

## GUIDELINES FOR USE OF THE PLI

The PLI venue is available for professional learning delivery by:

1. All Department of Education (DoE) Professional Learning providers.
2. All State Government agency Professional Learning providers.
3. Professional Associations with DoE membership.
4. Organisations external to DoE/State Government in the following circumstances:
  - professional learning provided is available to DoE/State Government employees
  - professional learning aligns with DoE strategic direction
  - professional learning has been quality assured and is recommended by the appropriate DoE area or business unit

The PLI venue is also available to all State Government agencies for meetings and special events by negotiation. For enquiries please contact [pli@education.tas.gov.au](mailto:pli@education.tas.gov.au). Please note the venue is not available for job interviews.

In all cases PLI and DoE professional learning programs will take priority.

Booking Process:

1. For all booking enquiries please contact [pli@education.tas.gov.au](mailto:pli@education.tas.gov.au)
2. Bookings made for the following calendar year will be confirmed by the first week in December.

Hire Charges:

1. There is no venue hire cost for DoE users.
2. Venue costs for Government Agencies, Professional Associations and External Providers:
  - \$100 half day (up to 3.5 hours)
  - \$200 per day (greater than 3.5 hours)
  - \$50 half day for AV and Wi-Fi support
  - \$100 full day for AV and Wi-Fi support
3. Hire of the venue outside of the hours of 9am to 5pm weekdays and weekends is subject to staff availability with weekends attracting an

Additional fee of \$50 per half day and \$100 per full day.

Additional costs to engage contractors to set up rooms and/or hire equipment will be invoiced back to the user.