

# Professional Development Application Form

Eastern Community Legal Centre (ECLC) can provide Professional Development (PD) for paid and volunteer staff on a range of topics. A cost may apply, depending on organisational funding levels and/or the type of PD that is required. Please contact ECLC for further information.

<b>Application Date</b>		<b>Has ECLC presented PD training to your organisation before?</b>	Yes / No
<b>Agency Name</b> Not for profit organisation?	Yes / No		
<b>Session topic</b>			
<b>Date, time and duration of PD session</b>			
<b>Venue address for PD session</b>			
<b>Roles and levels of staff who will attend</b>			
<b>Will staff be receiving CPD points or other accreditation for PD session?</b>	Yes / No	Please provide relevant details	
<b>Anticipated number attending the session</b>			
<b>Special requirements</b> (i.e. interpreter for specific CALD group, signer for hearing impaired etc). <i>Note that these are to be supplied by the agency if required.</i>			
<b>Preferred format of session</b> (i.e. forum of speakers, round table discussion, small group, up front presentation)			
<b>Equipment available</b> (overhead projector, laptop, whiteboard, microphone etc)			
<b>Contact details</b> <b><i>N.B. ECLC requires an agency worker to be present during the session</i></b>	Name		
	Role		
	Telephone		Mobile
	Email		

## Session Confirmation *(Office Use Only)*

This session is confirmed and will be delivered by \_\_\_\_\_

Please contact \_\_\_\_\_ on (Telephone) \_\_\_\_\_

or (Email) \_\_\_\_\_ if you have any queries regarding this session.

Equipment Required \_\_\_\_\_

\*\*\* Please return completed application form to ECLC: [cle-pd@eclc.org.au](mailto:cle-pd@eclc.org.au)