

**Instructions:** Please complete this form to request approval for professional development activities. Please attach a description of the training/professional development to request form and forward to your Mentor for endorsement. When the form is complete, and all signatures have been obtained, the JY Australia Indigenous Programs team will authorise funding for professional development activity. **Incomplete forms will not be accepted and will be returned to the participant for completion.**

SECTION A: PARTICIPANT INFORMATION			
Participant Name:		Date:	
Cohort:			
Mentor Name:			
SECTION B: PROFESSIONAL DEVELOPMENT PLAN DETAILS			
Name of Course/Workshop/Conference:		Location:	
Date of Attendance:		Cost:	
Quote/Invoice Attached: (Mandatory)			
Please provide details describing the objectives, topics, and content that will be covered during this activity:			
Explain briefly what you intend to learn or gain (personally and/or professionally) from attending this activity.			
How does this training/development relate to your job role?			
Participant Signature:		Date:	
SECTION C: MENTOR ENDORSEMENT			
Endorsed: Yes / No			
If not endorsed, provide explanation:			
Mentor Signature:		Date:	
SECTION D: APPROVAL			
Approved: Yes / No			
If not approved, provide explanation:			
JY Australia Indigenous Programs Signature:		Date:	