



Ready Now Programme

Terms and Conditions

2018/19





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

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

It's important that this form is fully completed, signed and all pages are submitted with the application form to avoid any delays in the application process.

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

*** Indicates compulsory fields which need completing*

** Name of organisation employing the applicant:

** Applicant name:
** Signature:
** Date:


** Name of authorised signatory for the NHS organisation:
** Signature:
** Date:

The cost of the Ready Now programme is fully covered by the NHS Leadership 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 applicants place on the programme which is £4,500. 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 am from a black, Asian or minority ethnic (BAME background)
- 1.2 I am working at or above Agenda for Change (AfC) band 8a, or equivalent, within the NHS or an NHS funded service
- 1.3 I have the support of my line manager and my organisation to take part in the Programme
- 1.4 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.
- 1.5 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.
- 1.6 That my attendance is required at each of the five residential modules which make up the duration of the Ready Now programme. Not attending the programme without agreeing extenuating circumstances with the Academy could mean that I may lose my place on the programme and my organisation may be charged a fee of up to £4,500 as stipulated in clause 1.7.
- 1.7 If I either fail to start or fail 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), my employing organisation will be liable to pay the full cost of the programme, which is £4,500 as agreed recompense to the Academy for fully funding my place on the programme.
- 1.8 I will not share my access to the learning environment, or download, plagiarise or distribute any of the learning materials to anyone.
- 1.9 I agree that programme costs and (subject to the following exclusion) accommodation where indicated above as being required for the residential elements of the programme is included. Travel and subsistence other than lunches during the module days is not covered nor is overnight accommodation on the night before a module except if the applicant must leave home before 6.00 am in order to arrive on time for the start of the residential and the organisation's own expenses policy will apply.
- 1.10 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 £4,500 if I fail to complete the programme.

- 1.11** 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 its 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
- 1.12** 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 in the NHS, to central government, and to the general public via the Academy's website or other media. If you do not want your image to be used, please inform the programme team.

2. By their signature above 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.
- 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 raise any doubt about whether the applicant will be able to complete the programme and I will let the NHS Leadership Academy know. (NOTE: Managers 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 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 £4,500.

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