

Professional Development Proposal Form

Name of Employee					
Department / School	Department:		School:		
Budget Code					
CPD Activity / Course **			Please Attach Course Details ☐ and/or weblink:		
Venue /City/ Country					
Event date					
Estimated Cost:	Date & ETD	Date & ETA	No. of Days / Time	Amount (Other currencies)	Amount in SGD
Confirmed flight details					
Accommodation*					
Per Diem Allowance					
Course fees					
Others e.g., airport transfers (please specify)					
				Total	

****Please tick the Category the Course is associated with** (Please tick only one)**

☐ Academic / Pedagogy	☐ SEN (Special Education Needs)	☐ Co-Curricular	☐ Safeguarding	☐ Pastoral	☐ Exams
☐ Business Support Skills Development	☐ Events & Conferences	☐ Health & Safety	☐ Certified Courses	☐ Technology & Software	☐ Wellbeing

Supply Cover costs (a day = S\$400, am = S\$250, pm = S\$170, a period = S\$80)	No. of Days / Periods		Amount in SGD	SG\$
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Is the total cost of training more than \$10,000?

- ☐ Yes – complete section A and B
- ☐ No – complete section B only.

Section A – training over \$10,000

For all training over \$10,000, staff are required to follow the whole school procurement process.

Please provide details of two other training options and complete the information below:

Training Provider 1	Training Provider 2	No Alternative Provider
Name of Provider:	Name of Provider:	☐ Accredited Course ☐ Author/Creator of Resource ☐ Continuation of Previous Training ☐ Other:
Outline of Provision:	Outline of Provision:	
Cost of Training:	Cost of Training:	
Reason for Rejection:	Reason for Rejection:	
Training Details Attached (tick) ☐	Training Details Attached (tick) ☐	

Section B - Pre-training Evaluation

Please explain why the training provider has been chosen and state the specific area of your school improvement plan the CPD activity/course is relevant to:

Whole school / Individual school:

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I expect this activity to...

- | | |
|---|---|
| ☐ Demonstrate a direct relationship with the classroom/school | ☐ Embed learning into classroom practice over a period of time |
| ☐ Involve observation and feedback | ☐ Include peer support |
| ☐ Enable me to identify the focus of development | ☐ Enable my and/or my colleagues to be reflective |
| ☐ Use external expertise linked to school-based activity | ☐ Offer opportunities for independent self-study |
| ☐ Offer an opportunity to work with colleagues, and share professional dialogue and practice | ☐ Offer opportunities to receive regular, structured feedback |

Requested by : _____ Date: _____
(Name & signature)

Supported by : _____ Date: _____
(Line Manager) (Name & signature)

Approved by budget holder : _____ Date: _____
(If not the same as line manager) (Name & signature)

Approved by : _____ Date: _____
(Head of School or HR/CPD Leader) (Name & signature)

- You will be notified when your request has been approved. You will then be able to register yourself for the course/training.
- Please speak to your Head of School if after booking, you are unavailable to attend. If a staff member fails to attend training, without approval from their line manager, they will have to cover the full cost of the course fees.
- Please note that as we all cherish the time spent by a teacher in front of his/her class, where a teacher has already been absent from his/her class for three weeks within a school year, the Head will discuss the implications of this when considering approval.

Important Note:

1. Per diem allowance is computed from date of departure to date of return and will only be paid **after** the travel.
2. Claims for overseas travel have to be submitted within **3 months from return date**, accompanied by:
 - a) Attach a photocopy of this approved PD form
 - b) Original receipts and supporting documents
 - c) Air ticket to support travel dates for per diem allowance
3. **In the event that actual amount incurred is more than approved amount per Travel Request Form, re-approval on Staff Claim Form is required.**
4. Accommodation and Subsistence allowance limit:

a. Hotel Accommodation and Per Diem Allowances

- Please [click here](#) to get an overview of the hotel accommodation rates and per diem allowances.

b. Travel Insurance

- Do you require travel insurance coverage for your trip: YES / NO
(*applicable for staff travelling outside of Singapore*)