

 New Forest DISTRICT COUNCIL		RIGHT TO REQUEST TIME OFF FOR TRAINING FORM	
Name:		Service/ Section:	
Post Title:		Manager:	
Course Title:		Qualification to be achieved:	
I Would like to apply my right to request time off for training, and I confirm: <ul style="list-style-type: none"> • I have worked continuously as an employee of the Council for the last 26 weeks • I have not made any other requests under this right during the past 12 months 			
1) Describe the training you wish to undertake			
Title:			
Description:			
Duration:			
Provider:			
Cost:			
Possible Training Dates:			
2) Impact of the training – please detail how you think this will help you/ your team/ the council to be more productive and effective, and increase business performance:			
3) Accommodating the time off within your team – please detail how the effect on the service and colleague(s) can be dealt with:			

Once complete, keep a copy of this form, send the original to the Human Resources Advisory Team and give a copy to your manager.