|  |  |
| --- | --- |
| **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 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 |