THE UNIVERSITY OF WESTERN AUSTRALIA

ORGANISATIONAL AND STAFF DEVELOPMENT SERVICES, HUMAN RESOURCES
APPLICATION FOR GENERAL STAFF DEVELOPMENT GRANT

SECTION 1 - APPLICANT DETAILS

Employee number | | | | | | | | | Title | Family name

First names | School/Admin dept.

Position title | Level

Work telephone number *(please quote full number if you are located off-campus)*

Employment status

a) Ongoing ☐ or Fixed-term ☐→ Enter finish date of your contract *(dd/mm/yy)* | | | | | | |

b) Full-time ☐ or Part-time ☐→ Please indicate percentage of full-time | | %

SECTION 2 - PROGRAMME DETAILS

Please provide details of the programme/workshop/conference for which the grant is sought *eg, title, dates, location, content.* Attach a copy of the brochure, or if this is unavailable, a detailed programme outline.

Describe how this programme develops, maintains or improves your employment-related skills and knowledge.

What are the objectives of the programme?

How are these objectives achieved?

What are the expected staff development outcomes for the applicant *(and for others in the department, if relevant)*?

SECTION 3 - PROGRAMME EXPENSES & CONTRIBUTION DETAILS

PROGRAMME EXPENSES

Please quote costs exclusive of GST

Type of cost	$						c	
Registration/Workshop fee						.		
Airfare						.		
Accommodation						.		
Meals & other expenses *(if excluded from registration fee)*. Please specify type of expense						.		
TOTAL COST OF PROGRAMME						.		

Type of expense

DETAILS OF CONTRIBUTIONS

Contribution details	$						c	
Departmental contribution						.		
Support from other UWA sources						.		
Personal contribution						.		
Support from other outside sources						.		
TOTAL CONTRIBUTION						.		

Grant sought from the Staff Development Fund $.

Required time away from work to attend programme *(enter amount of work hours)*

Applicant's signature Date *(dd/mm/yy)*

Applicant's name *(please print)*

SECTION 4 - ENDORSEMENT BY APPROVED DELEGATE

Supervisor's comments & recommendations

Name *(please print)* Signature Date *(dd/mm/yy)*

Approved Delegate's rationale for supporting application

I approve time away from work for the applicant to attend the programme.

Signature Date *(dd/mm/yy)*

Name *(please print)*