

# VIDEOLINQ 2017 CALENDAR OF DATES

## 2017 BOOKING CYCLE 1

1 October 2016 – 8 July 2017	<b>Teacher Grace Period</b> – Acceptance of Semester 1 2017 Teaching bookings <b>Admin Free Friday</b> – Acceptance of Semester 1 2017 Administration bookings occurring on Fridays only
1 November 2016 – 8 July 2017	<b>Acceptance of Internal Administration</b> – Acceptance of Semester 1 2017 internal Regional Administration bookings only
1 December 2016 – 8 July 2017	<b>Acceptance of Administration</b> – Acceptance of all other Semester 1 2017 Administration bookings

## 2017 BOOKING CYCLE 2

1 April 2017 – 20 January 2018	<b>Teacher Grace Period</b> – Acceptance of Semester 2 2017 Teaching bookings <b>Admin Free Friday</b> – Acceptance of Semester 2 2017 Administration bookings occurring on Fridays only
1 May 2017 – 20 January 2018	<b>Acceptance of Internal Administration</b> – Acceptance of Semester 2 2017 internal Regional Administration bookings only
1 June 2017 – 20 January 2018	<b>Acceptance of Administration</b> – Acceptance of all other Semester 2 2017 Administration bookings

## 2018 BOOKING CYCLE 1

1 October 2017 – 7 July 2018*	<b>Teacher Grace Period</b> – Acceptance of Semester 1 2018 Teaching bookings <b>Admin Free Friday</b> – Acceptance of Semester 1 2018 Administration bookings occurring on Fridays only
1 November 2017 – 7 July 2018*	<b>Acceptance of Internal Administration</b> – Acceptance of Semester 1 2018 internal Regional Administration bookings only
1 December 2017 – 7 July 2018*	<b>Acceptance of Administration</b> – Acceptance of all other Semester 1 2018 Administration bookings

(\*To be confirmed)

## 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 iVision.

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.