

External CPD event application

Applicants, please follow this procedure:

1. Complete this form in full, including obtaining your line manager's approval.
2. Attach details / booking form from the provider.
3. Submit to CPD Coordinator at least 14 days before activity.
4. Retain a copy of your action plan to aid your evaluation following the event.

NAME OF APPLICANT

TITLE OF COURSE

DATE/S

VENUE

DURATION

Dietary Reqs?

DUTY DAY?


YES/NO

Swapped with?

Pre-attendance action plan*:

Complete a brief action plan on how the event will be used. Common forms of impact and evidence are listed on the back and use of their codes is welcomed.

Impact on	What will the impact be?	Achieved how?	Timescale
1. Yourself			
2. Students			
3. Colleagues /school			

 I understand that on my return, I will have to evaluate the above action plan via an e-survey. **Failure to do so will result in my department being charged for this CPD.**

Course fees, transport and accommodation costs:

Course fee	Petrol	Train	Other
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Train tickets will be booked by Finance Office. Save NDHS money by giving good notice.

Cover required (provide class IDs):

REG P1 P2 P3 P4 P5

Confirmations and approvals:

Please sign here to confirm that you have read the conditions*:

Head of Department / Line Manager

Signed:

Date:

Approval CPD Co-ordinator

Authorised:

Date:

Common impacts (with shorthand codes):

(a) Impact on self:

Improved teacher enthusiasm / self-confidence in classroom practice	SELF1
Improved knowledge / skills in leadership	SELF2
Improved pedagogical knowledge / skills	SELF3
Improved subject knowledge / skills	SELF4
No expected impact on self	N/A

(b) Impact on students:

Improved attainment	STU1
Improved progress	STU2
Improved confidence / motivation / engagement	STU3
Improved behaviour / safe working	STU4
Improved attainment	STU1
No expected impact on students	N/A

(c) Impact on colleagues and the whole school:

Improved quality of teaching	WS1
Raised awareness in colleagues	WS2
New teaching resources shared	WS3
Contribution to department or school development plans	WS4
Shaping strategy / future aims	WS5
No expected impact on colleagues / whole school	N/A

Common evidence (achieved how?)

- Keeping a personal reflection diary
- Feedback from an observation (peer or formal)
- Action plans as part of T&L CPD group
- Conducting student voice interviews
- Conducting student voice survey
- Student achievement data
- Third party resources added to SOW
- Bespoke resources created and added to SOW
- Raising awareness via 1-2-1 meeting with line manager
- Raising awareness via department meeting agenda item
- Raising awareness via whole-staff meeting agenda item
- Offering to lead a CPD twilight
- Modification / contributions to a development plan
- Adding items to next's year Key Notre Dame Aims