



2016/17 MANAGEMENT PROFESSIONAL DEVELOPMENT FUND REQUEST

Human Resources

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

Instructions: 1) Save this PDF to your desktop, 2) Open with Adobe Reader or Adobe Acrobat, 3) Complete all required fields, 4) Save, 5) Close PDF then re-open to ensure the content you filled in has saved, 6) Print, sign and submit.

The Management Professional Development fund exists to provide management and excluded staff with financial support to participate in activities that enhance and develop their leadership and managerial skills and/or to maintain professional currency. This is aimed at either enhancing an individual's current level of performance or to prepare them for career progression.

ELIGIBILITY

Applications will be accepted from any regular, full or part time management or excluded employee who has successfully completed his or her probationary period with BCIT.

COSTS COVERED

Applications will be considered for professional development activities that cost, in total, more than \$1,000 per person including tuition costs, registration fees, books, and/or travel.

For funding requests \$10,000 and above, the applicant is expected to continue employment at the Institute for a minimum of three years upon completion of the funded activity. In accepting the funding, the Employee shall be deemed to accept the obligation to undertake a subsequent period of employment for a minimum of three years or reimburse the employer on a pro-rata basis.

APPROVAL CRITERIA

The following criteria will be used as a guide in the review of applications received:

- relevance of the program or activity to the existing and/or potential future role of the applicant
- congruence of the program or activity with the strategic needs and/or goals of the department, school, or the Institute
- academic and/or professional integrity of the presenting institution, association, or organization
- benefits that extend beyond the individual applicant and provide value to a larger group within BCIT or to the Institute as a whole
- equity in the frequency of applications from the same individual or department

PROCESS

Forward the completed application to Ingrid Friesen for approval by Ana Lopez, VP, HR & People Development. Please be aware that BCIT's regular travel **policy** and **procedures** apply to all PD related travel. This includes obtaining **approval to travel** before making travel arrangements.

Further questions? Please contact Jennifer Walker, Director Human Resources.



PROFESSIONAL DEVELOPMENT FUND (EXEMPT) FUNDING APPLICATION

Human Resources

3700 Willingdon Avenue, Burnaby, BC, Canada V5G 3H2

APPLICANT

Name	Employee ID
Division	Main Campus

EVENT / PROJECT / COURSE

Provide some brief information on the proposed PD activity. Attach documentation where feasible.

Title	
Location	Country
Start Date	End Date

COSTS

Provide approximate costs. Convert foreign currencies into Canadian dollars.

Fees	Accommodation
Travel	Food/Per Diems
Other	Replacement
Total Cost	Contribution from Other Funding Sources (department / self / third-party)
	PD Fund Request

FUNDING

Activities under \$1000 are not eligible for PD funding.

- ☐ **TIER 1** (up to \$4,000 per year; authorized by divisional VP and VP HR)
- ☐ **TIER 2** (up to \$8,000 per year; authorized by PD committee)
- ☐ **TIER 3** (in excess of \$8,000 or multi-year; authorized by PD committee and Senior Leadership Team)

LEAVE / REPLACEMENT

For release costs (Block C) use \$500/workday or obtain detailed information from HR.

- ☐ **NONE** (PD activity does not require any time release or replacement)
- ☐ **SHORT-TERM** (PD activity requires time release up to two weeks but no replacement)
- ☐ **LONG-TERM** (in excess of two weeks, replacement needed; provide details on a separate sheet)

OUTCOMES

Describe how this activity supports your personal development plans, and how it will benefit your division, school, or BCIT as a whole. Attach additional pages if necessary.

If applicable, how will you share the outcomes with the BCIT community?

SIGNATURES

Applicant	Date
Supervisor	Date
Vice-President	Date
Vice-President, Human Resources	Date