

## COORDINATOR RESPONSIBILITIES

Coordinators will be given access to the PLI enrolment system and are responsible for:

- Correspondence to participants and provision of all program materials. This includes emails reminding participants of upcoming session one week before the program start date.
- Monitoring enrolment numbers. In the event that numbers are not viable for a program to run, a decision to cancel will need to be made at least 10 days before the program start date and communicated to the PLI.
- Cancellations less than 30 days before the start date of a program may result in a 50% venue hire fee (excluding PLI). This will be costed back to the relevant Business Unit.
- Advising the PLI if there any additional numbers (i.e. presenters, observers) that are not included in the enrolments but need to be catered for.
- Marking attendance at the completion of each session within the PLI enrolment system (when not at the PLI). If the program is delivered at the PLI and the enrolment system was used the kiosk check-in function marks this automatically.
- Sending surveys to participants if required. Surveys can be sent as an attachment using the email function from the enrolment system.

Please note:

- Enrolments close, two weeks prior to the first day of the session.
- We will do our best to accommodate late enrolments, however in some circumstances this may not be possible.

### Non DoE (External) Enrolments

- When a program is open to Non DoE (external) participants (outside of DoE), they will not be able to enrol using the PLI enrolment system.
- The participant will email the coordinator advising of their interest to enrol in the program.
- The coordinator will ask them to complete an external enrolment form (found under Policies & Procedures on the PLI website).
- The participant will email the completed form direct to [pli@education.tas.gov.au](mailto:pli@education.tas.gov.au) who will manually enrol the participant.