

Elizabeth Garrett Anderson Programme

APL Bursary 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.

In addition, the form signatories are verifying the accuracy of information provided in the bursary section of the Programme application form and any ancillary information requested by the Academy.

The bursary scheme operates to cover the Programme fee which, for Organisations providing NHS funded care, is £5,000. Applicants for the Programme pursuing bursary funding must submit a written rationale outlining why he or she should be given a bursary place ("the Bursary Application"). The Bursary Application forms part of the main Programme application form.

The Academy will, in its absolute discretion, decide whether to award a bursary place. The Bursary Application will form part of the decision-making process, however factors other than the merits of the Bursary Application (such as the availability of bursary funds) will affect whether a bursary is offered.

The information in the Bursary Application may be subject to verification by the Academy as the Academy must be confident that any awards made make best use of the very limited amount of funds available for bursaries.

The Academy will respect the confidentiality of all information received in respect of a bursary. Applicants are similarly required to keep strictly confidential their dealings with the Academy regarding the award of a bursary.

I understand that, if I move jobs during the Programme that:

- a) This does not constitute extenuating 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 my 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.

3.1 By signing this you confirm that:

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

3.3 Agrees that Programme costs and accommodation where indicated above as being required for the residential elements of the Programme is included in the Bursary(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.

Applicant information

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

If the applicant either fails to start or fails to complete the Programme for any reason whatsoever (other than for a reason that the Academy (in its absolute discretion) determines is an extenuating circumstance), the Organisation will remain liable to pay the Programme fee of £5,000 as agreed recompense to the Academy for subsidising the applicant's 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:
Budget Holder signature:
Date: