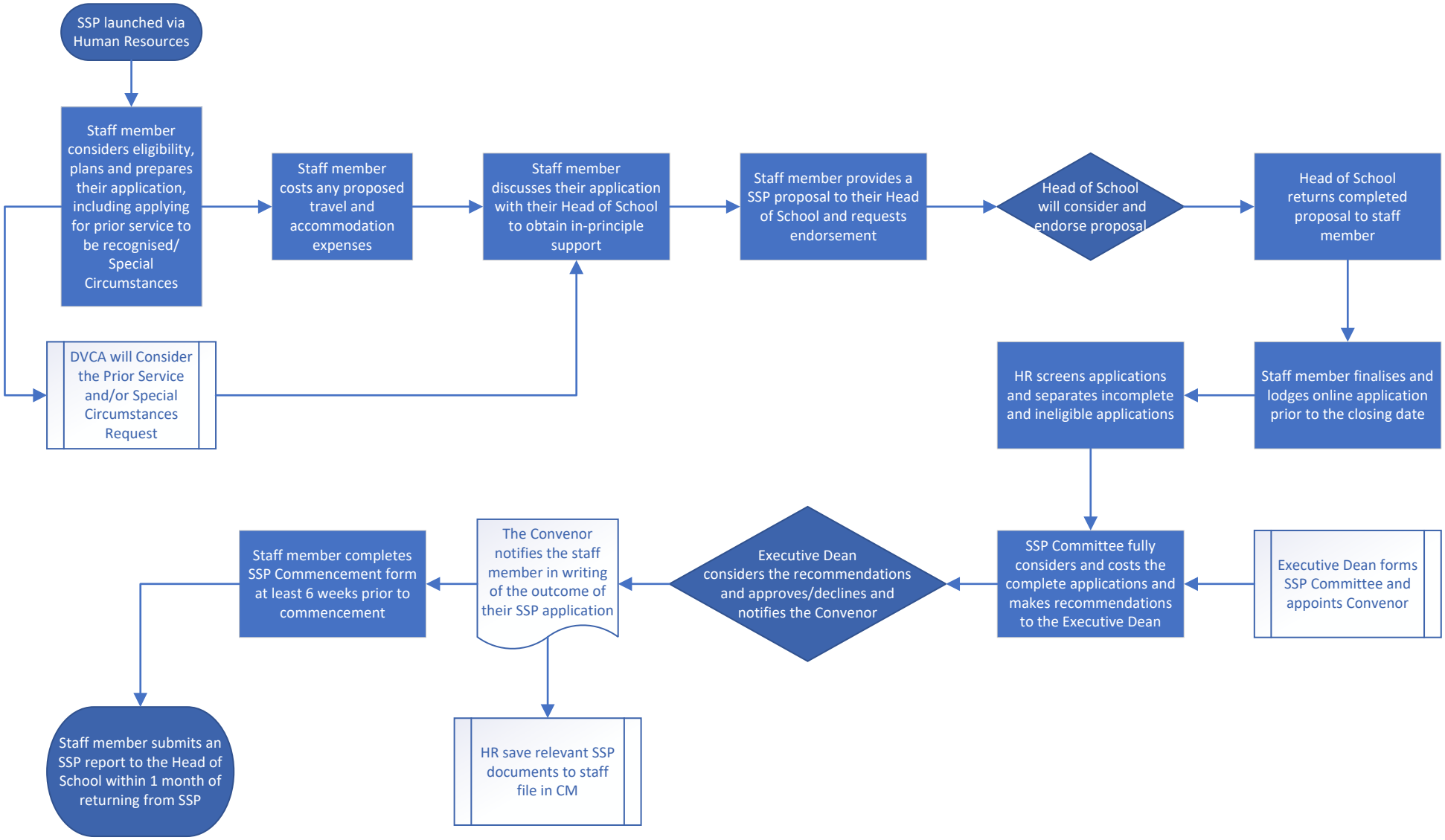
SSP launched via Human Resources
Staff member considers eligibility, plans and prepares their application, including applying for prior service to be recognised/ Special Circumstances
Staff member costs any proposed travel and accommodation expenses
Staff member discusses their application with their Head of School to obtain in-principle support
Staff member provides a SSP proposal to their Head of School and requests endorsement
Head of School will consider and endorse proposal
Head of School returns completed proposal to staff member
DVCA will Consider the Prior Service and/or Special Circumstances Request
Staff member finalises and lodges online application prior to the closing date
HR screens applications and separates incomplete and ineligible applications
Executive Dean forms SSP Committee and appoints Convenor
SSP Committee fully considers and costs the complete applications and makes recommendations to the Executive Dean
Executive Dean considers the recommendations and approves/declines and notifies the Convenor
The Convenor notifies the staff member in writing of the outcome of their SSP application
Staff member completes SSP Commencement form at least 6 weeks prior to commencement
HR save relevant SSP documents to staff file in CM
Staff member submits an SSP report to the Head of School within 1 month of returning from SSP