



Mary Seacole

# Terms and Conditions

2019/20





# Mary Seacole programme fees, terms and conditions

Applications for the Mary Seacole programme requires the support of both the applicant's line manager and their employing organisation.

By their signature on this form the applicant, the applicant's line manager and the authorised signatory of the employing organization, confirm that they have both read and agree to the terms and conditions of this document.

The nature of the organisation that employs the applicant determines the fees payable for the programme.

All organisations not providing NHS funded care ("Non-NHS organisations")	£1,700 (plus VAT)
All organisations providing NHS-funded care ("NHS organisations")	£995 (VAT exempt)

Please complete the information requested and sign in the places provided.

Name of organisation employing the applicant:	
Corresponding fee payable:	
Required study time: 100 hours over 6 months	
Required face-to-face study days: 3 face-to-face days over 6 months, no residential elements	
Applicant name:	
Applicant signature:	Date:
Line manager name:	
Line manager signature:	Date:



Name of authorised signatory for the NHS organisation/ non-NHS organisation (such as a budget holder, senior manager, organisational development lead):	
Signature:	Date:

**1. By their signature above the authorised signatory for the NHS organisation/ non-NHS organisation confirms:**

**1.1** The applicable programme fee entered above will be due payable upon acceptance by the applicant of a place on the programme. The invoice will be paid in full within 30 days of issue by the NHS Leadership Academy (the Academy).

**1.2** That it agrees that programme costs are included. Travel and subsistence other than lunches during the workshop days are not covered nor is any overnight accommodation.

**2. In addition the authorised signatory for the NHS organisation confirms:**

**2.1** 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 NHS organisation will pay the Academy the sum of £705 plus VAT (being the difference between £1700 plus VAT and £995) against the Academy's invoice therefor as agreed recompense to the Academy for subsidising the applicant's place on the programme.

**3. By their signature above the line manager confirms:**

**3.1** 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 as detailed above.

**3.2** 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.



**4. By their signature above the applicant confirms that:**

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

**4.2** I will not share my access to the learning environment, or download, plagiarise or distribute any of the learning materials to anyone;

**4.3** I will complete all of the face-to-face study days (as detailed above) and all of the learning activity associated with the programme, including all of 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;

**4.4** 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;

**4.5** 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:

- a) Devices – Desktop, laptop, tablet, smartphone
- b) Operating system – Windows XP+, Mac OS 10.6+, iOS5+, Android 4+
- c) Browser – Google Chrome 15+, Mozilla Firefox 14+, Internet Explorer 9+
- d) Extra functionality – Adobe Flash player and Adobe Acrobat Reader 7 or above
- e) Javascript and Cascading style sheets (CSS) – enabled

**4.6** I understand that, if I am employed by an NHS organisation and I move jobs during the programme that:

- a) this does not constitute extenuating circumstance for withdrawal from the programme; and
- 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 use my best endeavours to have a new version of this document completed by myself, my new line manager and my new employer's authorised signatory which both acknowledges the payment already made



and accepts liability to pay the Academy £705 plus VAT if I fail to complete the programme

**4.7** 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) being shared by the Academy with its contracted service providers (their global organisation(s) and subcontractors) and that the Academy and/or its contracted service providers (their global organisation 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 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

**4.8** I understand that there may be audio recording, filming and / or photography of me, taken whilst on the programme.