



# Course Application Form for Staff Development and LATEU courses

Staff Number: \_\_\_\_\_ (it is essential that this is completed)

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

School/Professional Service: \_\_\_\_\_

Email: \_\_\_\_\_

Extension no: \_\_\_\_\_

Building: \_\_\_\_\_

Room: \_\_\_\_\_

Is this training meeting a Personal Performance Development Review need?

yes     no

### Career Pathway

- Education, Research & Enterprise
- Management, Specialist & Administrative
- Technical & Experimental
- Community & Operational
- Postgraduate Student

**Job grade/level** \_\_\_\_\_

### Course Title

### Date

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____

To be completed by the sponsoring manager.

Please note that course places can only be allocated with the supply of a cost code as non-attendance will incur a charge. Cancellation period – 7 days.

Cost code:

Sign: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_

Please return to: Staff Development, HR, Building 86, Highfield Campus