



Professional Development and Training

COL contributes to professional development and training in open and distance learning (ODL) and technology-based approaches and to acquiring new knowledge and skills by providing individuals with experience outside their normal working environment — at COL, an attachment in another institution or through conference participation. COL may also support conference organisers if the conference objectives are consistent with COL's mandate and Strategic Plan. These types of professional development and training are as follows:

Executive Secondment: COL offers secondment/sabbatical opportunities for senior officials/academics/civil society representatives in Commonwealth governments, institutions or organisations to stay in Vancouver, Canada, for up to one month and work on specific projects related to COL's mandate.

Attachments: COL provides financial support for ODL professionals and COL partners who are at an early stage or mid-point in their careers and would benefit from a short-term attachment to another institution/organisation.

Conference Organisation: COL may support conference organisers within the Commonwealth where the aims and objectives of the conference are consonant with COL's mission and values and the objectives of its Strategic Plan.

Conference Attendance: COL provides resources to enable individuals to attend ODL conferences where that applicant had demonstrated that no other means of support are available. COL shall consider support for any of the following items: conference registration, lowest-fare travel and/or accommodation.

Application Process regarding Professional Development and Training

1. An applicant must indicate the type of professional development s/he is seeking as referred above and submit a written proposal within the context of COL's Strategic Plan "Learning for Sustainable Development" and in accordance with the applicable guidelines provided below.
2. The proposal shall contain a work plan with expected outputs and outcomes to be achieved within a specified time frame.
3. An application shall be submitted for review at least three months prior to the date of the proposed activity.
4. A successful applicant shall be required to submit a report within four weeks after conclusion of the activity. The nature of the report shall be mutually agreed upon, and could be in print, video format, a blog or a PowerPoint.
5. The applicant agrees that all such reports shall be released under a CC-BY-SA licence.
6. All applications shall be submitted to the Vice President c/o the Research Coordinator, at acarr@col.org for vetting within a limited amount of resources. All decisions for support are made by the senior management of COL and are considered final.

Guidelines for the proposal by an applicant:

Executive Secondments

1. Brief background (300 words max) of the applicant's institution/organisation.
2. Statement of Objectives.



3. Work/study plan, indicating expected outputs and outcomes to be achieved within a specific time frame, and how the overall plan fits within the context of COL's Strategic Plan.
4. Relevance of the secondment and how this shall help the applicant to contribute more effectively to his/her institution/organisation.
5. Proposed budget.
6. Tentative titles of two presentations to COL staff.
7. A report of the secondment to be submitted to COL within one month of the conclusion of the secondment.

Attachments

1. Brief background (300 words max) of the applicant's institution/organisation.
2. Statement of Objectives.
3. Work/study plan, indicating expected outputs and outcomes to be achieved within a specific time frame, and how the overall plan fits within the context of COL's Strategic Plan.
4. Relevance of the attachment and how this shall help the applicant to contribute more effectively to his/her institution/organisation.
5. Proposed budget.
6. Letter of support from the head of their institution/organisation.
7. Letter of invitation from the receiving institution/organisation, indicating what support to the applicant shall be provided.
8. Report (maximum 2000 words) on what they have achieved, what they have learned, and how this learning shall be put into practise. This report shall be submitted to COL within one month of the conclusion of the attachment.

Conference Organisers

1. Brief background (300 words max) of the conference and relevant history.
2. Title and statement of objectives of the conference.
3. Relevance of the conference and how COL's support shall help the conference.
5. Amount of support requested.
6. A report of the conference shall be submitted to COL within one month of the conclusion of the conference.

Conference Attendance

1. Brief background (300 words max) of the applicant and current role and in what institution/organisation.
2. Statement of objectives of attendance.
3. Relevance of attendance to the applicant including other support that may be accessed.
5. Proposed budget.
6. A report on attendance to be submitted to COL within one month of the conclusion of the event highlight knowledge, skills etc. acquired and how the applicant shall apply this development and training within his/her role.

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