People and Organisational Development (OD) – Application for Development Funding (Exceeding £300, excluding expenses, or as agreed locally.)

The University has a process for applying for funding for external courses and conferences, once you and your manager have agreed specific development in your PDR. Each area has a local development panel which meets regularly to consider requests for funded development. The People and OD Team recommend that applications for funding for development above £300 (excluding expenses) are submitted to local panels, by completing the form below. However, colleagues should speak to their manager to confirm the process within their School/Service, as this amount may vary. All other development below the agreed threshold needs to be approved by your manager.

Please refer to the [**People and OD Guidelines**](https://www.leedsbeckett.ac.uk/-/media/files/people-development/nn_people_and_od__guidelines.pdf) for further information.

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| **SECTION A – for completion by the staff member** | | | |
| **Full Name** |  | **Staff Number** |  |
| **School/Service** |  | **Date of Application** |  |
| **Activity Type (e.g. conference)** |  | **Activity Name** |  |
| **Date of Activity** |  | **Duration** |  |
| **Cost of Development** |  | **Cost Per Year**  **(if applicable)** |  |
| **Estimated Cost of Expenses** |  | **Total Cost - Excluding Expenses** |  |
| **Project Code** |  | **Total Cost - Including Expenses** |  |
| **Brief description of activity:** | | | |
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| **Learning Objectives:** | | | |
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| **How will the development support your PDR Objectives:** | | | |
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| **Please outline any development activity undertaken in the last 12 months.** | | | |
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| **SECTION B – for completion by the manager** | | | | | |
| **Supporting Statement – please outline your rationale for supporting this application:** | | | | | |
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| Where the programme of study is being funded to a value in excess of £1000 annually, you could be required to reimburse our University a proportion of your fees according to the guidelines below:   1. If you voluntarily leave your course early whilst still in our employment -**100% of fees should be reclaimed** 2. If you leave our employment during your period of study - **100% of fees should be reclaimed** 3. If you leave our employment within 6 months of completing your course - **100% of fees should be reclaimed.** 4. If you leave our employment 6-12 months after completion - **50% of fees should be reclaimed.**   The amount will be deducted from your final salary payment. If you are leaving your course early we will arrange for repayment from your salary over a 12 month period.  By signing below you confirm your agreement to repay course fees on the basis set out above. | | | | | |
| **Member of Staff Signature** |  | | **Date:** |  | |
| **Manager Name** |  | | **Contact No.** |  | |
| **Manager Signature** |  | | **Date** |  | |
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| **SECTION C – for completion by the chair of panel** | | | | | |
| **I hereby confirm that funding for this activity has been:** | | | **APPROVED / DECLINED** | | |
| **Dean/Director (or nominee) Signature** | |  | **Date** |  | |
| **Dean/Director (or nominee) Print Name** | |  | | | |
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| **SECTION D - for completion by the staff member following the activity and returned to panel for consideration** | | | | | |
| **Please give specific examples of how this development met your original Learning Objectives:** | | | | | |
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| **Would you recommend this activity to other colleagues:** | | | **Yes** | | **No** |
| **Please provide reasons:** | | | | | |