

# Application to opt-out of T&L group work to enable accredited external Professional Development



**Applicants, please follow this procedure:**

1. Complete a standard 'External CPD event application' for your chosen CPD.
2. Complete this form, where you feel that:
  - a. Completing the CPD will have a significant impact on your quality of teaching, and therefore outcomes for students (evidenced on the 'External CPD event application').
  - b. The CPD meets the criteria specified below.
  - c. The time commitment, outside of lesson time, is significant and warrants re-allocation of directed time.
3. Submit both application form to CPD coordinator, having first obtained your line manager's approval.

Eligibility criteria (tick all that apply)	
Will result in an accredited qualification	<input type="checkbox"/>
Will significantly develop your classroom practice	<input type="checkbox"/>
Will significantly develop you as a Leader	<input type="checkbox"/>
Will result in you delivering on a whole-school improvement priority	<input type="checkbox"/>
Involves significant time commitment out of normal teaching hours	<input type="checkbox"/>

Summarise here why you are applying for this opt-out and what we will notice as a school as a result of you completing accredited external Professional Development

Modified / alternative / additional T&L PM objective (to be completed by / with your line manager)				
Objective	JD or standard	Timescale	Success criteria	Monitoring and evidence

Approval steps (sign and initial, circle decision, date)		
Line manager:	Approved / Not Approved	Date:
CPD coordinator:	Approved / Not Approved	Date:
Head of school:	Approved / Not Approved	Date: