

**Extended Study Leave Application
(Courses £1800 or more, or longer than 1 year in duration)**

Complete study leave application form including Line Manager and Service Director's signature. If the course is being offered by a regional university, applicant must complete the appropriate University application form too.

Submit all application forms to Workforce Development & Learning for processing.

Applicant is then invited along to be interviewed by a panel.

Applicant is notified whether course is approved or not approved. Successful applicant will be sent a letter of confirmation together with a learning contract that must be signed & returned. If the course is with cost, payment details will be included in the letter.

Applicant attends course if approved. Post development review form is completed and returned to Workforce Development and Learning.