



**DUBAI
BRITISH
SCHOOL**
EMIRATES HILLS

Profession Development Request Form

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Head of Primary & Secondary	
Date of review	August 2023
Date of next review	August 2024



Profession Development Request Form

To be submitted to the CPD Leader

Staff Name			
Year Group/Faculty			
Subject		Date Submitted	
Course/ PD Description			
Location			
Rationale for Request (link to Development Plan)			
Course / PD Cost		Total No. of School Days	
Start Day & Date		End Day & Date	
Travel / Hotel (please circle)	Car	Taxi	Plane (For flights and hotels, please attach print outs)
Meals and Incidentals (AED 150 per day), alcohol not included			
Other Costs (eg visas, insurance etc)			
Cover required? (AED 500/day)			
TOTAL COST (including cover)			
Will you be accompanied by anyone ? Are you prepared to pay any costs ? Employee Signature:			

If an Employee chooses to resign prior to the completion of his/her contract, any expenses incurred by Taaleem for PD will be deducted on a pro-rata basis from the final settlement.

CPD Leader's Comments			
CPD Leader's Signature		Principal's Signature	