
LEARNING CONTRACT AND PROPOSAL

MINISTRY AND LOGO (insert Ministry's name and logo)

NAME: _____

WORK UNIT/DEPARTMENT/ SECTION _____

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

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

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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

MINISTRY RECOMMENDATION

Endorsed/ Not Endorsed

Reasons: _____

Permanent Secretary Signature	Printed Name, Date
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MINISTRY OF CIVIL SERVICE FINAL OUTCOME

Approved/ Not Approved

Reasons: _____

Permanent Secretary(MCS) Signature	Printed Name and Date
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ON COMPLETION OF THE PROGRAM – to be completed within 2 weeks of return to duty

Employee to Complete

I confirm I learnt the following(refer to what was expected and what was learnt):

As planned (refer to your plan above), I seek endorsement for the following activities which will be incorporated into my IWP:

Employee Signature	Printed Name, Title and Date

Supervisor Endorsement

Supervisor Comments:

Supervisor Signature	Printed Name, Title and Date