**Learning Allowance Request Form**

This form must be complete and submitted with:

* a complete and signed learning plan
* relevant documentation concerning the learning event
* quotes, invoices and receipts for the learning event

These documents must be scanned into one PDF file and uploaded to VMAM.

Go to [vmam.unv.org](https://vmam.unv.org/) and go to your MyPage.

Complete the task ‘Request learning allowance’ and upload the file from your device

Incomplete applications will not be accepted.

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| **Part I – To be completed by the applicant-** |
| Name of Volunteer: | Contract start date: |
| Roster number: | Current contract end date: |
| Title of Learning Event: |
| Objectives of the learning event: |
| How does this learning activity fit in with your overall learning objectives as described in your learning plan[[1]](#footnote-1)?  |
| Is this learning activity included in your learning plan? | Yes[ ]  | No[ ]  |
| Type of learning activity[[2]](#footnote-2): | Online training  |
| Workshop  |
| Seminar  |
| Conference  |
| Face to face training  |
| Study Visit  |
| Job-shadowing  |
| Language training  |
| Duration of the course (tentative dates): |  |
| Estimated cost[[3]](#footnote-3) (in USD): |  |
|  |
| Have you completed the online pre-assignment and induction mandatory learning?[[4]](#footnote-4) | Yes[ ]  | No[ ]  |
| Have you already used a portion of the Training and Learning Allowance[[5]](#footnote-5)If yes, this is your 1st allowance [x]  2nd allowance [ ]  3rd allowance [ ]  | Yes[ ]  | No[ ]  |
| Maximum allowances are as follows: Agencies, Funds and Programmes - US$500Peace Operations (missions) US$300 |
| Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:       |

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| P**art II – To be completed by immediate supervisor (host agency)** |
| APPROVED BY THE SUPERVISORYES [ ]  NO [ ]  |
| Comments: |  |
| Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:       |
| Name and Title:  |
|  |

1. The Learning plan needs to be completed in the first 12 months of assignment. Please attach the same. [↑](#footnote-ref-1)
2. Please tick the relevant box(es) [↑](#footnote-ref-2)
3. Please attach cost estimates, quotations and/or other relevant documentation. [↑](#footnote-ref-3)
4. Completion of all mandatory trainings is required before engaging in outside training activities. [↑](#footnote-ref-4)
5. The training and learning allowance is allocated per 12-months of service. [↑](#footnote-ref-5)