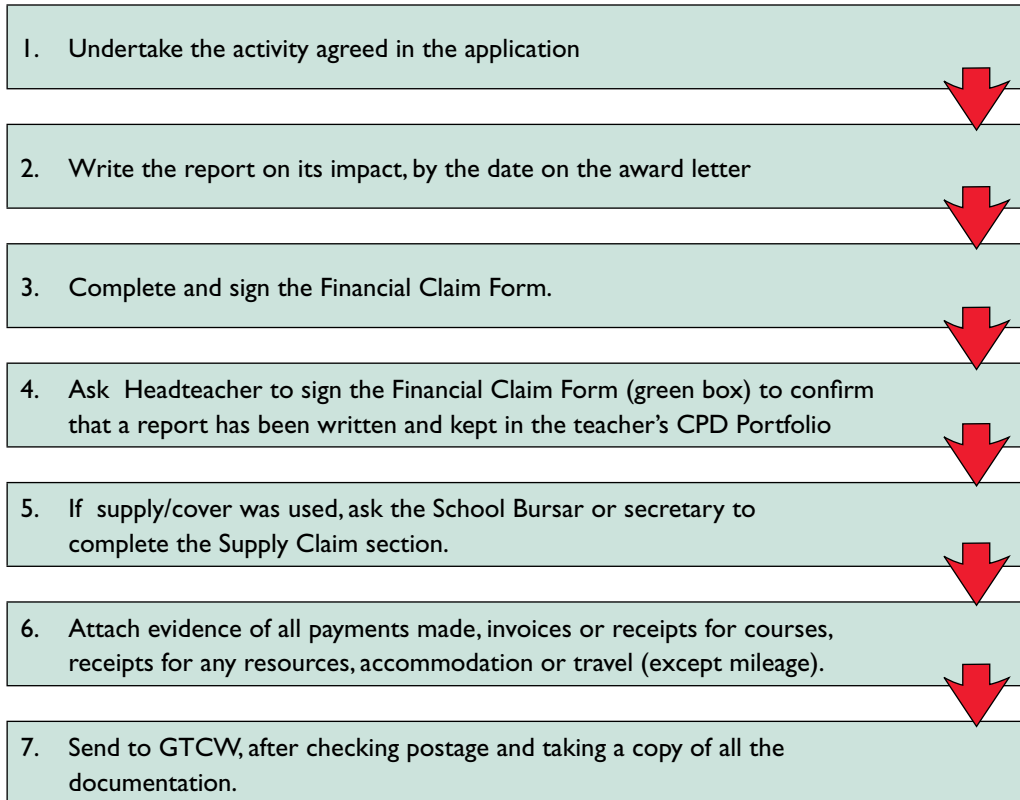




MAKING YOUR CLAIM

(NB For finance information, please see the Information Booklet)



See example overleaf >

WRITING THE BURSARY REPORT

The report should be written (up to 1,000 words) using the following side-headings:

- Rationale (a brief reference to the area of work you are trying to improve, and why)
- Brief outline of the activity undertaken (50 words)
- The benefits brought to your work (what outcomes did you achieve?)
- The evidence you used to measure the improvement.
- Dissemination (briefly describe how you have shared the benefits/outcomes with others)
- Personal reflection on the activity and its impact on your professional development (for example, did you choose the right way to satisfy your need? How do you perceive your future CPD needs? What plans have you already formulated or implemented for your CPD and teaching?)

A copy of the report should be kept in your CPD portfolio and may be required by Estyn for evaluation purposes.

CPD FUNDING PROGRAMME
RHAGLEN GYLLIDO DPP
FINANCIAL CLAIM FORM
FFURFLEN HAWLIO CYLLID

This form must be completed for ALL CLAIMS / Rhaid cwblhau'r ffurflen hon ar gyfer POB CAIS.

