

UNIVERSITY OF VENDA

ORGANISATIONAL DEVELOPMENT & TRAINING UNIT

APPLICATION FOR SKILLS DEVELOPMENT FUND

Before completing this form, please read the Policy on Staff Development.

1. PERSONAL & WORK DETAILS

Surname: _____ Name(s): _____

Job Title: _____ Department/Division: _____

Extension: _____ E-Mail: _____

Name of HOD: _____

Length of time on the current job: _____ Is this a full-time/contract/part-time? _____

Gender: (M)____ (F) ____ Disability: (Y)____ (N) ____ Age:

< 35	35-55	> 55
------	-------	------

2. TRAINING DETAILS

PLEASE NOTE: Attach a copy of the training course promotional material e.g. pamphlet, advert, letter etc. This needs to detail the nature of the training course, material to be covered, costs and duration of the course. Without this information, your application cannot be processed.

2.1 Training that you wish to attend: _____

2.2 Is the training you intend to attend submitted as part of your needs: Yes / No

2.3 If no, please give reasons: _____

2.4 Name of training institution: _____

2.5 Training date(s): _____

2.6 Closing date for registration for training: _____

3. DETAIL OF COSTS

3.1 Course fees: R _____

3.2 Cost of accommodation: R _____

Number of nights	Cost per night	Total Cost
	R	R



University of Venda

3.3 Subsistence and Travel (S & T)

3.3.1 Subsistence

Number of nights	Cost per night	Total cost
	R	R

3.3.2 Travel Details:

Car details	Total kilometers travelled:	Cost per kilo: R
From:	From:	Total = R
To:	To:	
Date:	Date:	

AND / OR

Flight details:	Return Flight	Estimate of flight costs
From:	From:	Total = R
To:	To:	
Date:	Date:	

Any other costs? R _____ **Details:** _____

Will your department be subsidizing you out of departmental funds? If yes, how much: **R** _____

Have you applied to any other University fund (e.g. Research & Publications) for this training?

If yes, please provide amounts: **R** _____

Have you applied to external sources for funding for this training? If yes, please provide details: **R** _____

3.4 Total Cost (Inclusive of training cost, travel, accommodation etc): **R** _____

3.5 Amount for which you are applying (Total cost less any other funding): **R** _____



University of Venda

4. RELEVANCE OF TRAINING

This section is important and will strongly influence whether your request is approved or not.

4.1 Please provide signed copies of your job profile and recent personal development plan.

4.2 Please state how the training you wish to attend relates to the institution, your current job and what competencies will be acquired as a result of this training.

4.3 How are you going to share your new competencies with your colleagues?

5. DECLARATION

I am aware of and accept the conditions associated with receiving skill development funds for my application. I declare that the information supplied by me on this form is correct and I note that the submission of false information will render this application null and void.

(Signature of Applicant) _____ (Date) _____



University of Venda

6. APPROVAL OF LINE MANAGER

- 6.1 Do you support this application? *YES/NO*
- 6.2 Are you satisfied that the proposed training/development opportunity will benefit the individual and the department/section/unit? *YES/NO*
- 6.3 Do you agree to ensure that the training is implemented back into the individual’s job and the workplace and if relevant, shared with others? *YES/NO*
- 6.4 If your response is NO to any of the above questions, please explain the reasons for this:

Recommendation by HOD: _____ Date: _____

Approved by Dean/Director: _____ Date: _____

Comments by Training and Development Practitioner

Recommended / Not Recommended by Head: OD and Training _____

***** FOR OFFICE USE ONLY *****

Grants made to individual in the last three years: 2015: R _____, 2016: R _____, 2017: R _____

Any current restrictions on funding for this person? _____

Budget Availability Checked (SDF) _____ Date: _____

Application approved? YES / NO

If yes, amount approved for this application: R _____

Signature by Chair of SDC: _____ Date: _____



University of Venda