**SCOPE**

This Human Resources form relates to the application to attend Venue Management School.

**Application to Attend Venue Management School (1 week residential program x 2 years)**

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| **Name:** | **Position Title:** |
| **Start Date with VenuesLive:** | **Phone:** |

***NOTE: It is a condition of approval to attend Venue Management School that VenuesLive students***

***must complete the Diploma of Venue Management offered in conjunction with School attendance.***

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| **How does attendance at Venue Management School link to your performance planning / professional development plan?** |
| **How does attendance at Venue Management School link to the plans of your department?** |
| **What future contribution can you expect to be able to make to VenuesLive as a result of attending Venue Management School?** |
| **Any other comment you wish to make in support of your application:** |
| **Details of the activity applied for:****Time away from office (Days/Hours): 1 working week****Estimated Costs 2019:** * **Registration / Course Fee $4750.00**
* **Airfares $300.00**
* **Other costs $100.00**

**Total $5150.00** |
| **Manager’s Support:****Comment:****Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Review Panel:****Department General Manager of all nominees****General Manager, Human Resources****General Manager, Organisational Development****Comments:** **OUTCOME:****Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Upon completion of this approved activity, you will be expected to:**** Complete the Diploma of Venue Management** **Make a Presentation to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Approved – Chief Executive Officer / Managing Director / Chief Operating Officer:****Comment:****Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **HR – record attendance and follow up certification post course:****Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Please note: Your completed application must be sent to Organisational Development.**