

Completed Learning Form

This form is to record any learning not booked through the Employee Development Team bulletin.

Section 1.

Employee Nos.

Employee Name.

Please tick type of learning:

Seminar		Briefing Session	
Conference		Induction	
e-learning		On the Job training	
Shadowing		Coaching	
Mentoring		APDS	
Course		IT Training	

Learning Start date

Learning End date

Learning Title/Notes

Section 2 - Additional Information (optional):

Duration (days/hrs)

Costs

Venue

Ledger Code

Purchase Order No

Counts for CPD

Manager's Name: _____

Signature: _____

Date: _____

ResourceLink Update - (please pass to Service Contact for updating on ResourceLink)

Completed by: _____

Date: _____

Employee Request for Training – Equality Legislation Form

This form is to enable Falkirk Council to comply with Equality Legislation monitoring, the details below must be recorded in Resourcelink.

Employee's wishing to apply for any training should complete this form with their manager.

Employee to complete

Employee No.

Employee Name

Date of Application

Course Title

Line manager to complete

Has employee requested this training? (Only process this form if ticked)

Application Accepted Application Rejected

*If application accepted , please follow normal booking procedure

Reason for Rejection

No Budget

Course not applicable to current post

Sponsored on more suitable course

Manager Name: _____

Signature: _____ Date: _____

ResourceLink Update - (please pass to Service Contact for updating on ResourceLink)

Completed by: _____ Date: _____