



Pitch to my Employer Kit

This kit has been created to assist you with approaching your Employer for funding your development. Any questions or additional information required please contact us directly; info@mcfmglobal.com.

In this kit you will find the following documents that you can amend as required;

- ❖ Employee Learner Request Form
- ❖ Learner Funding Request Supporting Course Document
- ❖ Learner Funding Request Guide
- ❖ Cover Letter Template
- ❖ Learner Commitment Statement

Add your company logos to the form and really sell yourself. Companies have a learning and development budget check on your entitlement.

Employee Learner Request Form

Personal Information:

Full Name: _____

Employee ID: _____

Department/Division: _____

Job Title: _____

Email Address: _____

Contact Number: _____

Course Details:

Course Name: _____

Course Provider: MCFM Global Academy

Course Start Date (The date you enrol): _____

Course End Date (Self Learning is flexible you determine when you want to complete the course): _____

Course Duration (in hours/in weeks/months): _____

Total Course Cost: _____

Funding Request:

Amount Requested (if partial funding): £_____

Reason for Requesting Funding: _____

Approval Details:

Immediate Supervisor/Manager: _____

Approval: ☐ Approved ☐ Not Approved

Comments (if any): _____

Department Head/Manager: _____

Approval: [] Approved [] Not Approved

Comments (if any): _____

Human Resources Approval: _____

Approval: [] Approved [] Not Approved

Comments (if any): _____

Declaration:

I, [Employee Name], hereby declare that the information provided in this form is accurate and complete to the best of my knowledge. I understand that completion of this form does not guarantee approval of funding, and funding decisions are subject to the discretion of the company and its policies.

Signature: _____

Date: _____

Approval Authority Signatures:

- Immediate Supervisor/Manager: _____
 - Signature: _____ Date: _____
- Department Head/Manager: _____
 - Signature: _____ Date: _____
- Human Resources: _____
 - Signature: _____ Date: _____

Note: Please submit this form to Human Resources for processing.

Approval of funding is subject to availability of funds and compliance with company policies.

Thank you for your cooperation.

Learner Request Supporting Course Document -

We understand the importance of continuous learning and development in achieving personal and professional growth. To support your request for course funding, we have prepared this document for you to outline the rationale and benefits of the proposed course enabling you to apply to your employer for funding.

Ensure you consider and include the following;

Course Details:

- Course Name: [Name of the Course]
- Course Reference:
- Course Provider: MCFM Global Academy
- Course Duration: [Duration of the Course]
- Course Start Date: [Start Date of the Course]
- Course End Date: [End Date of the Course]
- Total Course Cost: [Total Cost of the Course]
- CPD Accreditation Points

Rationale for Course Selection:

Please provide a brief explanation of why you have chosen this particular course and how it aligns with your professional development goals. Include any specific skills or knowledge you hope to gain from the course and how you plan to apply them in your current role.

Benefits to the Company:

Highlight the potential benefits of the course to the company. Explain how the skills and knowledge acquired from the course will contribute to your performance, productivity, and overall contribution to the organisation. Discuss any potential opportunities for applying new learnings to projects or initiatives within the company.

Professional Development Plan:

Outline your proposed plan for integrating the learnings from the course into your professional development journey. This may include specific actions you will take to apply the new knowledge, opportunities for sharing insights with colleagues, and plans for ongoing learning and skill enhancement beyond the course duration.

Budget and Funding Request:

Provide a breakdown of the course cost and any associated expenses. Clearly state the amount of funding you are requesting from the company and provide justification for the requested amount. If seeking partial funding, explain how you plan to cover the remaining costs.

Supporting Documentation:

Attach any relevant documents that support your request, such as course brochures, testimonials, or quotes from us as the course provider.

Approval Process:

Upon completion of this document, submit it to the appropriate department for review and approval. Please be aware that any funding decisions from your company may be subject to availability of funds and alignment with company policies and priorities.

MC FM Global Academy Team, Thank you for your dedication to continuous learning and your commitment to personal and professional development.

We look forward to supporting your educational endeavours.

Sincerely,

Maxcene Crowe

CEO and Founder

MC FM Global Academy

Learner Funding Request Guide

We are pleased to offer you guidance on how to request funding for our educational courses.

All Foundation, Intermediate and Advanced courses carry CPD Accreditation and as a CPD accredited Provider your certification will be administered by MCFM Global Academy on successful course completion.

At MCFM Global Academy we understand the importance of investing in your growth and development and foster a culture of continuous learning and excellence.

1. Identify Learning Objectives:

Before applying for funding, take some time to identify your learning objectives and goals. Consider how our course or program you are interested in will contribute to your professional development and help you achieve your learning and career aspirations.

2. Research Course Options:

Explore different courses, programs, and training opportunities relevant to your field or area of interest. Consider factors such as course content, duration, accreditation, and cost to determine which option aligns best with your learning objectives.

3. Understand Funding Policies:

Familiarise yourself with your company's policies and procedures regarding employee training and development. Review any guidelines or criteria related to funding eligibility, reimbursement limits, and approval processes to ensure compliance with company protocols.

