

Guidelines for use of the Professional Learning Institute Facility

THE PLI IS AVAILABLE FOR PROFESSIONAL LEARNING DELIVERY BY:

- All Department of Education (DoE) professional learning providers
- Professional Associations with DoE membership
 - professional learning provided is available to DoE employees
 - professional learning aligns with DoE strategic direction
- Professional learning providers within State Service Agencies by negotiation contact pli@education.tas.gov.au

Please note:

- The Professional Learning Institute is not available to external providers who charge participants
- The PLI does not deal directly with commercial providers
- The venue is not available for job interviews
- In all cases PLI and DoE professional learning programs will take priority

BOOKING PROCESS:

- For all booking enquiries please contact pli@education.tas.gov.au

HIRE CHARGES:

- There is no venue hire cost for DoE users.
- Venue costs for State Service Agencies, Professional Associations and External Providers:
 - \$250 half day (up to 3.5 hours) includes IT and Wi-Fi support
 - \$350 per day (greater than 3.5 hours) includes IT and Wi-Fi support

Please note: 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 \$100 per half day and \$150 per full day.

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

ONSITE CATERING:

- 4Lunch Catering is the PLI's onsite contract caterer.
- Outside caterers are not permitted to cater for any event at the PLI (this is subject to 4Lunch being available for all dates and times of bookings).
- Participants may bring their own morning tea, lunch and/or afternoon tea. This is to be consumed in the learning space or outdoor areas. Room is to be left clear of all food and wrappings. 4Lunch do not permit use of their kitchen/dining equipment.
- Access to coffee and tea is available in the dining room to all participants.
- Where a booking is required to organise their own catering, it is to be done using the 4Lunch website <https://4lunch.com.au/>, click on the PLI logo and enter in PLI as the password.
- Or by phoning 4Lunch directly on 1300 458 624 (all details on booking form).
- Catering ordered from the 4Lunch website but not via the PLI link (menu) will receive their catering in cardboard trays and served in their room (learning space). Room is to be left clear of all food and wrappings.
- Catering required after hours or on weekends should be discussed in advance with the PLI and/or 4Lunch.
- The PLI will order the morning tea and hearty lunch options unless advised otherwise.
- Dietary requirements must be mentioned at the time of ordering and/or enrolment to avoid the risk of allergic food reactions.