

<b>Section 1: Personal Details</b>		
Name:		Job title:
Email address:		Contact number:
Location/Department:		Line manager:
<b>Section 2: Details of Learning opportunity</b>		<b>Study leave only application?</b> Yes/No
Course/Seminar/Training Title:		
Date of Request:		
Learning/study leave dates:		Course days+travel time = ____ days away from work
Training Provider:		Venue & Location:
Event cost:	Travel cost:	Accommodation cost:
Total funding required and time off requested?		£                                  No of days
<b>Please note: Operations Director/General Manager/Function Head approval needed when the total cost is &gt;£1,000 or out of the service for &gt;3 days</b>		
Please give details of why you wish to attend this course and what skills and knowledge you need to gain or improve?		
How will the department/business benefit from you attending this course?		
<b>Employee signature:</b>		
<b>Section 3: Reason for application (to be completed by Line Manager)</b>		
Was this learning need identified as part of the person's PDP?		Yes/No
How will this course/training improve the individual's performance?		
How will this impact on your service and/or the business?		
What would be the impact if the course/training is not approved?		
How will learning be evaluated and shared back in the workplace?		

Please indicate category of learning:	
Service delivery <input type="checkbox"/>	Recognised trainee requirement <input type="checkbox"/>
Health & Safety <input type="checkbox"/>	Personal development <input type="checkbox"/>
Mandatory <input type="checkbox"/>	CPD <input type="checkbox"/>
Amount of study leave granted in last 12 months:	Amount of funding granted in last 12 months:
Is request approved:      Yes/No	Give reasons:
<b>Payment requirements</b>	
Which payment method is required:	
PO to be raised* <input type="checkbox"/>	Payment by employee to be claimed back <input type="checkbox"/>
Credit card payment <input type="checkbox"/>	No payment <input type="checkbox"/>
*Is the company set up on SAP?      Yes/No	
<b>Line Manager signature:</b>	
Operations Director/General Manager/Function Head signature <b>(Operations Director/General Manager/Function Head approval needed when the total cost is &gt;£1,000 or out of the service for &gt;3 days):</b>	

**Now send completed Funding Application Form to: [Viapathtrainingapprovals@viapath.co.uk](mailto:Viapathtrainingapprovals@viapath.co.uk)**

<b>Internal Use Only</b>		
<b>Date:</b>		
Form received:	PO raised:	Credit Card payment:
Form approved:	PO issued:	Expenses claimed:
L&D Tracker updated:		