##

## Annex 1 – Professional development application

**Information about the employee seeking professional development**

|  |  |
| --- | --- |
| Name and surname: |  |
| Working position:  |  |
| Type of employment contract:(mark the correct answer) | 1. Permanent working contract (indefinite)
2. Permanent working contract (fixed-term)
 |
| Employment status in the organization | 1. Advisor
2. Auxiliary personnel (including finances, administration)
3. Managerial staff
 |
| Years of work experience in the Assembly of the Republic of North Macedonia |  |
| Degree of previously acquired education (professional title) and number of credits |  |
| Was your previous course of studies organizes according to the ECTS system? | *Please answer with YES or NO* |

**Information about the type of professional development for which you are applying**

|  |  |
| --- | --- |
| Study program | *Copy the exact name of the study program listed under the call for studies from the University “St. Cyril and Methodius” – Skopje* |
| Period and duration of the study program | *Number of semesters* |
| University/Faculty or Institute |  |
| Degree of education (professional title) that you will acquire |  |
| Proposed deadline for achieving the degree |  |

**Final goal and effects from the professional development**

|  |  |
| --- | --- |
| Main goal of the professional development |  |
| Type of competencies that will be acquired |  |
| Main courses that can be related with the current working position and advancement of the overall performance (please list 3-5 main courses and explain how they are related with the working position ) | 1. ....
2. ....
3. ....
4. ....
5. .....
 |

*Please insert additional rows if needed*

|  |  |
| --- | --- |
| **Period of implementation** | **Proposed activities for transfer of knowledge** |
|  | Ex. Presentation of analyses, reports, manual etc. to colleagues and parliamentarians |
|  |  |

1. **Plan for professional development**

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| --- | --- |
|  Results from the last work place evaluation: |  |

**Main goals set with the evaluation**

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| --- |
| Main goals for professional development necessary for the work place  |
|  |
|  |

**Short-term goals (planned to be realized in the next 12 months)**

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| --- | --- | --- |
| Which skills/competencies will be acquired? | Which activities you will realize? | When they will be realized? |
|  |  |  |
|  |  |  |

**Long-term goals (goals planned to be realized in the next 3-5 years)**

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| --- | --- | --- |
| Which skills/competencies you plan to develop? | Which activities you will realize? | When they will be realized? |
|  |  |  |
|  |  |  |

**Which are the indicators that will show that you have succeed?**

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| --- |
|  |

**What type of support is necessary for you to succeed? (means, time, leadership, new tasks…)?**

|  |
| --- |
|  |

1. **Necessary job skills that the applicant possess and what is the currently achieved level** *(add rows if necessary) (assess the skill levels regarding the definitions below)*

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| --- | --- | --- | --- | --- | --- |
| Skill | Expert | Advanced level | Medium level | Limited experience | Fundamental knowledge  |
|  |  |  |  |  |  |
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1. **New and already existing skills that the applicant should achieve to an appropriate level:** *(add rows if necessary) (assess the skill levels regarding the definitions below)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Skill | Expert | Advanced level | Medium level | Limited experience | Fundamental knowledge  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**Defined skill levels**

***Fundamental knowledge*** *– You have basic knowledge and understanding regarding the basic techniques and concepts, but you need further learning.*

***Limited experience*** *– You have knowledge, but you do not have practical experience. You could use help in practicing your skill.*

***Medium level*** *– You can conduct a task on your own. Sometimes you need to consult an expert, but usually you are independent in practicing your skill.*

***Advanced level*** *– You can practice the skill without supervision and you are recognized as a person that people can refer to on complex matters.*

***Expert*** *– You are recognized as an authority in the field. You can mentor, give answers and solve problems.*

Common conclusions (if any):

Note/s (if any):

**3. Vision for development of the Assembly of the Republic of North Macedonia**

How the selected studies will contribute to better execution of the work tasks at the current work place in the Assembly of the Republic of North Macedonia? (maximum 200 words)

What is your vision regarding the Assembly ten years from now? Explain how the knowledge gained through this scholarship program will contribute to the development of the Assembly in the future. (maximum 500 words)