

Professional Development Device Request Form

Indigenous Development & Employment Program

Instructions for Participant: Please complete this form to request approval to use Professional Development (PD) Allowance for a device.

** The approving authority for this request is NIAA & all steps must be completed prior to submission **

Instructions for Mentors: Guide your mentee through each step, ensure each step is completed prior to submitting through to idep@jyaustralia.com.au

Section A: Participant Information	
Name:	Date:
Cohort:	Department Name:
Section B: Professional Development Device Request Plan Details	
Type of device:	Cost:
Quote/Invoice attached: Yes (Mandatory)	
<i>*Please ensure a quote/invoice or screen shot of pricing, is attached for payment.(JB Hi-Fi is a preferred vendor)</i>	
Step 1: Details of the request (supporting documents can be added as an attachment)	
Please describe the challenge/s that you are facing with studying, add how the device can improve this:	
Do you currently have the means to study and own a device? Yes / No	
Explain what efficiencies a new device will provide & what is <u>specific</u> about this device that will assist you:	
To apply for a device, you must be:	
- Enrolled or enrolling into a course (Diploma/Course/University or equivalent)	
Please describe how the course benefit you within the workplace and how it aligns with your IDEP PD plan:	

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Step 2: Engage with local IT Department

Do you have a device that your department has loaned you? Yes / No

If yes, are you able to use your work device to access & conduct your studies? Yes / No

If you cannot access the required websites, please email and ask your IT Department to have these sites unblocked. (Attach response - mandatory)

Other comments:

Step 3: Reminder*Participant to complete, attach any email correspondence. (Mandatory)

Step 4: Mentor Endorsement (Completed by Mentor)

Mentor name: Endorsed: Yes / No

Comments (required):

Mentor signature:

Date:

Section C: Completed by JY Australia IP Team & NIAA

Step 5: Admin check | JY Australia IP Team

Funds available: Yes / No

Correct documentation provided: Yes / No

Step 6: Outcome from: JY Australia / NIAA

Approved

Not Approved

Name:

Date:

Signature:

If request is not approved, provide reasons for request not being approved:

Step 7: Participant & Mentor informed of outcome | JY Australia IP CDO | GM | ADMINMAN

Emailed on (date):