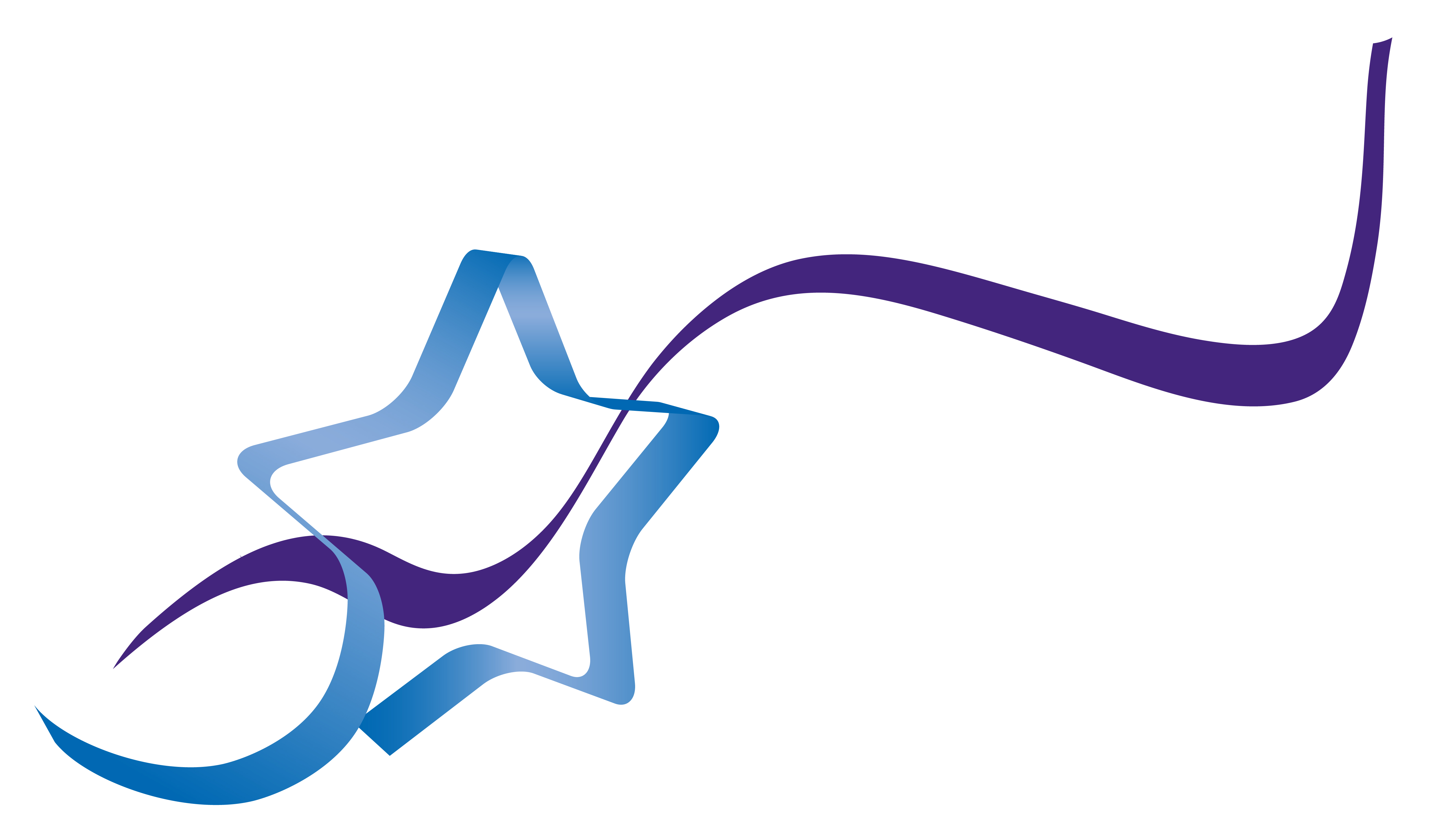


Coaching for Inclusion Programme

**Terms and Conditions**

**2019/20**



**Coaching for Inclusion Programme**

**Terms and Conditions**

**2018/19**

**Applications for the programme require the support of both the applicant’s line manager and their employing organisation. By making an application to the Coaching for Inclusion Programme, you acknowledge that both youself and your line manager have read and accept the terms and conditions outlined in this document.**

**The cost of the Coaching for Inclusion Programme is fully covered by the NHS Leadership Academy (herein referred to as the Academy), however applicants will need to fully commit themselves to the programme and take part in all the learning elements, including the face to face modules and the group and online learning. If the applicant withdraws from the programme before they have completed it, and without prior agreement from the Academy, then their organisation may be liable to pay the full cost of the applicant’s place on the programme which is £350.00 (NHS staff), or £750 (cost price to external participant’s). All decisions of this nature will be made by the Academy’s withdrawal panel.**

1. **By their signature above the applicant confirms that**

**1.1** I hold a recognised Coaching qualification and can evidence, e.g. ILM (if you are unsure of this criterion, please contact the Academy.

