|  |  |
| --- | --- |
|  | Professional Development ApplicationThe recommended lead-time for applications is two weeks. |

## Step 1: Applicant Details

|  |  |  |
| --- | --- | --- |
| Applicant Name:  |  |  |
|  | Surname | Given Name(s) |

|  |  |
| --- | --- |
| Faculty/Department:  |  |

|  |  |
| --- | --- |
| Course Name:  |  |

|  |  |
| --- | --- |
| Course Provider:  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date(s):  |  |  |  |  |  |
|  |  | Start Time | Finish Time |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total Cost: | $ |  | Course length: |  Days/Hours |

|  |  |
| --- | --- |
| Venue: |  |

|  |  |
| --- | --- |
| Teaching Standards: |  |

|  |  |
| --- | --- |
| Connection to PPP:  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Course Details Attached | [ ]  | Registered | [ ]  | Non-Registered |
| [ ]  | Upon completion I agree to share course information with relevant faculty/staff |

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Signature: |  | Date:  |  |

## Step 2: Direct Manager

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Signature: |  | Date: |  |

## Step 3: Assistant Principal – Pedagogy and Innovation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Signature: |  | Date: |  |

## Step 4: Assistant Principal­­ – Organisation and Culture

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Signature: |  | Date: |  |

## Step 5: Finance Office (regardless if payment is required)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Signature: |  | Date: |  |

***\*\* Upon final outcome, the applicant will be notified (via email).
If approved, you can proceed with course registration [[1]](#footnote-1)***

## Comments

|  |
| --- |
|  |
|  |

1. If approved, form circulated by KLAC to AP Pedagogy and Innovation.

 Administration Coordinator will give final confirmation by email and then forward form to Finance. [↑](#footnote-ref-1)