1. **Applicant Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **STAFF and PROFESSIONAL DEVELOPMENT DETAILS (Please attach any activity details to this form)** | | | |
| **Full Name** |  | | |
| Faculty/School/Academic Unit |  | | |
| Employment status | Ongoing | Contract | Casual |
| Employment type | Higher Education | Professional Staff | |
| Email |  | Phone |  |

1. **Description of the Activity**

|  |  |
| --- | --- |
| Activity |  |
| Delivered by |  |
| Location |  |
| Date/s |  |
| Time commitment |  |

(Tick all that are relevant)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Internal |  | External |  | Network Meeting |  |
| Workshop |  | Seminar |  | Conference |  |
| Leadership/Management |  | Administration |  | eLearning |  |
| ICT Related |  | Training |  |  | |
| Attachment of promotional flyer/electronic evidence of activity | | | | | |

1. **Alignment between Professional Development Opportunity and PRDP/Professional Development Plan (PDP)**

|  |
| --- |
| Please describe in detail how this activity aligns with your **PRDP** or **PDP** (max. 250 words). |
| How does this activity align to the **strategic direction of your Faculty/School/Academic Unit and the University?** |
| Describe how your attendance at this activity will **benefit the institution**, and how this will be disseminated to your Faculty/School/Academic Unit (max. 250 words). |
|  |

1. **Sharing of information/evaluation of activity**

|  |  |
| --- | --- |
| Report at a Team meeting |  |
| Presentation at a Faculty/School/Academic Unit meeting |  |
| Written report to your Supervisor |  |
| Document evidence summary with PRDP or PDP |  |
| Other *(specify - maximum 50 words)* | |

1. **Previous Professional Development**

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide details of previous financial and leave support you received during the current calendar year (Jan-Dec) for professional development activities (include financial details). If none, please indicate this. | | | |
| **Activity (name, location and number of days of the activity)** | **Total funding received** | **Account code (if known)** | **Evidence of dissemination post activity event** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Budget and Funding Sources (refer to notes)**

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY COSTS (estimated $)** | | **FUNDING SOURCE CODE** | **DEPARTMENT/PROJECT CODE** |
| Registration fees |  |  |  |
| Travel |  |  |  |
| Accommodation |  |  |  |
| Meals |  |  |  |
| Other |  |  |  |
| Total estimated cost | $ |  |  |

**Note 1:** Please contact your Faculty Business Manager or equivalent, and/or Supervisor, and/or Director to ascertain budgetary limits for professional development within your Faculty/School/Directorate.

**Note 2:** If you do not know the funding source, please contact your Supervisor, and/or Faculty Business Manager or equivalent for assistance.

**Note 3:** Please discuss this with your Supervisor, who is responsible for actual booking arrangements (if the activity is approved).

1. **Booking Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BOOKING REQUIREMENTS** | | | | | |
| Plane | Departure Date: | Time: | Return Date: | | Time: |
| FedUni Car | Departure Date: | Time: | Return Date: | | Time: |
| Hire Car | Departure Date: | Time: | Return Date: | | Time: |
| Shuttle Bus | Departure Date: | Time: | Return Date: | | Time: |
| Train | Departure Date: | Return Date: | | Myki required | |
| Taxi | Departure Date: | Return Date: | | No. of vouchers required: | |
| Accommodation | Arrival Date: | Departure Date: | Location: | | |
| Attachment of proposed itinerary | | | | | |

1. **Approvals and Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** Staff member |  | | |
| **Date of submission** |  | | |
| **Approval of application** | YES | NO | |
| **Comment:** | | |
| **Signature:** Supervisor |  | | Date: |
| **Approval of application:** Executive Dean/Director (or nominee if required) | YES | NO | |
| **Comment:** | | |
| **Signature:** Executive Dean/Director (or nominee if required) |  | | Date: |
|  | | | |
| **Applicant informed of outcome** | YES | NO | |
| **Who informed applicant (list format: email, phone call, face-to-face etc.)** |  | | |
| **Date** |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Overseas travel form completed**  http://policy.federation.edu.au/forms/University-Funded-Overseas-Travel-Application-Form.pdf | **N/A** | **Yes** | **No** | Date: |
| **Travel approved by DVC**  (if “Overseas” form is required) | **N/A** | **Yes** | **No** | Date: |
| **Filled in details on Empower (Employment Self Service Systems)** | **N/A** | **Yes** | **No** | Date: |

1. **Additional Notes/Details:**

* Applications must be received at least four weeks prior to the scheduled activity.
* All staff are encouraged to discuss the proposed professional development activity with their direct supervisor prior to completing this application form.
* Any application which is not received at least four weeks prior to the activity is unlikely to be granted.
* For additional information regarding professional development policies and procedures: http://policy.federation.edu.au/human\_resources/professional\_development/professionaldevelopment/ch01.php
* For additional information regarding travel policies and procedures: http://policy.federation.edu.au/finance/travel/travel/ch02.php