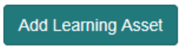
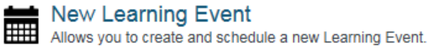
NSW GOVERNMENT | Education

Submitting a TIPD or Corporate Non Teaching Course – Short Guide

This reference guide is for Learning Authors who have some experience in creating and submitting Non-Registered courses, and just require a quick reference guide to become familiar with MyPL again. You can access more detailed guides for Learning Authors by going to the Help section located at the bottom right corner of every MyPL screen.

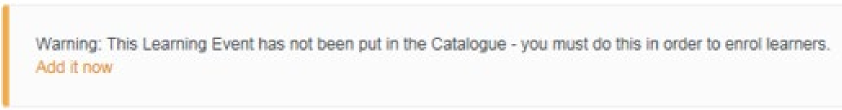
1. Select **Manage Learning** from the hamburger menu (top right hand corner of screen), then select Manage Learning Assets from Manage Learning menu (top left side of screen).
2. Click **Add Learning Asset** (top right hand corner of screen). 

3. Select **New Learning Event** for a face to face course that will be the container to hold individual sessions.


4. Type course name in **Name*** field, then give a brief description and outline of your course in the **Description** field. **TIP:** Copy and paste the **Name***, and the Description somewhere accessible – you will need these again as you progress.
5. Expand the Learning Event Settings, then
6. Tick the checkbox for **Require provider sessions**. Click **Save Learning Event button.**


7. Ensure **Force session selection on enrolment** is ticked. 

8. Click the pencil/edit icon for **Attendee Questions**, then expand **Attendee Questions** by clicking the arrow. Select "Choose this: List of Session Questions" from the drop down list. Click **Save**.
9. Click **Add it now** to add your Learning Event asset to a Course.



10. Select **TIPD** (NR), Corporate **Non Teaching** (NT) from the **Course Type** drop down list.
11. Click **Confirm** button (the NR Identifier e.g. NR18277) will be assigned to your course.
12. Type the course name in the **Course title field***. This should be the same name as the Learning Event Asset created earlier. **TIP:** Copy and paste the **Name** typed earlier in the New Learning Event Description text field.
13. **Summary / Description of course** describes the content to be delivered for this professional learning.
TIP: Copy and paste the description typed earlier in the New Learning Event Description text field.
14. Click the **Rationale** tab. Provide reasons for developing this course in the Rationale text field.


15. Expand **Basic Settings** by clicking the arrow. Choose the centre you belong to from the Administrative centre drop down list. This will be the school or directorate where you are employed. Contact the MyPL team if your administrative centre is not listed.
16. Enter the course duration in hours and minutes e.g. 2h 30m for a course running for 2 hours and 30 minutes. Do not include break time in the course duration.

17. Assign an **Author**, and a **Contact** by selecting the relevant staff member from the drop down list. **TIP:** Click the drop down list and start typing your DET email address to ensure the correct person is selected.
18. Expand **Self-enrolment Settings** clicking the arrow, and select "Default (Self-enrolment (Free)).
19. Expand **Additional Enrolment Settings** by clicking the arrow, then tick the checkbox for **Notify supervisor when learner is enrolling in this course**. Notify supervisor when learner is enrolling in this course
20. Click **Save** Catalogue Item.
21. Click the pencil/edit icon for **Search criteria and tags**, then expand **Search criteria and tags**. Populate all mandatory fields (*) with applicable details, then click **Save**. NOTE: The Non-DoE Premium field is a percentage premium that will be applied to Non-Department users where there is a cost for a session. The value here flows into all sessions scheduled.
22. Expand **Additional Course Info**.
23. Click the pencil/edit icon for **Course content, career stage and standard descriptors**, then expand **Course content, career stage and standard descriptors** by clicking the arrow.
24. Populate the **Target Group*** field by making a selection from the drop down list.
25. Tick the checkbox for **Developer declaration*** to confirm you developed the content or have permission of the content owner to use the content.
26. Tick the checkbox for **Not a duplicate course*** to advise you have checked and confirm this course does not replicate an existing course.
27. Click **Save Course content, career stage and standard descriptors** button.
28. **Submit draft** to your supervisor for endorsement, or **Abandon**.