



# THE UNIVERSITY OF THE WEST INDIES

## *Human Resource Management Division*

*Mona Campus*

### **APPLICATION FOR ASSISTANCE FROM THE STAFF DEVELOPMENT FUND**

Applicants will normally only be approved if:

- ❖ Course or programme contributes to the achievement of the University's strategic objective/s
- ❖ Course or programme is job related
- ❖ Employee is employed full-time for at least (3) three years
- ❖ Entry to the programme is approved
- ❖ Where necessary, leave have been approved
- ❖ Period of appointment covers the length of study
- ❖ A recent Performance Appraisal form is submitted with the application
- ❖ A Bonding Agreement between the University and the applicant have been signed
- ❖ Applicant is academically qualified
- ❖ Applicants' new skills will be utilized on the job

**Priority will be given to applicants whose course/programme contribute to the objectives of the following strategic objectives:**

- ❖ The development or enhancement of skills and competencies in key strategic areas where gaps exists across the Campus
- ❖ Enhancement and/or development of income generation or cost reduction initiatives
- ❖ Improvement in process efficiency and/or the enhancement of productivity

### **SECTION ONE: APPLICANT DETAILS**

Employee ID Number:

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Prefix: (Mr., Mrs., Miss Dr., other-specify) \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Summary of Qualifications: \_\_\_\_\_

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

Mobile Contact: \_\_\_\_\_

Employment Status: (Tenured, Regular, Temporary, FT, PT etc.) \_\_\_\_\_

## SECTION TWO: PROGRAMME DETAILS

**2.1** Please provide details of the programme/course for which the funding is sought:

Programme title: \_\_\_\_\_

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

Location: \_\_\_\_\_

Institution: \_\_\_\_\_

Level of the programme: \_\_\_\_\_

Summary of the course content of the programme:

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**2.2** What are the objectives of course/programme?

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**2.3** How will this course assist in the performance of your current responsibilities?

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**2.4** Describe how the course contributes to the achievement of at least one of the strategic objectives identified.

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2.5 Describe how this programme contributes to the long term goal/s of any or all of the following:  
Section/Department/Faculty/University.

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**2.6 Briefly outline your career goal.**

**SECTION 3: PROGRAMME EXPENSES AND CONTRIBUTION DETAILS**

**3.1 PROGRAMME EXPENSES**

Instruction: Please provide costs along with proof of costs such as invoices etc., as attachments.

Type of Cost	\$						.	C	
Registration/ Workshop Fee							.		
Airfare/Travel							.		
Accomodation							.		
Meals & other expenses <i>(If excluded from registration fee). Please specify type of expense</i>							.		
<b>TOTAL COST OF PROGRAMME</b>							.		

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4.4 I support/do not support leave/time off from work for the applicant to attend the programme.

Name of Head of Department: \_\_\_\_\_

\_\_\_\_\_  
Head's signature

\_\_\_\_\_  
Date: (mm/dd/yy)

**FOR OFFICIAL USE ONLY**

Employee Status \_\_\_\_\_

End of Contract (mm/dd/yy) \_\_\_\_/\_\_\_\_/\_\_\_\_

Leave Approval Granted \_\_\_\_\_

Leave Period \_\_\_\_\_

Comments \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Date: (mm/dd/yy) \_\_\_\_\_