



**Appendix 1: Form TR1**  
**Cover / CPD request form**

Step 1- If CPD request - Check with Usama Malik that the CPD is appropriate/funding available.

Check with the Academic Manager that there is availability for you to take leave/undertake the CPD, **do not book any CPD / confirm any activity that requires cover without first confirming** this:

- This must be undertaken no later than 10 working days in advance of the date required.
- If there are any other members of staff already out of the Academy the request will be declined in order to ensure an appropriate level of staffing within the Academy.

Step 2 Complete section 1 – Personal Details

Step 3 Complete section 2 - CPD request **or** section 3 - Request for absence

Step 4 Complete section 4 – Cover requirements

Step 5 Submit to the Academic Manager 10 days in advance with any accompanying paperwork i.e. CPD information

**Section 1 – Personal details**

Name \_\_\_\_\_ Type of request **CPD** or **Absence** (Please circle)  
Date of application / request \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Usama Malik CPD approval \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Academic Manager approval / Diary checked for availability \_\_\_\_/\_\_\_\_/\_\_\_\_

**Section 2 – CPD Course Details**

Course/conference title \_\_\_\_\_  
Day(s) & date(s) of course/conference \_\_\_\_\_  
Start time \_\_\_\_:\_\_\_\_ finish time \_\_\_\_:\_\_\_\_ Expected travel cost \_\_\_\_\_  
Venue \_\_\_\_\_ Cost of course \_\_\_\_\_  
**Approved by line manager** \_\_\_\_\_ **CPD approved** \_\_\_\_\_

**THE COURSE APPLICATION FORM MUST BE ATTACHED OR THIS REQUEST CANNOT BE PROCESSED**

**Course to be funded by? (please give details)** \_\_\_\_\_

**Can supply costs be claimed? Yes/ No (please give details)** \_\_\_\_\_

Please give details of the relevance of the course to your performance management objectives or school/department development plan

\_\_\_\_\_  
\_\_\_\_\_

**Section 3 – Request for absence — not CPD or Special Leave of Absence**

Date of absence \_\_\_\_\_

Reason for request \_\_\_\_\_

Start time \_\_\_\_:\_\_\_\_ finish time \_\_\_\_:\_\_\_\_

**Approved / Rejected by Academic Manager** \_\_\_\_\_ Date \_\_\_\_\_

Reason for rejection \_\_\_\_\_

**Approved / Rejected by Head of Centre** \_\_\_\_\_ Date \_\_\_\_\_

**Section 4 – cover requirements**

Is cover required? Yes/No (delete as applicable)

	Registration	Period 1	Break Duty 1	Period 2	Break Duty 2	Period 3	Lunch Duty 1	Period 4	Lunch Duty 2	Period 5	After school duty / club
Date											
Day											
Date											
Day											
Date											
Day											

**SECTIONS ONE TO FOUR MUST BE COMPLETED IN FULL PRIOR TO THE FINANCE DEPARTMENT RAISING AN ORDER.**

**COURSES MUST NOT BE BOOKED BY THE COURSE APPLICANT.**

**THE FINANCE DEPARTMENT WILL BOOK THE COURSE.**

**For office use only**

Authorised/Declined (initials) \_\_\_\_\_ date \_\_\_\_/\_\_\_\_/\_\_\_\_ entered on system by \_\_\_\_\_ date \_\_\_\_/\_\_\_\_/\_\_\_\_

Finance Department:

Order number \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed \_\_\_\_\_