



I can confirm, that the School/Branch's responsibilities and commitments with respect to teaching can be sustained during the applicant's proposed absence on Special Studies.

YES    NO

(Please provide details)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

The staff member will be in Adelaide for some or all of the period of Special Studies and will require administrative and technical support.

YES    NO

(If YES, please provide details)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



**3. APPLICANT BEHAVIOUR AND CONDUCT**

To be deemed suitable to undertake Special Studies, the applicant's behaviour and conduct must be consistent with the Staff Values and Behaviour Framework, and they must not be the subject of a misconduct/ serious misconduct process.

I can confirm that the applicant:

- Models high standards of citizenship behaviour, consistent with the Staff Values and Behaviour Framework;
- Contributes to the development of a positive and collegial work environment;
- Participates in relevant professional development appropriate for their role and responsibilities;
- Contributes to appropriate administrative responsibilities; and
- Is not the subject of any current misconduct or serious misconduct process.

Comments: .....

.....

.....

**4. HEAD OF SCHOOL ENDORSEMENT**

- I fully endorse and support the applicant's SSP application and recommend their application for consideration by the SSP Committee; or
- I endorse the applicant's SSP application for consideration of the SSP Committee; or
- I do not endorse the applicant's SSP application

Provide a reason why you do / do not endorse the application (below):

.....

.....

.....

.....

Name (*please print*): ..... Title: .....

Signature:..... Date:.....

**PLEASE COMPLETE AND FORWARD TO:**

The [Faculty HR Manager](#) for consideration of the Faculty's Special Studies Program Committee.

Workforce Management Handbook	Special Studies Program (SSP) HOS Template	Effective Date:	March 2021	Version 1.2
Authorised by	Chief Operating Officer	Review Date:	March 2022	Page 4 of 4
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			