

<b>Form for an employee to submit a request in relation to study or training</b>		
<b>Name of employee</b>		
<b>Job Title</b>		
<b>Start date with Badger</b>		
<b>Date form submitted</b>		
<b>I wish to submit a request in relation to study or training as detailed below.</b>	<b>This is an application under s.63D of the Employment Rights Act 1996.</b> Yes / No (delete as appropriate)	
<b>Previous applications in relation to study or training</b>		
I have/have not (delete as applicable) submitted a previous request in relation to study or training. (If you have, please answer the next question.)		
My last request in relation to study or training was submitted on _____ and was made:		
On Badger's form	By letter	By email
<b>Application for time off for study or training</b>		
If your request is for time off to study or train, specify the type of study or training for which time off is requested - please provide details of the course of study or training for which you wish time off work, e.g. name of course, subject matter:		

**Other requests in relation to study or training**

If your request is for something other than time off for study or train, specify the nature of the request. This could include, but is not limited to, a request for the organisation to provide training in relation to particular work or to introduce a new training programme; allow you to work part time while you are undertaking external study or training; or get help with training in another ways, for example, paying for fees or other expenses during your course:

What are the main subjects that you will study?

Will the course of study or training lead to the award of an accredited qualification?

Yes

No

If so, please state the qualification that you will obtain:

Please explain how you think the proposed study or training would improve your effectiveness in the organisation and the performance of the business:

Please name the organisation or individual that you intend to be the provider of the training:

Will the study/training be supervised?

Yes

No

If the study/training is supervised, who will be the supervisor?			
Where do you propose to undertake the requested study/training?			
At Work	At Home	At an External Location (Please state where)	
When do you propose to undertake the requested study/training?			
<b>Costs: (Please give a breakdown of costs)</b>		<b>Course Fees:</b> <b>Examination fees:</b> <b>Registration fees:</b> <b>Travel Expenses:</b> <b>Other Expenses:</b>  <b>Total:</b>	
<p><b>Note</b> It will help us to deal with your application if you provide as much information as you can about the study or training that you wish to undertake. If, on receipt of this form, your manager thinks that further detail is required before your request can be properly considered, he/she will contact you.</p> <p>Please note that if you do not complete every section of this form fully, your request for time off work for study/training will not be legally valid and the organisation will not be under a duty to consider it. If this should occur, we will notify you accordingly and identify the information that is missing from your request, inviting you to resubmit it with the required information included.</p>			
<b>Signed</b>			
<b>Date</b>			
Once you have completed the form, please send it to your line manager or the Head of HR who will consider such requests. Once you have submitted a fully completed form, your manager will contact you to arrange a meeting within 28 days (or sooner) to discuss your request.			
<b>Approval:</b>	Wholly Approved	Part approved (state sum)	Not approved
Signature of Approving Manager		Date:	