

Employee Self Service - Entering a Development request

Before you consider submitting a request for external training, please remember that core training is available through the training and development frameworks on Delta. Please check that the training you wish to apply for is not already available, and if it is, you can apply for a place using Self Service Learning.

If the training is not available on the frameworks, then you will need to apply for funding.

Submitting a request for external training

To submit a request for external training, you first need to return to the HR Self-Service home page, and click on 'KCC Employee Self-Service' > and then 'Development Requests'.



This is the External Learning page, which summarises any external learning you have already requested or attended.

To make a new request, click on 'Add' at the top of the screen

External Learning
To enter a new Development Request, click Add.

[More Information](#)

Employee Name: _____
Employee Number: _____

Email Address: KSSIPDevEmails@kent.gov.uk
Directorate: Strategic and Support

Add

| Select Event Title/Subject | Supplier/Voluntary Organisation | Completion/Request Date | Status |
|---|---------------------------------|-------------------------|----------|
| <input type="radio"/> Managing Bribery Risks | eLearningGateway | 01-Nov-2017 | Attended |
| <input type="radio"/> Managing Difficult Conversations | eLearningGateway | 24-Oct-2016 | Attended |
| <input type="radio"/> 2. Introduction to Information Governance V3 | eLearningGateway | 12-Oct-2016 | Attended |
| <input type="radio"/> 1. Data Protection Awareness | eLearningGateway | 31-Aug-2016 | Attended |
| <input type="radio"/> Asbestos Awareness | eLearningGateway | 13-Apr-2016 | Attended |
| <input type="radio"/> Prevent: Safeguarding people from extremism and terrorism | eLearningGateway | 13-Apr-2016 | Attended |
| <input type="radio"/> Introduction to Emergency Planning | eLearningGateway | 15-Apr-2015 | Attended |
| <input type="radio"/> Introduction to Information Governance | eLearningGateway | 19-Dec-2013 | Attended |

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On the screen you will need to complete the fields to detail the training you wish to apply for funding for.

Please ensure you complete all fields comprehensively, as all the information is needed in order for your application to be considered, and then if agreed will be used to organise the purchasing of your training.

If essential information is missing from your request, then it may be declined.

Create External Learning
Please enter the details of any completed or future external learning. If you do not know your completion date because it is ongoing, please enter it on an annual basis.

[More Information](#) Cancel | Continue

Employee Name: _____
Employee Number: _____

Email Address: KSSIPDevEmails@kent.gov.uk
Directorate: Strategic and Support

* Indicates required field

* Event Title/Apprenticeship Standard: _____
(example: "Manual Handling")

* Completion/Request Date:
(example: 01-Jan-2015) If you know the date that your training is taking place, please enter it here

Duration: _____

* Training Provider/Voluntary Organisation: _____

* Supplier Address: _____
If you are requesting apprenticeship funding please enter L & D here

* Status:

* Learning Type: _____

* Request Type: _____

For development requests you must select either Professional Development or Qualification as the 'Request Type' below, then complete the fields that appear underneath.

Development Request Additional Information
By submitting this request you are agreeing to the terms and conditions set out in the Learning Agreement.
Statutory training is what KCC is legally required to provide as defined by law or where a statutory body has instructed organisations to provide training on the basis of legislation.
Mandatory training is determined essential within KCC to ensure safe and efficient practice and comply with KCC or Directorate policies.

Enter the following information into the appropriate fields:

- Event Title/Apprenticeship standard - the name of the course or event you wish to attend.
- Training Provider / Voluntary Organisation (if known) - enter the name of the body supplying the training.
- Completion / Request Date - the date you are making your request. This defaults to the current date.
- Supplier Address - provide the full address details of the supplier.
- Duration - record the length of the course. The drop down field defines days/weeks etc.

- **Status** - This should be left as 'Request'. You would only use Attended if you are recording an event you have previously completed.
- **Learning Type** - from the drop down list, select the type of activity you want to undertake.
- **Request Type** - from the drop down list, select the relevant request type. Please note for development requests you must select either Professional Development or Qualification as the Request Type.

Please note the Learning Agreement.

This document sets out the agreement between yourself and KCC in the event your request is agreed, including your requirements to repay costs should you leave KCC. You should read this document thoroughly before submitting your request.

Once your request type has been entered, additional fields will appear on screen, which must be completed.

If you select **Professional Development**, the following fields will appear and need to be completed:

| | |
|---|---|
| * Request Type | Professional Development <input type="button" value="v"/> |
| Request Type Description | Professional Development |
| Request Date | 23-FEB-2021 |
| * Supplier Phone Number | <input type="text"/> |
| * Supplier Email | <input type="text"/> |
| * Actual Cost (If approved, you will only receive funding up to this amount) | <input type="text"/> |
| * What is the justification for you to undertake this training? | <input type="text" value=""/> |
| * Please state clear reasons why this is required within your role | <input type="text"/> |
| Additional space for answer above | <input type="text"/> |
| * Confirm your agreement with Learning Agreement conditions from the link below | <input type="button" value="v"/> |

- **Supplier Phone Number** - provide the phone details of the supplier.
- **Supplier email** - provide the email address of the supplier.
- **Actual Cost** - enter as accurately as possible how much the course will cost to fund. Please note, if your request is approved you will only receive funding up to this amount.
- **What is the justification** - select relevant answer from dropdown.
- **Please state clear reasons why this is required within your role** - please provide detail as to why this request is essential for you to fulfil the requirements of your job descriptions safely and effectively.
- **Additional space for answer above** - if you have insufficient room to provide your reason why the training is required, you can continue in this field.

- **Confirm your agreement with Learning Agreement conditions** - in this field select Yes or No to confirm your acceptance of the Learning Agreement. To request funding you must accept the Learning Agreement.

If you select **Qualification**, the following fields will appear and need to be completed:

| | |
|---|---|
| * Request Type | Qualification <input type="checkbox"/> |
| | <small>For this type you must complete the fields that appear below</small> |
| Request Type Description | Qualification |
| Request Date | 23-FEB-2021 |
| * Supplier Phone Number | <input type="text"/> |
| * Supplier Email | <input type="text"/> |
| * Expected Start Date | <input type="text"/> <input type="button" value="Calendar"/> |
| * Confirm the number of years | <input type="text"/> |
| * Budget Costs for this financial year | <input type="text"/> |
| * Breakdown of costs e.g. Exam fees, registration costs each year | <input type="text"/> |
| * Estimated costs for future years | <input type="text"/> |
| * What is the justification for you to undertake this training? | <input type="text"/> <input type="checkbox"/> |
| * Please state clear reasons why this is required within your role | <input type="text"/> |
| Additional space for answer above | <input type="text"/> |
| * Confirm your agreement with Learning Agreement conditions from the link below | <input type="checkbox"/> |

- **Expected Start Date** - enter the date the course would begin. You can use the calendar button to select this.
- **Confirm the number of years** - enter a full number of the length of the course, e.g. 1, 2, 3.
- **Actual Cost** - enter as accurately as possible how much the course will cost to fund in year 1. Please note, if your request is approved you will only receive funding up to this amount.
- **Breakdown of costs e.g. Exams fees, registration costs each year** - in this field provide information breaking down the actual cost figure previously entered, on a per year basis. In other words, how much in each year do you anticipate the course to cost, and what does that cost cover?
- **Estimated costs for future years** - please provide estimated figures for any future years if your request is for more than one year. Detail any differences that occur over the length of the course.
- **Is the training mandatory or statutory to your role** - select relevant answer from dropdown. Funding is only available for essential statutory or mandatory training. Statutory courses are those which must be completed to meet a legal requirement of the role, for example Social Workers must be qualified. Mandatory courses are those which are a requirement of your role, such as how to use a chainsaw for Countryside Rangers.
- **Please state clear reasons why this is required within your role** - please provide detail as to why this request is essential for you to fulfil the requirements of your job descriptions safely and effectively.

- Additional space for answer above - if you have insufficient room to provide your reason why the training is required, you can continue in this field.
- **Confirm your agreement with Learning Agreement conditions** - in this field select Yes or No to confirm your acceptance of the Learning Agreement. To request funding you must accept the Learning Agreement.

Once you have completed the development request form, click **Continue** to proceed.



The next screen summarises your request.

The line manager that your request will be sent to is displayed in the 'Approvers' section at the bottom of the screen. Please ensure this is correct before sending your request.

Should your Line Manager authorise your request, it will then be forwarded to Learning and Development. Please then wait to hear from L&D before progressing your request any further.

If you are happy with all the details displayed, click **Submit**. It is at this point your request is sent to your Line Manager.

After submission you will see confirmation that your request has gone to your Line Manager for consideration.

Clicking **Home** will return you to the HR Self-Service home page, where you will see your request listed in your Self-Service list.

On returning to the Self Service home page you will see your request listed in your work area.