

Training course/Conference request form

This form should be completed by the applicant. It should then be passed to the line supervisor for comment and to the CEO for decision. The form should then be returned to the line supervisor who will be responsible for ensuring that the post-event evaluation form is completed. Some costs will be estimates at the application stage but efforts should be made to assess these with some accuracy.

Name of applicant:	
Course/Conference	
Total number of working days or hours required (include travel and study time as appropriate).	Days for course Days for study Days for travel Total
Cost of travel	Rail Taxi Private car Bus Tube Other (specify)
Cost of course	
Other costs	Accommodation Subsistence Books & other course materials Other (specify)
In what ways will this event help you to perform your job. (Please link to your job description however the absence of a specific link will not automatically result in the application being refused).	
What other benefits will the organisation gain as a result of you attending? (Consider the benefits to other workers and/or volunteers).	
Comments of line-supervisor	
CEO's decision (provide brief details of reason if refused).	

Post-event evaluation

To what extent did the event meet/fail to meet your expectations?

Would you recommend this event/training to colleagues? (If not please indicate the reason.)

How will you implement the information/training in the coming months?

Line supervisor's comments

Six month review. What impact has the event/training had on your work during the past six months?

(line supervisors should ensure that the training is reviewed and should discuss the impact it has had during supervision. If the nature of the training is that a longer review period is required then this should be agreed and noted.)