



**University
of Victoria**

**CUPE LOCAL 951
CAREER DEVELOPMENT
FUND
APPLICATION FOR
FUNDING
As per Article 26.08**

NOTE: *This application must be submitted prior to starting a course, exam, workshop or seminar. Please send the completed application to hrassistant@uvic.ca*

TO: Career Development Committee
c/o Human Resources

DATE: _____

NAME: _____

POSITION: _____
continuing positions only as per Article 1.02

EMPLOYEE # _____

DEPT. _____

PHONE: _____

COURSE, WORKSHOP OR SEMINAR INFORMATION:

Name (e.g. course) _____ **Credits** _____

Start Date _____ **End Date** _____

Institution _____

Course Fees

(a) tuition fees, courses, exams, workshops or seminars	\$ _____
(b) expenses such as books, course materials, software materials, and associated fees, etc.	\$ _____
(c) membership fees in learned societies and professional organizations;	\$ _____
(d) equipment such as computer equipment including laptops, tablets, smartphones and audio-visual equipment;	\$ _____
(e) learning supports for those employees with disabilities;	\$ _____
(f) travel to attend training including accommodation expenses.	\$ _____
TOTAL	\$ _____

If course is scheduled during working hours, please ask your Department Head to sign below to indicate that leave from the workplace has been granted. See Articles 26.06 and 26.07 of the Collective Agreement.

Department Head

CAREER DEVELOPMENT: *The Career Development Fund was established to provide regular employees with opportunities for career development within the University's work force that are not directly related to their employment in their existing department. For more information, please refer to Article 26.08 of the CUPE 951 Collective Agreement.*

Please give a brief description of the course, seminar or workshop:

Briefly describe your career or personal development goals:

When and where applicable: Please describe why learning supports are required.

When and where applicable: Please describe what computer equipment is needed and why it is needed.

When and where applicable: Please describe why travel is required. Is there similar training and development offered locally?