**SARAS Flow Chart**

Professional development conversation occurs between employee and supervisor / manager / principal

Employee researches study to be undertaken and discusses with supervisor / manager / principal

Supervisor / manager / principal determines the level of support that may be provided

SARAS

support endorsed

SARAS support

Before study

commences

 not endorsed

Employee undertakes study

Employee self-funds or undertakes other suitable and relevant professional development

Employee and supervisor / manager / principal completes ‘*SARAS Application for approval’* form

Employee provides course results to supervisor for audit and recordkeeping purposes

Employee completes *‘Notification of course results and claim for reimbursement’* form and submits with receipts to supervisor / manager / principal

Supervisor / manager / principal endorses form and forwards to Finance for payment / reimbursement

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at [https://ppr.qed.qld.gov.au/pp/employee-professional-development-including-study-and-research-assistance-scheme-saras-procedure](https://ppr.mpe.qed.qld.gov.au/pp/employee-professional-development-including-study-and-research-assistance-scheme-saras-procedure) to ensure you have the most current version of this document.

Original forms and receipts filed on staff file for audit and record keeping purposes

Finance transfers funds from

school / business unit cost centre to employee bank account or Australian Tax Office

SARAS support arrangements reviewed annually, when employee circumstances change and/or the operational needs of the school or business unit changes

End of each semester