
Request for financial support for learning opportunity

Email template

September 2024



engineering
new zealand
te ao rangahau

Kia ora *[insert decision maker's name]*

I've been reviewing a learning opportunity offered by Engineering New Zealand Te Ao Rangahau and would like to request your financial support as my employer.

[Insert relevant key message from below]

[Insert relevant key message from below]

[Insert relevant key message from below]

Learning activities start at around \$100 upwards, depending on whether it's an online module, webinar or in-person course. There are also events and site visits which cost less.

Information on the specific learning activity I'd like to do can be found here [\[link to specific course from the catalogue\]](#). And you can view the full catalogue of learning activities [here](#).

Thank you for considering my request. I look forward to your response.

Ngā mihi nui

[insert email signature]

Key messages relating to Professional Development

Copy any of these messages into the above email template to send to your employer.

1. **40 hours of CPD per year:** As a Member of Engineering New Zealand, there's a requirement for me to fulfil 40 hours of Continuing Professional Development (CPD) per year.
2. **Help the company grow:** I believe this learning activity will upskill me in a way that will enable our organisation to develop our offering to clients based on my new professional and technical capabilities.
3. **Upskilling for other employees:** I can share my learnings with others in the organisation – thereby increasing their knowledge too.
4. **Brand awareness:** I will share my learnings on social platforms like LinkedIn, and reference/tag our organisation in my post – thereby boosting our company profile.

5. **Act as an ambassador:** I can represent our organisation at [\[insert event type here\]](#) and through networking and making new contacts, share our company's successes.
6. **Keep up with technological advancements:** CPD ensures that I'll stay knowledgeable about the latest tools, technologies and methodologies – enabling me to apply the most current solutions to our projects.
7. **Ensure compliance and safety:** CPD will help me stay updated on industry standards, codes of practice and regulatory requirements. Building my knowledge will enable me to enhance the safety, reliability and sustainability of the engineering projects I'm working on.
8. **Foster innovation and problem-solving:** I'll be exposed to emerging trends through CPD, and therefore more equipped to tackle complex challenges with a fresh perspective and innovative solutions.
9. **Build professional networks:** CPD activities like workshops and industry events will provide opportunities for me to connect with peers, share knowledge and gain insights from experts in the field. This could potentially lead to collaborative projects and support from the wider engineering community for our work.
10. **Achieve personal and professional growth:** As well as building my technical knowledge, CPD can help me in areas such as leadership, communication, bicultural training and stakeholder management. These skills will enhance my ability to lead, communicate, plan and collaborate – great for project management.

ENDS