

APPLICATION FOR EXTERNAL COURSE/CONFERENCE/SEMINAR/WORKSHOP

SECTION A-TO BE COMPLETED BY APPLICANT				
PERSONAL DETAILS				
Full Name				
Staff Number				
Contact Number				
Home Address				
Job Title		Direct Superior		
COURSE DETAILS <i>(To submit a copy of course information with this form)</i>				
Course Title				
Venue		Organising Body		
Course Duration		Start date		
Course Fee		End date		
Closing date for application				
Study method	On campus	Full time	Part time	Evening class
Have you researched this course?	No		Yes-information attached	
Please rate your level of knowledge on this subject matter	0%	25%	50%	100%
Course relevance - please complete the following section in detail				
1. How does this course meet your professional needs?				
2. In what way(s) do you think you can contribute to the company by attending the course?				
3. Why did you choose this training provider?				
4. What are your expectations following the completion of this course?				
Agreement: I have agreed to submit certificate (if any) evaluation forms to HR Department on completion of the course.				
Applicant Signature		Date		

SECTION B-TO BE COMPLETED BY HEAD OF DEPARTMENT				
Name		Designation		
1. How will this course/conference/seminar/workshop benefit the employee?				
2. Do you think that this course will bring added value to the department and team and the applicant will share new information from this course to the team members?				
HOD Signature	Approved?	Yes	No	Date
SECTION C-TO BE COMPLETED BY APPLICANT				
Cost of course	Per year (If applicable)		Total	
Name and Address of College/Institution:				
Number of study days required (only if applicable)		Number of exam days required (only if applicable)		

SECTION D-TO BE COMPLETED BY HR	
Training Application Reference Number	
Name of Institution	
Number of Study days approved (only if applicable)	
Notes:	
Please state the reason for the application not being approved:	
Signed (Office Manager)	Date
Signed (Capabilities Development Director)	Date
Final Status of Application	
Approved	Not approved
Withdrawn	

SECTION E - FOR HR DEPARTMENT USE ONLY

Training Checklist

Course Registration		
Raise Cheque (if necessary)		
Follow up on Confirmation Email		
Notify staff on course confirmation		
Staff to complete evaluation form upon completion of course		
Staff to share information with relevant parties		