**Requestor Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Job Title |  | | |
| Department/School: |  | Contact Details |  |

In order to ensure that the required needs are considered effectively, please provide details and information in terms of skill gaps and development needs:

**The need:**

|  |  |
| --- | --- |
| **Who** is the training/development for?  Please list:   * Team/department name * Job titles   Total number of staff: |  |
| **How** has this need been identified ?  Observed behaviour/ Survey results/ performance / Other (please specify) |  |
| **What** skill/learning/development gaps need to be developed ? **(Please provide as much detail as possible).** |  |
| **What** would a successful outcome look like ? |  |

|  |  |
| --- | --- |
| Is this a legislative or compliance requirement?  If ***yes*** please give details of legislation/awarding body and assessment requirements.  Will this be a one-off or an on-going need? **(Please provide frequency of refresher training if applicable).** | ***Yes or No***  ***One-off or On-going*** |
| If this is a need that will be required on an on-going basis, please identify for which roles and how often? |  |
| ***Timeframe*** **When** is the preferred timeframe for delivery of any activities ? Earliest and latest date |  |
| ***Please add any other information you believe is relevant*** |  |

|  |  |
| --- | --- |
| Requester signature and date: |  |

**Once signed and dated, please scan a copy of this completed form to** [**ldev@kent.ac.uk**](mailto:ldev@kent.ac.uk)**.**

**Once this form has been received a member of L&OD will contact make contact within 5 working days to arrange a suitable time to meet to discuss potential support available and next steps.**