

a	Course name		Date & Length of Course	
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b	Qualification Gained on Completion	
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c	Time(s) and venue of course (NB Please ensure that your staff are able to travel to venue before you request training)	Please attach details of content of course and cost (NB Applications cannot be processed without these details)
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d	Organiser name	
	Organiser Address & Telephone Number	
	Course Cost - If course is free, please state whether or not there are any fees for non-attendance or non-completion	

Travel needed?	Yes / No	Cost			
Hotel needed?	Yes / No	Cost			
Will any study days be needed?	Yes / No	How many?		Frequency	

BUSINESS OBJECTIVES (this must be completed for the application to be considered)

My staff members' attendance on this course will benefit my service and service users in the following ways –

PERSONAL OBJECTIVES – LEARNING OUTCOMES (this must be completed for the application to be considered)

My staff members' attendance on this course will enhance their CPD (Continuous Professional Development) in the following ways –