|  |  |
| --- | --- |
|  | Professional Development Application  The 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)