



Learning and Development

Skills Development - The Process to Apply for Training

1. Complete the **Training Request Form**, accompanied by a quote for the training course.
2. Obtain signed approval from your line manager.
3. If the training is R10 000 and above, signed approval from an Executive or Managing Executive is required.
4. If the training is 50 000 and above, signed approval from your respective Chief and the CFO are required.
5. Submit signed forms and quote to Learning&Development@bcx.co.za for final approval.
6. The learning and development team will assess your application and ensure that the training is aligned to core skills and the organisational transformation goals.
7. Learning and Development will notify you if your training has been approved or declined, if approved your training will be sent for payment and processing.

We urge all employees applying for training to ensure that training requests are submitted at least 2 weeks prior to the training course start date to ensure timely approval and payment.