

WISE We Inspire System Excellence Residential 2024

Welcome to the forthcoming 2024 WISE Residential. Below are outlined relevant updates for you to commence planning for your attendance of the two-day event.

Location	Date and Time
Victorian Academy of Teaching and Leadership, 41 St Andrews Place, East Melbourne, 3002	Thursday 24 October 2024 Friday 25 October 2024 Registration commences at 8am

Accommodation

Hotel information is provided below and are within walking distance to 41 St. Andrew's Place. Please note that rooms are subject to availability so plan ahead and book early.

Punhill Apartment Hotels - Manhattan 57 Flinders Ln, Melbourne VIC 3000 (03) 9659 3777 6-minute walk to WISE Residential Website: Click here	Comfort Hotel Melbourne Central 43 Lonsdale St, Melbourne VIC 3000 (03) 9663 3317 9-minute walk to WISE Residential Website: Click here
Punhill Apartment Hotels - Little Bourke 11/17 Cohen Pl, Melbourne VIC 3000 (03) 8680 5959 13-minute walk to WISE Residential Website: Click here	Comfort Hotel East Melbourne 90 Albert St, East Melbourne VIC 3002 (03) 9418 6666 17-minute walk to WISE Residential Website: Click here

Accommodation Subsidy: Accommodation subsidy is extended to selected participants. As per the [Fees and financial support guidance](#), the Academy offers an accommodation subsidy for participants from Victorian government schools that are 100 kilometres or further from the venue where the workshop is being delivered.

That means:

- Network Chairs from schools more than 100km away from 41 St Andrews Place can claim accommodation subsidy of up to \$150 for each day of attendance.
- Network Chairs from schools with less than 100 students can apply for a small school subsidy.

What is included in the subsidy?

The subsidy contributes to the cost of:

- Accommodation
- Meals: breakfast etc
- Travel (public transport) and
- Parking.

NB: Fuel is not an approved expense.

It is the responsibility of the school or participant to secure the booking and pay for accommodation and travel expenses. Only the school register can claim your accommodation or travel related expenditure after attending the course.

What to include in the claim for the accommodation subsidy?

To claim the accommodation subsidy, the school register must:

- Provide all related evidence of expenditure including tax invoices and receipts as supporting evidence for the accommodation or travel
- Claims must be made within six (6) months of attending the workshop.

The subsidy is paid to the school, not the individual participant. The Academy is unable to provide accommodation subsidies to DET regional staff. Further information can be found at: [Fees and financial support](#).

How to apply for the Accommodation subsidy?

Network chairs within or more than 100km can claim the accommodation subsidy. To apply for the accommodation subsidy [Click here](#)

How to apply for the small school subsidy?

Network Chairs from schools with less than 100 students can apply for the small school subsidy.

The subsidy covers the costs of employing a Casual Relief Teacher (CRT). It is the school's responsibility to book and pay for the CRT, and then claim the subsidy after the participant attends the course.

Small schools can claim both the accommodation subsidy and the small school subsidy. Apply for small school subsidy [Click here](#)

Networking Event

Join us for a professional networking event on **Thursday 24 October** at the end of the first day of the Residential in **the Columbian Room**. This event offers a fantastic opportunity to connect with industry leaders and peers. Enjoy a delightful selection of gourmet appetisers and beverages while mingling. To add to the ambiance, a live band will be performing throughout the late afternoon.

Date: Thursday 24 October

Time: 4.30 pm – 6:30 pm

Venue: Columbian Room – Academy, 41 St Andrews Place, East Melbourne

Registration is required: Please note there is a venue capacity of 50 attendees - Complete your Registration now to ensure that you don't miss out.

Registration Forms have been sent to all Network Chairs and Senior Education Improvement Leaders (SEILs).

Contact

For more information, please contact Kirra Watt (Victorian Academy of Teaching and Leadership) on kirra.watt@educatio.vic.gov.au