4. Prepare a Funding Request:

When preparing your funding request, using our Learner Funding Request Form be clear and concise in outlining the following details:

- Course Name, Course reference , and Duration
- Course Objectives and Relevance to Your Role
- Total Cost of the Course and Any Associated Expenses
- Justification for Funding Request
- Proposed Plan for Applying Learnings to Your Role

5. Seek Approval:

Submit your funding request to the appropriate department or individual within your company for review and approval. Be prepared to provide additional information or answer questions related to your request as needed.

6. Consider Alternative Funding Sources:

If your funding request is not approved or if you are seeking additional financial support, explore alternative funding sources such as scholarships or grants. Be proactive in seeking out opportunities that align with your learning goals.

7. Demonstrate Value and Impact:

Throughout the course or program, actively engage in learning activities, participate in discussions, and apply new knowledge and skills to your work. Keep track of your progress and accomplishments to demonstrate the value and impact of the training to your role and the company. This can be done s within our learning platform using your personal dashboard.

8. Share Insights and Learnings:

Upon completion of the course, share insights, key learnings, and best practices with colleagues, your network and team members. Consider organising knowledge-sharing sessions or presentations to disseminate valuable information and promote a culture of learning within the organisation.

9. Express Gratitude:

Finally, express gratitude to your company for investing in your professional development and supporting your learning journey.

Acknowledge the opportunities provided and commit to continuing your growth and development in service of your personal and professional goals.

Thank you for your commitment to lifelong learning and your dedication to excellence in your role. We encourage you to take advantage of the resources and support available to you as you pursue your educational endeavours.

Did you now know you are creating a global impact on the lives of others by choosing to learn with us. 5% of every course sold is our social responsibility contribution. You are awesome and thank you .

Warmest regards

[Your Name]

[Your Position/Title]

[Company Name]

Cover Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my sincere interest in pursuing further education and professional development opportunities with MCFM Global Academy.

As an enthusiastic and dedicated member of the team, I am committed to continuously enhancing my skills and knowledge to contribute effectively to our shared goals and objectives.

Over the course of my tenure at [Company Name], I have witnessed the importance of staying abreast of industry trends, best practices, and emerging technologies. I firmly believe that investing in ongoing learning and development is essential to remaining competitive and delivering exceptional results in our dynamic work environment.

I am particularly interested in [specific course/program name] offered by [course provider]. This program aligns closely with my professional goals and aspirations, and I am confident that the knowledge and skills gained from this course will significantly benefit both myself and the company.

Through this program, I aim to [mention specific learning objectives or skills you hope to gain]. I am eager to apply these learnings to my current role and contribute to [specific projects/initiatives] within the company.

I am cognisant of the company's commitment to supporting employee growth and development, and I am grateful for the opportunity to submit a funding request for consideration. I have attached the necessary documentation, including details of the course, cost breakdown, and justification for funding.

Pitch to my Employer -Funding Request Form

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Inspire | Educate | Energise.

I assure you of my unwavering dedication to maximising the value of this educational opportunity and leveraging it to drive positive outcomes for our team and the organisation as a whole.

I am fully committed to upholding the company's values and standards of excellence in all aspects of my work.

Thank you for considering my request. I look forward to the opportunity to discuss this further and am available at your earliest convenience to provide any additional information or address any questions you may have.

Thank you for your time and consideration.

Sincerely,

[Your Name]

Position

Learner Commitment Statement

I, [Your Name], hereby affirm my commitment to utilise the knowledge, skills, and insights gained through the [specific course/program name] in service of [Company Name]'s objectives and mission.

As a dedicated learner and valued member of the team, I understand the importance of continuous growth and development in contributing to our collective success.

By embarking on this educational journey, I acknowledge the responsibility entrusted to me to apply the principles and practices learned to enhance my performance and effectiveness in my current role.

I am committed to integrating new ideas, strategies, and best practices into my daily work routines and responsibilities.

I pledge to actively seek opportunities to share my learnings with colleagues, team members, and stakeholders, fostering a culture of knowledge-sharing and collaboration within the organisation.

I understand that by empowering others with valuable insights and expertise, we can collectively drive innovation, excellence, and positive change.

Furthermore, I recognise that my commitment extends beyond the confines of the classroom or training environment. I will actively seek out opportunities to apply my newfound knowledge to real-world challenges, projects, and initiatives within the company.

I understand that by embracing a mindset of continuous improvement and adaptation, I can contribute to the ongoing success and sustainability of [Company Name].

I am mindful of the trust and support extended to me by [Company Name] in pursuing this educational endeavour, and I am deeply grateful for the opportunity to grow and develop in alignment with the company's goals and values.

I am dedicated to upholding the highest standards of professionalism, integrity, and excellence in all my endeavours.

In conclusion, I reaffirm my commitment to leverage the learnings from the [specific course/program name] to drive positive outcomes, foster innovation, and contribute to the continued growth and success of [Company Name].

Signed:

[Your Name]

Position

Date:

Additional Notes: