date and advice for working towards the recommendation meeting and full registration

Evaluating evidence presented

Practical workshop to evaluate evidence found in the components of the evidence of professional practice

LUNCH

The recommendation process

Detailed discussion of how to organise and conduct a recommendation meeting, and the process for recording evidence and completing the recommendation report.

Planning for the end of the year

Evaluation of the school's Induction Program

2008 MENTOR SUPPORT PROGRAM

DAY TWO: 11 AUGUST – 4 SEPTEMBER 2008 9.00AM – 3.30PM

DATES	LOCATION	VENUE
Monday 11 August	Moorabbin	Hemisphere Conference Centre 488 South Road, Moorabbin MEL REF: 77 H5
	Wonthaggi	The Wonthaggi Club 16 McBride Avenue, Wonthaggi
Tuesday 12 August	Darebin	Darebin Arts and Entertainment Centre Cnr Bell Street & St Georges Road, Preston MEL REF: 30 E1
	Wheelers Hill	Wheelers Hill International 242 Jells Road, Wheelers Hill MEL REF: 71 J11
Wednesday 13 August	Mildura	Quality Hotel Mildura Grand Seventh Street, Mildura
	Wodonga	Blazing Stump Tallangatta Road, Wodonga
Thursday 14 August	Swan Hill	Best Western 405 Campbell Street, Swan Hill
	Shepparton	Country Comfort 481 Wyndham Street, Shepparton
Monday 18 August	Box Hill	Box Hill Golf Club Station Street, Box Hill MEL REF: 61 D3
	Moonee Ponds	Moonee Valley Racing Club (Committee Room) McPherson Street, Moonee Ponds MEL REF: 28 K7
Tuesday 19 August	Ballarat	Sovereign Park 217-229 Main Road, Ballarat
	Frankston	Frankston Arts Centre Davey Street, Frankston MEL REF: 102 D3
Wednesday 20 August	Tullamarine	Melrose Reception Centre Cnr Melrose & Carrick Drives, Tullamarine MEL REF: 15 K2
Thursday 21 August	Forest Hill	Clarion Hotel on Canterbury 326 Canterbury Road, Forest Hill MEL REF : 62 E2
	Hoppers Crossing	Wyndham Leisure & Events Centre 80—82 Derrimut Road, Hoppers Crossing MEL REF: 206 E3
Monday 25 August	Warrnambool	Country Comfort 525 Raglan Parade, Warrnambool
	South Morang	Plenty Ranges Arts & Convention Centre Ferres Boulevard, South Morang MEL REF: 183 A10
Tuesday 26 August	Bairnsdale	The Colosseum, Italian Australian Social & Sporting Club 117 The Great Alpine Road, Bairnsdale
	Benalla	Benalla Performing Arts & Convention Centre 578 Samaria Road, Benalla
Wednesday 27 August	Traralgon	Quality Inn Latrobe Convention Centre 477 Princes Highway, Traralgon
	Ringwood	Karralyka Centre Mines Road, Ringwood East MEL REF : 50 A6
Thursday 28 August	Beaconsfield	Melaleuca Lodge Brunts Rd / Princes Hwy, Beaconsfield MEL REF: 214 C2
	Noble Park	Sandown Regency Motor Inn 477 Princes Hwy, Noble Park MEL REF: 80 G11

(refer to opposite page for further dates)

2008 MENTOR SUPPORT PROGRAM *continued*

DAY TWO: 11 AUGUST – 4 SEPTEMBER 2008 9.00AM – 3.30PM

DATES	LOCATION	VENUE
Monday 1 September	Lilydale	York on Lilydale Cnr York & Swansea Rds, Mt Evelyn MEL REF : 52 H3
	Bendigo	Quality Resort All Seasons 171-183 Mclvor Road, Bendigo
Tuesday 2 September	Geelong	Geelong Football Club (Fred Flanagan Room) Skilled Stadium, Kardinia Park, Geelong MEL REF : 451 JK6
	Carrum Downs (Skye)	Sandhurst Club 75 Sandhurst Blvd, Skye MEL REF : 128 D7
Thursday 4 September	Horsham	Horsham Golf Club Golf Club Road, Horsham
	Melbourne	Telstra Dome (Victory Room) Docklands, Melbourne MEL REF : 2E H5

MENTOR SUPPORT DAY ONE (of a two day program) 9.00 – 3.30pm

4 – 28 FEBRUARY 2008

School	Telephone
Mailing address	

SECTOR: GOVT IND CATH

TO REGISTER

Reply early to secure a place at your preferred location (*Places are limited at some venues*)

The following teachers will be attending the Mentor Support Day One Program at the venue and date listed:
(PLEASE PRINT CLEARLY)

VIT Number	
First Name	Surname
Personal school email address	
Alternative email address	
Seminar venue	Seminar date / /

VIT Number	
First Name	Surname
Personal school email address	
Alternative email address	
Seminar venue	Seminar date / /

VIT Number	
First Name	Surname
Personal school email address	
Alternative email address	
Seminar venue	Seminar date / /

The Institute of Teaching is committed to reducing its environmental impact and encourages teachers to REGISTER BY EMAIL where possible: mentors@vit.vic.edu.au

Alternatively, please fax or mail registration forms to:

Fax: 8601 5801

Mail: PO Box 531 Collins Street West, Melbourne 8007

Registrations will be confirmed by EMAIL one week prior to the scheduled event.

Please note, if you use a web based email service such as Yahoo or Hotmail, this reminder may go to your 'junk email' or 'bulk' folder, depending on your service and mail account settings.

MENTOR SUPPORT DAY TWO (of a two day program) 9.00 – 3.30pm

11 AUGUST – 4 SEPTEMBER 2008

School	Telephone
Mailing address	

SECTOR: GOVT IND CATH

TO REGISTER

Reply early to secure a place at your preferred location (*Places are limited at some venues*)

The following teachers will be attending the Mentor Support Day Two Program at the venue and date listed:
(PLEASE PRINT CLEARLY)

VIT Number	
First Name	Surname
Personal school email address	
Alternative email address	
Seminar venue	Seminar date / /

VIT Number	
First Name	Surname
Personal school email address	
Alternative email address	
Seminar venue	Seminar date / /

VIT Number	
First Name	Surname
Personal school email address	
Alternative email address	
Seminar venue	Seminar date / /

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Please note, if you use a web based email service such as Yahoo or Hotmail, this reminder may go to your 'junk email' or 'bulk' folder, depending on your service and mail account settings.

**FOR FURTHER INFORMATION:
PLEASE CONTACT THE STANDARDS AND
PROFESSIONAL LEARNING BRANCH OF THE INSTITUTE**

VICTORIAN INSTITUTE OF TEACHING

Level 24, 570 Bourke Street
Melbourne 3000

Mail Address:

PO Box 531
Collins Street West
Victoria 8007

Telephone: 1300 888 067
Facsimile: (03) 8601 5801
Email: mentors@vit.vic.edu.au
Website: www.vit.vic.edu.au

CONTACT DETAILS FOR THE STANDARDS AND PROFESSIONAL LEARNING BRANCH

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