

Staff Development Application Form and Record



Section One – Application Form *(to be completed **before** activity takes place)*

Personal Details		Name	
Job Title		Phone	Email
Department/School		Site/Bldg	
Employee number (from payslip/PC user name)			
Activity Title and brief description of proposed staff development e.g. training course, development programme, conference, exhibition, seminar etc. including the date, duration and name of the training provider			
Name of Event		Date	Duration
Description			
Why should this staff development be undertaken <i>(delete as appropriate)</i>			
Statutory requirement		Mandatory	
University Staff Development priority		Local Staff Development priority	
Other			
How was this development need identified? <i>please circle</i>			
PDR	Induction	Other	
What are the specific objectives or desired outcomes you wish to achieve from this activity and how will you apply the learning?			

Costs *Please set out the known/anticipated costs for the development activity*

	£
Fees/attendance charge/administrative costs	
Travel & subsistence costs	
Total	

For an internally delivered event please set out below any additional requirements to support your participation as this form will also act as the booking form:

Applicant's signature
Request approved/not approved <i>(delete as appropriate)</i> <i>If not approved, reasons for non-approval:</i>
Staff Cover arrangement <i>(if appropriate)</i>
Line Manager's Name Signature
Request endorsed/not endorsed by budget holder <i>(where different to Line manager)</i>
Budget Code:
Budget holder counter-signature <i>(where appropriate)</i>
Name Signature

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What impact/benefit has the development activity had on:

- a.) Your own skills, knowledge and professional capacity*
- b.) The team that you work in*
- c.) The departments objectives*

What additional support (if any) do you need from your line manager/others to help implement learning?

Date of Evaluation discussion:

Applicant's Signature

Line manager signature

Name:

Comments