FOR OFFICE USE/AT DDERFYDD SWYDDFA YN UNIG

PD Reference No
Cyfeirnod DP

PD444444-9

Name / Enw

Betty Claims

Pay to:
Taler i:

BETTY CLAIMS

Address:
Cyfeiriad:

6 Soup Street
Swedebury
Spudshire
SP1 1AB

Claim Description:
Disgrifiad o'r taliad:

Travel costs: 30 miles @ £0.40

Amount / Swm:

£12.00

Pay to:
Taler i:

CAWL COMPREHENSIVE

Address:
Cyfeiriad:

School Street
Swedebury
Spudshire
SP2 2AB

Claim Description:
Disgrifiad o'r taliad:

Supply costs: 3 days @ £165.00

Amount / Swm:

£495.00

Pay to:
Taler i:

CAWL COMPREHENSIVE

Address:
Cyfeiriad:

School Street
Swedebury
Spudshire
SP2 2AB

Claim Description:
Disgrifiad o'r taliad:

Course fees: 2 courses @ £50.00

Amount / Swm:

£100.00

Date received:
Dyddiad derbyn:

Report received:
Adroddiad wedi'i dderbyn:

Allocated amount:
Swm a glusnodwyd:

Payment No:
Rhif Taliad

Invoice / Derbynneb:

CC:

Cheque No:
Rhif Sic:

BACS:

Issue Date:
Dyddiad cyhoeddi:

Invoice / Derbynneb:

CC:

Cheque No:
Rhif Sic:

BACS:

Issue Date:
Dyddiad cyhoeddi:

Invoice / Derbynneb:

CC:

Cheque No:
Rhif Sic:

BACS:

Issue Date:
Dyddiad cyhoeddi:

4. Pay to:
Taler i:

Address:
Cyfeiriad:

Claim Description:
Disgrifiad o'r taliad:

Amount / Swm:

TEACHER'S DECLARATION / DATGANIAD YR ATHRO/ATHRAWES

I hereby declare that the above expenditure (enter total) £ 607.00 was incurred during my participation on the General Teaching Council for Wales' CPD Funding Programme.

Rwyf yn datgan bod y costau uchod (rhowch y cyfanswm) £ _____ yn ddyledus i mi o ganlyniad i mi gymryd rhan yn Rhaglen Gyllido DPP - Cyngor Addysgu Cyffredinol Cymru.

Teacher's Signature:
Llofnod yr Athro/Athrawes:

B. Claims

Date:
Dyddiad:

01.05.09

REPORT PROFORMA / PROFFORMA ADRODDIAD

Bursary Project Title:
Teitl y Prosiect Bwrsari:

Course - Developing the role of the Head of Department

Headteacher / Chair of Governor's declaration (for Headteacher applicants):

I declare that the above teacher has undertaken the GTCW funded CPD activity as stated in their application.
The report is of good quality and fulfills the requirements set out in the Council's guidance on reports.
A copy has been placed in their Professional Development portfolio.

Datganiad y Pennaeth / Cadeirydd y Llywodraethwyr (ar gyfer hawliadau gan Bennaethiaid):
Ddiganaf iad yr athro a enwir uchod wedi ymgymryd â'i gweithgaredd DPP a oriamwyd gan GyngACC fel y dywedir yn ei ffurflen gois.
Mae ansawdd yr adroddiad yn dda ac yn bodhau gofynnion a geir yn anweithiad y Cyngor ar adroddiadau.
Rhoddwyd copi yn ei borthffolio Datblygiad Proffesiynol.

Signed / Llofnod:

O. Joy

Date / Dyddiad:

01.05.09

Name (BLOCK CAPITALS)
Enw (LLYTHRENNAU BRAS)

O. JOY

For Office Use / At ddefnydd swyddfa'n unig

Authorised by:
Wedi'i awdurdodi gan:

Date:
Dyddiad:

Checked by:
Wedi'i wirio gan:

Date:
Dyddiad:

Input by:
Wedi'i fewnbynny gan:

Date:
Dyddiad:

Amount authorised
Y swm a awdurdodwyd

£