Application for Professional

Development Funds

*Please complete the following form online and submit, with supporting documents, directly to the Chair*. kassonbratton@nanjing-school.com

**Instructions:**

1. To support your application please attach all relevant information and documents, preferably as electronic attachments.
2. Save this form immediately on your computer with your **NAME\_DATE** in the title. This is the filename that will be used for your application and correspondence.
3. Please enter your information directly on the form.
4. Only completed applications can be considered by the PD Committee.
5. Incomplete applications will be returned to the applicant.
6. Resubmitting applications may mean the deadline for applications and/or event registration may be missed. Applications must be submitted ***8 weeks prior to the close of registration*** and the PD Committee takes no responsibility for missed deadlines. The committee meets bi-weekly to consider applications.

**Event Information**

Staff Name: Enter Name

PD Application Date:    Enter Date

PD Event Name: Enter name

PD Event Location: Enter location

PD Event Dates:    Enter Date

Registration Deadline: Enter Date  “Early Bird” Registration Deadline (if applicable): Enter Date

**Estimated Costs** (in RMB).

Travel (estimated): Cost RMB

Registration (attach registration information): Cost RMB

Accommodation costs (refer to *Accommodation Guidelines for PD*): Cost RMB

***Other Costs***

* Local transport (taxis etc): Cost RMB
* PD Excursions/Site Visits etc: Cost RMB
* Per Diem (@ Rmb 160 per full day): Cost RMB
* Others Costs (please detail): Cost RMB
* **TOTAL Estimated Cost :** Cost RMB

*NB: Hotel room Internet costs will not be paid by NIS. Applicants should make enquiries about free wireless or other connections before departure*

**Time**

Time needed away from school:   2 days. **From**  enter date  until  enter date

*\*\* Please complete a Leave Application Form and attach to this document\*\**

**Previous Access to PD**

Have you accessed Professional Development funds in the previous two academic years (include IB PD, Support for Further Studies, Conferences etc.):

**Feedback to NIS**

PD is financed from shared funds and often taken ‘on behalf’ of colleagues.

As such, all PD applications must detail a feedback/training process for colleagues.

Please detail your planned process of sharing knowledge and skills - you will need to consult with the relevant Head of Section to establish dates and venues

Planned Date(s) for PD Feedback:

Target Audience(s) for PD Feedback:

**PD Rationale**

Please provide detailed reasoning for your application: include (where relevant) information about the use you hope to make of the skills and knowledge you may gain, how this PD relates to the strategic focus or goals of both NIS and your programme and/or subject area, how this PD may relate to your current professional growth, how this relates to previous PD undertaken and what other action you have taken to address your PD needs etc. (continue on the next pages if needed):

**Funding for teachers in final year of contract**

NIS will only fund teachers to attend PD who will be resigning their contracts and returning to NIS for the following school year. For those teachers who are undecided, they either do not attend any PD, or give the school the right to deduct the full costs of the PD from their December salary should they decide to leave NIS.

**PD APPLICATION CHECKLIST – Please Complete before Submitting Your Application**

| **X** | **Check list** |
| --- | --- |
|  | Event Information Entered & Attached |
|  | All Costs Entered & Information Attached |
|  | TOTAL Costs Estimated |
|  | Time Away from NIS Information Entered |
|  | Leave Form Completed & Attached |
|  | Previous Access to PD Information Entered |
|  | Feedback Plan Entered |
|  | Detailed PD Rationale -including information detailed in the instructions - Entered |
|  | Program Coordinator Consulted |
|  | Program Coordinator has confirmed Confidential Support Document sent to PD Committee |
|  | For teachers in the last year of their contract: costs will be deducted from December salary should he/she not sign a new contract for 2018-19. |

Head of Section Response to Professional Development application

Confidential

Application for Professional Development funding

Date: Day / Month / Year Applicant: Name

Head of Section: Name

Course Title: Name

Comments: I Support / don’t support this application, based on the following:

1. Opportunities taken by this applicant to enhance their own professional practice within the school: Describe

2. Contribution by the applicant to the professional life of the school in the recent past:

 Describe

3. Relevance for this particular course to further student achievement:

Describe

Additional comments:

Describe