PROCEDURE FOR AVAILING OF CAREER DEVELOPMENT (NON CREDIT PROGRAMMING)

Approval

Approval to attend any non-credit course and/or training program must be obtained prior to payment of registration fees and attendance at the training program. The University has no obligation to pay for programs which have not received prior approval.

The application is approved on the basis of the training budget; the nature and assessed quality of the course; the relevance of the training to the employee's position; the availability of alternative methods of delivery; and the recommendation of the Unit Head.

Funding

The registration fee of the training program is disbursed through a central university account administered by the Department of Human Resources. The maximum funding for any one course and/or program, through this account is an amount equivalent to the tuition fee for one undergraduate course. Eligible employees are entitled to take non-credit course(s) to a maximum of the amount equivalent to the tuition fee for one undergraduate course per semester. Any additional registration fees are the responsibility of the employee and/or the respective unit.

Application Process

1. Employees must complete all sections of the Application to Undertake Non-Credit Training Program form as available on the Learning & Development, Department of Human Resources website. http://www.mun.ca/humanres/foremployees/learn_dev.php UPDATE LINK
2. Application form must be approved and signed by Unit Head and forwarded to the Learning & Development office, Department of Human Resources prior to course/semester start date for final review and approval.
3. The employee will be promptly informed by the Department of Human Resources of approved financial assistance.
4. If the application for non-credit training is not approved, the employee will be promptly informed by the Department of Human Resources for the reason of non-approval.