

## Career Catalyst

- The fund supports development opportunities in addition to programs already offered by the University through the Professional Learning Calendar, and other University work units.
- The fund supports professional development activities, identified through the annual performance management and career development process, which align with University goals and priorities and will be of mutual benefit to the staff member and the University.

## Instructions

- Complete this form in consultation with your supervisor.
- Email this form along with the following documents to [orgdevelopment@scu.edu.au](mailto:orgdevelopment@scu.edu.au) by the nominated closing date.
  - Most recent Performance Review (or summary of conversation with your manager)
  - Course outline

## Applicant's details

Applicant's name:

Work unit:

Position:

Campus location:

*Please note that this fund is available to professional staff members only.*

## Development Opportunity

Name of activity/program:

How will this activity/program be delivered?                      Online    Face to face

What is the duration of this activity/program?

Please list the assistance being requested:

| Assistance   | Cost    |
|--|---------|
| <i>Eg Enrolment in Project Management Fundamentals</i> | \$2,500 |
|  |         |
|  |         |
|  |         |

Why have you chosen this course for your professional development?

What skills or knowledge do you hope to gain from this course that you believe will contribute significantly to your current role or future aspirations?

Supervisor Comments

Supervisor name:

Position:

Please provide feedback on this application.

Do you support this application? Yes No

Do you and the applicant agree to incorporate the time it will take the applicant to complete course work into normal working hours, adjusting or covering role requirements during this time?

Yes No

*Comments (if applicable)*

Supervisor's signature:

Date:

Applicant's signature:

Date:

Once completed, please email this form along with your most recent Performance Review (or summary of conversation with your manager) and the Course Outline to [orgdevelopment@scu.edu.au](mailto:orgdevelopment@scu.edu.au).