

# Training or Development Activity Nomination

- Please read instructions on page 1 before commencing the form.
- All relevant details must be completed or the form is not considered valid.

## Part A - Course details

Course name		State	Location
Course date(s)	If this nomination is unsuccessful, would you like to be considered for attendance on the next available course? <i>(This may not always be possible.)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you wish to undertake this training by distance or flexible learning? <i>(Selected courses only.)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	

## Part B - Nominee's particulars

Employee ID	Family name	Given name(s)	Preferred name	Rank or title	Gender
Service number or APS classification	Email address			Preferred contact phone number	
Facsimile number	Position number <i>(For ROMAN, financial management and procurement training courses.)</i>		Group		
Division, organisation or unit		Branch	Section		
Internal address	Work address	Suburb	State	Postcode	
Please indicate any special needs.					
Access <input type="checkbox"/>	Seating <input type="checkbox"/>	Hearing <input type="checkbox"/>	Vision <input type="checkbox"/>	Other <input type="checkbox"/>	<i>Please specify</i>

I understand and agree that training records associated with this form may be accessed by the relevant Defence training organisation for nomination, statistical, audit and evaluation purposes.

Nominee's signature	Date
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## Part C - Supervisor support

Reasons for nominating		
Critical skill need for current job <input type="checkbox"/>	Will assist with some aspects of current job <input type="checkbox"/>	Development for future positions or roles <input type="checkbox"/>
What changes and/or outcomes do you expect to see as a result of the nominee attending this training?		
This training need has been identified on the nominee's performance agreement, eg Plan on a Page. Yes <input type="checkbox"/> No <input type="checkbox"/>		I support this nomination. Yes <input type="checkbox"/> No <input type="checkbox"/>
Supervisor's signature	Printed name	Rank or title
Telephone number	Email address	Date

## Part D - Procurement approval

*Procurement Approver authorisation is only required if training is not covered under an existing Defence contract, ie the nominee's work area accepts responsibility for ensuring that the training sourced represents value for money.*

Course provider	Telephone number
Authorisation of the method of procurement.	
Procurement Approver signature	Appointment
	Date

## Part E - Financial approval

*Proposal and Contract Approver authorisation are required on completion of Part D, or when the nominee's work area is funding their place on a training course available under a Defence contract, ie user pays, eg DAT.*

Course cost	Account code	Work breakdown structure or internal order code	Cost centre code
Authorised to approve a proposal to spend public moneys.			
Proposal Approver signature	Printed name	Appointment	Employee ID
			Date
Authorised to enter the Commonwealth into a liability.			
Contract Approver signature	Printed name	Appointment	Date

## Part F - Staff Development Officer, Training Liaison Officer or Approving Authority endorsement

Signature	Printed name	Rank or title	Telephone number
Email address			Date

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## Nomination procedures

### Part A and Part B

These two parts are to be completed by the nominee.

### Part C

This part is to be completed by the nominee's supervisor. The supervisor should ensure that the training activity meets an identified development need and that the nominee meets all prerequisites where applicable. It is also the supervisor's responsibility to ensure that Part A and Part B are completed fully by the nominee.

If the training has not been identified on the nominee's performance agreement, the supervisor should consider whether the course will contribute to the Key Expected Results (KERs) identified for the nominee.

The supervisor may be surveyed after the training module. This will enable the training provider to assess whether the training has met their needs, ie whether or not they have seen the changes they had hoped for in the nominee's performance.

### Part D

Part D only needs to be completed when the training has been organised by the participant's work area rather than through a contract or standing offer managed by a Defence training organisation. The participant's work area has identified the training provider to be employed, and therefore the procurement delegate from that area is responsible for ensuring that the training that has been sourced represents value for money.

### Part E

Part E must be completed in all cases where a participant's work area provides the funding for their participation in the training activity. This is required both in situations where training is sourced through a pre-existing contract or standing offer, and where the training has been organised by the participant's work area.

Part E need not be completed in cases where the cost of the course is met by the training organisation.

### Part F

This part is to be completed by a Staff Development Officer (SDO) or equivalent. They should ensure that all necessary parts of the form are completed. In most instances, they are responsible for forwarding the nomination form to the relevant training organisation.

Some areas have a requirement that nominations must be approved by someone at a particular level, eg Branch Head, or in a specific position, eg HR Manager. In these cases, this person would indicate their endorsement of the nomination by completing this part.

## Notes

### Acceptance

Lodging a nomination does not automatically guarantee acceptance onto the activity. Participants should not assume they will be able to attend the activity until they have been formally notified.

### Responsibilities

Arranging attendance at an external training activity, including funding and payment, is the responsibility of the nominee's work area.

### Withdrawal

Once the nominee has been formally accepted for a training activity, he or she must attend unless prevented by compelling circumstance. In the event of a withdrawal, the nominee or supervisor should immediately notify the relevant training provider and the relevant SDO or equivalent to allow alternative arrangements to be made.