



Stepping Up Programme

# Terms and Conditions (Bands 5 & 6)

2019/20





Applications for the programme requires the support of both the applicant's line manager and their employing organisation. If the applicant's line manager is an authorised signatory of the employing organisation then they should sign in both boxes below

By their signature on this form, the applicant, the applicant's line manager and the applicant's employing organisation are confirming that they have read and agree to the terms and conditions in this document.

Aside from travelling expenses and some subsistence, the cost of a participant attending the programme is fully covered by the NHS Leadership Academy. If having accepted a place the applicant fails to start, fails to complete the programme for any reason (other than for a reason that the Academy in its absolute discretion determines is an extenuating circumstance), the employing organisation named below agrees to pay, as recompense to the Academy, the cost of a place on the programme, which is £970 for participants on the Band 5 & 6, 4-day programme.

**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.**

Name of organisation employing the applicant:
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Applicant name:
I have read and confirm acceptance of section 1 below.
Signature:
Date:

Name of applicant's line manager:
I have read and agree to section 2 below.
Signature:
Date:



Name of authorised signatory for the employing organisation:
Signature:
Date:

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

- 1.1** All of the information provided by me in the application form is up to date and accurate.
- 1.2** 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.
- 1.3** I understand that my attendance is required at each of the two residential modules which make up the duration of the Stepping Up Programme.
- 1.4** I understand that my travel costs and subsistence (other than lunches during the face to face days) is not covered and my employing organisation's expenses policy will apply. Where I am required to stay overnight at a residential accommodation and breakfast at the hotel (only) will be provided by the Academy. However, overnight accommodation on the night before a module is not provided except if I must leave home before 6.00 am in order to arrive on time for the start of the residential.
- 1.5** The amount of paid or unpaid study leave I will receive will be determined by the relevant policy of or by the management of my employing organisation.
- 1.6** I understand that if I move jobs during the programme:
  - this does not automatically 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 £970 if I fail to complete the programme.



## **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, on behalf of my organisation to make the necessary work place arrangements and allow the applicant time away from work in order for the applicant to attend all of the face to face elements.