

I confirm that I will take up my place on the Mary Seacole programme

I confirm that I and my line manager are willing to sign up to the conditions described below.

- I have the full support of my manager to take part in the programme. My manager verifies this by their signature at the end of this letter. ‘Support’ means I have their agreement to attend **all** of the face-to-face elements. The amount of paid or unpaid study leave I receive on top of this is to be negotiated between myself and my manager but regardless of what is granted, I will undertake the required amount of study which is approx 12 hours a week made up of work place activity and on-line learning. I understand that these programmes are 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.
- I will complete **all** of the face-to-face study days which includes the residential workshops and the face to face induction. For the Mary Seacole programme this total 6 days, some of which are on a Saturday.
- I commit to complete the learning activity associated with the programme, including all of the assignments.
- I have a privileged place on the course; I will not share my access to the learning environment, or download, plagiarise or distribute any of the learning materials amongst my colleagues other than through the application of my learning as required by the programme.
- If I am from outside of the EU and working in England with a visa, I will ensure my UK Border Agency clearance covers **study as well as work**. If I do not have an entitlement to study in England I will not enrol in the programme.
- On-line learning is the key to making these courses convenient, cost-effective and accessible; I will ensure that I have enough access to a computer to complete the significant amount of on-line learning required (but this doesn’t mean you have to own one). Because this is so critical, I understand my place will be withdrawn if I am unable to access a computer. *(I will make the NHS Leadership Academy aware of any accessibility issues I have in relation to working on a computer so that appropriate support can be found before the programme starts).*
- If my place on the programme is funded by the Academy no immediate costs will be incurred. This **does not mean it is free**. **If I leave the programme** before fully completing it without agreed extenuating circumstances, I and my manager understand that my **organisation will be liable to bear the full cost** of the programme – [£5,000]. If I have any doubts whether I will be able to complete the programme I will let the NHS Leadership Academy know. NOTE: I understand this is a policy based on the NHS Leadership Academy’s 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 my organisation.
- Course fees cover all programme costs and refreshments during face to face days. Travel is not covered by the Academy but should be covered by your organisation.

- I understand that, if I move jobs during the programme that:
 - this does **not** constitute extenuating circumstance for withdrawal
 - I must make the new organisation and manager aware of their responsibilities and liabilities **before** accepting the employment
 - I must resubmit a new supporting statement and counter signature from the new organisation outlining support for my continued involvement and accepting liability for the full cost of the programme in the case of early withdrawal.
 - I will abide by the Open University's rules, regulations and conditions of software use while studying.
 - The information given is accurate to the best of my knowledge.

WE

Name of applicant

Signature

Date

Name of line manager*

Signature

Date

*must be the person who has the appropriate level of financial authority to sign this off and be able to agree your study leave absence from work.