



General Employee Career Development Fund

This form is to be submitted by email to cdf@nd.edu.au

1. School/Office Details	
School/Office	
Line Manager's Name	
Head of School/Office	

2. Career Development Program Details *attach all relevant documentation			
Full Name		Level	
Position		FTE	
Program / Course / Activity			
Provider			
Start Date		End Date	
Career Development Justification (relevance to future role/s)			
Funding Estimate	Registration/Course Fee: \$ _____ Travel: \$ _____ Accommodation: \$ _____ TOTAL: \$ _____		
Career Development Fund Amount Requested	\$ _____	Individual Contribution Required	\$ _____
Signature		Date	

3. Endorsement by Line Manager			
	Supporting documentation provided (e.g course outline/details)		Relevant to career development/progression
	Activity/course cannot be undertaken via LinkedIn Learning or current UNDA offerings		Performance review undertaken in last 12months
	Eligible General Employee Member (Line Manager and Employee are aware of CDF Policy "3.1 Eligibility")		
Comment:			
Signature		Date	



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4. Endorsement by Head of School/Office

Comment:

Signature		Date	

5. Approval by the Chair of the Committee

Comment:

Signature		Date	