|  |  |  |
| --- | --- | --- |
| **Date of application** | | 20/10/2017 |
| **Manager completing (Grade 6-9)** | |  |
| **Contact email address** | |  |
| **Details of attendee** | | |
| **Name** | |  |
| **Role** | |  |
| **Grade** | |  |
| **Details of training** | | |
| **Name of course** | |  |
| **Dates incl. hours or days** | |  |
| **Course provider** | |  |
| **Course cost** | |  |
| **Accommodation cost** | |  |
| **Additional expenses** | |  |
| **Total course cost** | |  |
| **Training needs analysis** | | |
| **Primary training need** | Choose an item. | |
| **Summary of the training need & expected learning outcomes agreed in the P&DR** | | |
|  | | |
| **Email application to** | [estatesafety@manchester.ac.uk](mailto:estatesafety@manchester.ac.uk) with course URL links | |
| **Application assessment (Directors office use only)** | | |
| **Role level – of applicant** | Choose an item. | |
| **Risk level – to life/ E&F** | Choose an item. | |
| **Training need assessed** | Choose an item. | |
| **Assessment outcome Priority is given to statutory training** | Choose an item. | |
| **Assessed by** |  | |
| **Date assessed** | 03/10/2017 | |