



## LEARNING CONTRACT PROPOSAL

# MINISTRY OF ECONOMY

NAME: \_\_\_\_\_

WORK UNIT / DEPARTMENT / SECTION \_\_\_\_\_

I wish to apply for the following Learning and Development Opportunity because:

On return to duty, I will be able to implement / improve the following aspects of my work:

I declare that my last performance assessment was (insert result), and that I am not currently under any discipline investigation or performance improvement programme.

|                    |                                |
|--------------------|--------------------------------|
|                    |                                |
| Employee Signature | Printed Name, EDP/TPF and Date |

### SUPERVISOR ENDORSEMENT

I agree / disagree that the programme proposed will benefit the team / section / department. I recommend / do not recommend approval of the application.

Supervisor Comments:



|                      |                              |
|----------------------|------------------------------|
|                      |                              |
| Supervisor Signature | Printed Name, Title and Date |

These sections above are to be completed as a response to an Expression of Interest for a Programme.

**MINISTRY RECOMMENDATION**

Endorsed / Not endorsed

Reasons:

|                               |                    |
|-------------------------------|--------------------|
|                               |                    |
| Permanent Secretary Signature | Printed Name, Date |

**MINISTRY OF CIVIL SERVICE FINAL OUTCOME**

Approved / Not approved

Reasons:

|                                     |                    |
|-------------------------------------|--------------------|
|                                     |                    |
| Permanent Secretary (MCS) Signature | Printed Name, Date |

ON COMPLETION OF THE PROGRAM - to be completed within 2 weeks of return to duty

Employee to Complete

|  |                                |
|--|--------------------------------|
| <p>I confirm I learned the following (refer to what was expected and what was learned):</p><br><br><p>As planned (refer to your plan above), I seek endorsement for the following activities which will be incorporated into my IWP:</p><br><br><br> |                                |
|  |                                |
| Employee Signature   | Printed Name, EDP/TPF and Date |

Supervisor Endorsement

|  |                              |
|--|------------------------------|
| <p>Provide comments on the Employee's proposed plan, whether you agree and how it will benefit the team / work unit.</p><br><br><br> |                              |
|  |                              |
| Supervisor Signature   | Printed Name, Title and Date |

**To be submitted within two weeks of return to duty from the Programme.**