**1.2** I currently operate on a Local Leadership Academy (LLA) Regional Coaching Register as an active coach, or (for NHS employed staff) I am willing to register as an internal coach on the appropriate LLA coaching register before embarking on the programme and adhere to the LLA Terms and Conditions (T&C’s) for operating on the register.

**1.3** I understand and accept that priority for programme places will be given to existing coaches on LLA registers, as detailed in 1.2.

**1.4 I** have a demonstrable commitment to Continued Professional Development (CPD and supervision and can evidence this for the last 12 months.

**1.5** I am available to attend the entire duration of the programme over the course of the two days and agree to the programme T&C’s.

**1.6** I can commit to working with a minimum of one coachee who is a participant on one of the NHSLA positive action programmes (Ready Now and Stepping Up), at any one time.

**1.7** Upon completion of the Coaching for Inclusion Programme (CIP), I will participate in any identified CPD focusing on Diversity and Inclusion, identified to be necessary whilst working with Ready Now and Stepping up participants. In addition, I will subscribe to the online community of practice for programme alumni feeding into programme evaluation.

**1.8** I am willing to complete the pre-work assignment and understand that this must be completed no later tahn two weeks prior to the programme start.

**1.9** I have the support and agreement of my line manager to attend this fully subsidised programme in line with your talent conversation and identified Personal Development Programme (PDP).

**1.10** Above all, through working with Black, Asian and Minority Ethnic (BAME) Coaches, I have the drive and passion to work in a more transformational way to support the evolution of a system that reflects the interests of all.

**1.11** If I am from outside the EU and working in England with a visa; my UK visa and immigration clearance covers study as well as work.

**1.12** I understand that my place on the programme is fully funded by the Academy and that there are no immediate costs to me or my organisation.

**1.13** I will not share any access to any learning environment, or download, plagiarise or distribute any of the learning materials to anyone.

**1.14** I accept and understand that this programme is fully funded through the Academy and offers the opportunity for successful candidates to attend and participate within the programme without cost to their own organisation. All travel, food and beverage, or accommodation expenses are the responsibility of the participant and their own organisational expenses policy will apply.

**1.15** I understand that if I move jobs during the programme:

* This does not constitute extenuating circumstances for withdrawal from the programme; and
* I will make my new employer and line manager aware before I accept the job offer that I am committed to complete the programme and will require their support to do so; and
* I will use my best endeavours to have a new version of this document completed by myself and my new line manager which accepts liability to the potential to pay the Academy a withdrawal fee of **£350.00 (NHS staff), or £600 (Subsidised cost to NHS external participant’s),** if I fail to complete the programme.

**1.16** I agree to my personal data (whether supplied by me; collected by the Academy via the application process; and from time to time throughout the delivery of the programme), be shared by the Academy with its contracted service providers (their global organisation(s) and subcontractors), and that the Academy and/or it’s contracted service providers (their global organisation(s) and subcontractors), may share or disclose my personal data to a third party for a specific purpose, for example where the Academy needs to provide a caterer with meal preference information. In addition, I agree that my personal data may be routed, stored, or transferred internationally both inside and outside the EU, on the understanding that the Academy has sought assurance from its contracted service providers (their global organisation(s) and subcontractors), that they have policies in place to ensure an equivalent level of protection is in place as is provided by the Academy; and

**1.17** That there may be audio recording, filming and/or photography being taken whilst on the programme. I agree that the Academy may use photographs, film, audio and video recordings made during the programme to showcase the programme including promoting it within the NHS, to central government, and to the general public via the Academy website or other media. If you do not want your image to be used, please inform the programme team.

1. **By application to this Programme, the Line Manager confirms that:**

**2.1** I fully support the applicant to take part in the programme and agree to make the necessary work place arrangements for the applicant to attend all of the face to face elements if required.

**2.2** The amount of paid or unpaid study leave the applicant receives in addition to complete the required study time detailed above will be determined by the relevant policy of or by the management of the employing organisation.

**2.3** I will inform the Academy of any doubt I may have as to whether the applicant will be able to complete the programme. (NOTE: Managers understand this is a policy based on Academy experience to date and is intended to make the very most of what is a precious and scarce resource - otherwise, other applicants are denied a place and unnecessary costs may be incurred by their organisation).

**2.4** I understand and agree that if the applicant withdraws from the programme without completion and without agreeing to extenuating circumstances with the Academy, their organisation may have to pay the full cost of their place on the programme which is **£350.00 (NHS staff), or £600 (Subsidised cost to NHS external participant’s)**.

**To avoid your application being delayed please ensure this form is fully completed and all pages have been scanned before submitting your application.**