

Elizabeth Garrett Anderson Programme

APL Terms and Conditions

Applications for the Programme require the support of both the applicant's line manager and their sponsor Organisation.

By their signatures on this form the applicant, the applicant's line manager and the authorised signatory of the sponsoring Organisation confirm they have read and are agreeing to the terms and conditions of this document.

I understand that, if I am employed by an NHS Organisation and I move jobs during the Programme that:

- a) This does not constitute circumstance for withdrawal from the Programme.
- b) 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.
- c) I will have a new version of this document completed by myself, and new line manager.

Learning Agreement for the Applicant and Supporting Line Manager

The applicant and supporting Line Manager consents to this agreement and confirms that they have read and agree to the clauses of this learning agreement:

By their consent, the applicant confirms that:

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

1.2 I will attend and partake in all the face-to-face workshops and all the learning activity associated with the Programme, including all the assignments regardless of the amount of study leave I am granted. I understand that all the elements of the Programme are compulsory and attendance is part of the assessment, pass mark, and Academy accreditation. The assessment criteria are as follows:

- Completion of all online work through the Virtual Campus
- Mandatory attendance at all three face-to-face workshops
- Completion of the 4 modules of the Programme and the corresponding written and work based assignments.
- Required face-to-face study days: 15 days in total over 18 Months.
- Submission of a 10,000 word dissertation.

1.3 I understand that the Programme is designed around practical learning in the workplace – the most important environment for me to learn and develop as a leader – and that I will not be able to complete the Programme without application in my workplace.

1.4 I will ensure that I have enough access to the online learning environment to complete the significant amount of online learning required. I will make the NHS Leadership Academy aware of any accessibility issues I have in this regard so that appropriate support can be found before the Programme starts. Minimum system requirements are as follows:

1.5 Any information you provide in completing this application will be stored and processed in accordance with our Data Privacy Policy which you are required to read and accept before completing your application

<https://www.leadershipacademy.nhs.uk/privacy/>

I confirm I have read and accept the Academy's Data Privacy Policy * Tick Box

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1.6 I understand that there may be audio recording, filming and / or photography of me, taken whilst on the Programme. I agree that the Academy may use photographs, film, audio and video recordings of me made during the Programme to showcase the Programme including promoting it in the NHS, to Central Government, and to the general public via the Academy's website or other media.

By their consent 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 and apply practical learning in the workplace as detailed above.

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 NHS Organisation or Non-NHS Organisation.

3.0 By signing this you confirm:

3.1 These terms and conditions take effect when correspondence is sent from the NHS Leadership Academy confirming your place on the programme.

3.2 The invoice will be paid in full within 14 days of issue by Health Education England.

3.3 Agrees that Programme costs and accommodation where indicated above as being required for the residential elements of the Programme is included (subject to the following exclusion). Travel and subsistence other than lunches during the residential days is not covered nor is overnight accommodation on the night before a residential except if the applicant must leave their home address before 6am to arrive on time for the start of the residential.

Fees

Please tick to confirm the applicable fee:		
All Organisations not providing NHS funded care ("Non-NHS Organisations")	£10,000 Plus VAT	<input type="checkbox"/>
All Organisations providing NHS-funded care ("NHS Organisations")	£5,000 (VAT exempt)	<input type="checkbox"/>

Funding type

Please tick to confirm how your place is being funded (please tick both for mixed funding):

Organisation-funded ☐

Self-funded ☐

Applicant information

Please complete the following information. **All signatures must be wet – we do not accept electronic signatures.**

If self-funding, your signature confirms you are financially liable for your place on the programme.

Print name of Organisation:
Print applicant name:
Applicant signature:
Date:
Print name of Line Manager:
Line Manager signature:
Date:
Print name of budget holder for the NHS Organisation/Non-NHS Organisation (if Organisation-funded):
Budget Holder signature:
Date:

