

VIDEOLINQ 2018 CALENDAR OF DATES

2018 BOOKING CYCLE	SEMESTER 1
1 October 2017	Teacher Grace Period – Acceptance of Semester 1 2018 Teaching bookings Admin Free Friday – Acceptance of Semester 1 2018 Administration bookings occurring on Fridays only
1 November 2017	Acceptance of Internal Administration – Acceptance of Semester 1 2018 internal Regional Administration bookings only
1 December 2017	Acceptance of Administration – Acceptance of all other Semester 1 2018 Administration bookings

2018 BOOKING CYCLE	SEMESTER 2
1 April 2018	Teacher Grace Period – Acceptance of Semester 2 2018 Teaching bookings Admin Free Friday – Acceptance of Semester 2 2018 Administration bookings occurring on Fridays only
1 May 2018	Acceptance of Internal Administration – Acceptance of Semester 2 2018 internal Regional Administration bookings only
1 June 2018	Acceptance of Administration – Acceptance of all other Semester 2 2018 Administration bookings

2019 BOOKING CYCLE	SEMESTER 1
1 October 2018	Teacher Grace Period – Acceptance of Semester 1 2019 Teaching bookings Admin Free Friday – Acceptance of Semester 1 2019 Administration bookings occurring on Fridays only
1 November 2018	Acceptance of Internal Administration – Acceptance of Semester 1 2019 internal Regional Administration bookings only
1 December 2018	Acceptance of Administration – Acceptance of all other Semester 1 2019 Administration bookings

IMPORTANT

All requests will be processed in accordance with the existing Videolinq Internal Booking Procedure relative to the above dates. If you have any questions relating to this procedure please contact the Videolinq Office.

Please note: All bookings are processed in the order received by Telstra.

Under the Administration Free Friday policy any Administration or Professional Development booking involving any site can be made on any Friday in the upcoming semester.

The Acceptance of Internal Administration policy allows TAFE Regions to make bookings that only include sites within their own Region one month after Teacher Grace Period starts. Bookings made with sites from more than one Region will be rejected and will need to be resubmitted at the beginning of the Acceptance of Administration period.