



COURSE APPLICATION FORM

for officers and employees

for non-accredited and accredited study

Who should use this form?

Officers and employees who would like to attend and/or seek financial assistance for a course should complete this form. The course can be a one-day seminar or a degree program.

How do I use the form?

- Print the blank form and fill in the details OR fill in the details electronically and print the form
- Sign the form
- Attach the course information
- Submit the signed and completed form to your manager for the managers signature
- Submit the form to your personnel board/division/ Cabinet Secretary
- Keep a copy for your reference

Why should I apply?

When you apply you are

- Seeking approval from The Salvation Army to attend the program
- Seeking approval for time away from work and study time, where applicable
- Seeking financial assistance for fees, if required
- Seeking financial assistance for travel, meal & accommodation, if required & applicable
- Updating your training data in your personnel records

Is there any other important information that I need to know?

- This application is **not an enrolment form**. You must submit an enrolment form to the institution of study
- Submitting the application constitutes acceptance of the terms set out in the Minutes OCP1215 and ECP1215

How do I get more information?

Procedures, terms and conditions, and other relevant information can be found in the Officer Minute OCP1215 and Employee Minute ECP1215

For enquiries (including requests for a copy of the Minute) contact the CAB Secretary

E | cabcourse@aue.salvationarmy.org

P | 02 9502 0400 F | 02 9502 4177

What is the definition of a course?

Courses include non-accredited and accredited study.

Non-accredited study includes

- Seminars/Conferences/Workshops - Programs delivering information and training
- Short courses – Specific training programs (eg Mental Health First Aid, Excel 2010)
- Extended study programs that do not carry national recognition

Accredited study covers qualifications accredited in the three education sectors: higher education, vocational training and secondary education sectors.

- The Diploma, Advanced Diploma, Associate Degree, Bachelor Degree, Bachelor Honours Degree, Graduate Certificate, Graduate Diploma, Masters Degree and Doctoral Degree qualifications are accredited in the higher education sector
- The Certificate I, Certificate II, Certificate III, Certificate IV, Diploma, Advanced Diploma, Graduate Certificate and Graduate Diploma qualifications are accredited in the vocational education and training sector

What assistance is available?

You may request assistance for fees, travel, meal and accommodation costs

Non-accredited course

Appointment/department may assist with

- registration costs and fees
- travel, meal and accommodation costs

Accredited course

Course Assistance Board (CAB) may assist with

- fees (maximum of 80% for officers and 50% for employees)

Appointment may assist with

- travel, meal and accommodation costs for officers only

Employees are responsible for accommodation, meals, travel, books and all other related costs for accredited courses.

The Salvation Army Australia Eastern Territory
COURSE APPLICATION FORM

SELECT the box to indicate what course you are applying for

Non-accredited course

Accredited course

Personal Details

Staff id number

Title and name

Appointment/position

Contact number

Division/Corps

Training History (for the past 12 months)

1] Have you attended any course in the last 12 months?

Yes

No

If yes, please provide details

Course name/s	Start date	Duration (number of days/years)

2] Are you currently engaged in an accredited course financially assisted by The Salvation Army?

Yes

No

If yes, please provide details

Course name	Start date	Expected date of completion

Course Details (details of the course you are applying for)

1] Course name	Provider	Location	Delivery
			<input type="checkbox"/> Face-to-face <input type="checkbox"/> Online <input type="checkbox"/> Distance <input type="checkbox"/> Other _____

2] Start date	End date	Duration (number of days/years)

3] Will you be providing information on the course (eg brochures, program schedules, subject lists and fee costs for accredited study)? Yes No

_____ If no, please provide the reason

4] Is this course a requirement for your current appointment / position?

Yes

No

Purpose of the course

- 1] Is this course identified on your Officer Development Plan or Performance Review?
 Yes If yes, provide name of the person who identified the course _____ No
- 2] Why do you want to attend the course? What benefits will this have for your development?
- 3] How will the course benefit your current role and The Salvation Army?

Financial costs and assistance requested

Costs of the course

Fees	Travel	Meals	Accommodation	Total

Financial assistance required (please select the appropriate box) Yes No

If YES please select the boxes that are applicable

- non-accredited course fee cost (assisted by appointment/department)
- non-accredited course travel, meal & accommodation cost (assisted by appointment/department)
- accredited course fee cost (assisted by CAB and/or appointment/department)
- accredited course travel, meal & accommodation cost for officers only (assisted by appointment) [employees are responsible for their costs]

If no, please state your reason

If applying for an accredited course, please answer the question below by selecting the appropriate box

Does your appointment/department have funds to pay towards the fees for your accredited course

Yes If yes, specify the amount _____ No

Signatures

Applicant : Please sign here

Manager/Head of Department: Please sign here

Name : _____

Date : _____

Date : _____

Board decisions

Personnel Board / Division / Cabinet Secretary

- Approved
- Declined
- Supported (for accredited study only)

Personnel Board stamp

Course Assistance Board

- Approved
- Deferred
- Declined

CAB stamp