# Learning specialist communities of practice

This fact sheet provides information to help establish and maintain successful learning specialist communities of practice

## Program overview

Learning specialist communities of practice (LS CoP) strengthen collaboration across schools and help learning specialists to build and share their practice. They provide a regular forum for members to collaborate, share resources, address challenges of practice and participate in professional learning.

The Department of Education supports the establishment and operations of learning specialist communities of practice by providing:

1. Access to a range of free workshops designed for learning specialists
2. Funding of up to $23,500 per financial year for LS CoP activities and resources

## Workshops

### Workshop facilitators

EdPartnerships International have been engaged by the department to deliver 90-minute workshops designed to help learning specialists build their skills and knowledge, and collaboratively address challenges of practice. Topics include:

* How to run a successful learning specialist community of practice
* Strengthening learner agency
* Understanding self as a leader and learner
* Reframing challenging professional conversations
* Leading teams and whole-school professional learning
* Using the 4 Cs to explore a challenge of practice
* Observing to learn

### Delivery mode

Workshops are delivered online via Webex. Participants are encouraged to attend with their LS CoP colleagues but are also welcome to attend workshops individually.

### Cost

Workshops are free-of-charge-for members of participating LS CoPs.

### How to attend

For the latest workshop schedule and to book your place contact Kelli Simmons from EdPartnerships via email: ksimmons@edpartnerships.edu.au



*“Learning Journey” by Emma Bamblett (above) depicts the capabilities of learning specialists.*

## Funding for LS CoP activities and resources

### Funding allocation

Networks registered for the LS CoP program can access up to $23,500 in funding per financial year.

### Approved expenditure categories for LS CoPs

LS CoPs may claim reimbursement for:

* guest speakers
* facilitators
* CRTs
* venue hire
* travel, accommodation and meals
* professional resources (popular items include books and swivel cameras)
* administration needs.

### Nominating an LS CoP Leader

When registering for the LS CoP program, network chairs can choose to nominate an LS CoP Leader to coordinate the LS CoP on their behalf. If the LS CoP Leader has a teaching allotment (e.g., a learning specialist), the network chair and executive can allocate a portion of the available funding for CRT costs to release the LS CoP Leader when necessary.

### Claiming reimbursement via the Schools Targeted Funding Portal

LS CoPs can seek reimbursement through the [Schools Targeted Funding Portal](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/stfg/Pages/default.aspx) for costs associated with their LS CoP. When submitting a reimbursement request, please ensure:

* The goods/services requested for reimbursement have been paid for and received before submitting your reimbursement request (with the exception of non-refundable deposits)
* Sundry debtor invoices are addressed to the Department of Education and do not include GST
* The invoice description and supporting evidence show how the expense was incurred as part of your network's learning specialist community of practice program.
* Where reimbursement is being claimed for an event run by the LS CoP, please indicate the date of the event, the theme/topic, and the number of participants.
* The expenses being claimed fall under an approved expenditure category (see above)
* Supporting evidence is clearly labelled with relevant sections of the evidence highlighted.
* For complex reimbursement requests or those with a large number of supporting documents, we ask that you include a spreadsheet or table that provides a breakdown of the expenses being claimed and any necessary supporting information.

For further guidance, contact professional.practice@education.vic.gov.au

## How to register

To register your network for the LS CoP program, complete the registration form [available here](https://www.surveymonkey.com/r/8QTQMV7). For further information on registration, contact professional.practice@education.vic.gov.au