

# Terms and conditions

## The Stepping Up programme



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To apply for the programme applicants will need the support of their line manager and the organisation they work for. At the end of this form both the applicant and their line manager must sign this document to confirm they agree to the terms and conditions stated underneath.

**It's important that this form is fully completed, signed, and submitted with the application form to avoid any delays in the application process. Please complete this form, sign the relevant fields on page 5 and attach all pages of the document to your application form.**

For any questions about these terms and conditions please contact the Local Development Partner (LDP) in your local area who will be able to help. Details of your LDP can be found on the [Academy's website](#).

### Terms and conditions

The programme is fully funded by the Academy. Participants will be required to commit themselves to the programme and take part in all the learning elements, including the face-to-face modules and group work. Attendance at the residential modules is mandatory. If the participant withdraws from the programme before they've completed it and without agreed extenuating circumstances (as judged by the Academy's withdrawal panel), their organisation will have to pay the full cost of the programme, which is £2,200.

Participation in Stepping Up is subject to the following conditions. You must confirm that you can answer 'yes' to the following:

- Are you from a black, Asian, minority ethnic (BAME) background and currently working at Agenda for Change band 5 or 6 or the clinical equivalent?
- Do you have the support of your line manager and your organisation to undertake this programme?
- Can you commit to attend the two residential modules? Module dates are as follows:

Cohort Number	Module 1	Module 2	Location
3.3	22 and 23 June	5 and 6 October	London
3.4	25 and 26 July	12 and 13 October	Leeds

**The following terms and conditions must be signed by each applicant and an authorised signatory for the employing organisation:**

1. By their signature the authorised signatory for the employing organisation confirms:

1.1. If the applicant is successfully shortlisted for the Stepping Up programme, they accept a place on behalf of the employing organisation.

1.2. As the place on the programme is funded by the Academy, no immediate costs will be incurred. This does not mean that the programme is free. If the applicant leaves the programme before fully completing it and without agreed extenuating circumstances (as judged by the Academy's withdrawal panel), then the organisation will be liable to bear the full cost of the programme, which is £2,200. The authorised signatory notes that if they have any doubts whether the applicant will be able to complete the programme, they will let the Academy know. (NOTE: They understand this is a policy based on the 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 the organisation).

1.3. I understand that attendance is mandatory for the two residential dates which make up the Stepping Up programme. Non-attendance without agreed extenuating circumstances may result in the participant's place being withdrawn at the discretion of the Academy. In the event of such a withdrawal, the organisation understands that the organisation will be liable to bear the full cost of the programme which is £2,200. (NOTE: Attendance is required at each residential date as the Stepping Up programme is a continuous process in which one stage leads to the next one. Missing any one element breaks the experiential development process. Participants benefit from developing relationships that enable a deep trust to emerge that in turn allows people to go further in their development than they might otherwise. This process is well established and is proving to be successful in supporting profound personal development. Absence from one element interrupts the whole programme for individuals and more importantly their other colleagues across the group. Maximum benefit is gained from full attendance and as such, partial availability will mean that people cannot be accepted on to the programme or may have to defer to the next cohort).

1.4. Programme fees cover all programme costs and accommodation for the residential element. Travel and subsistence is not covered and the organisations' own expenses policy will apply.

1.4.1. In line with **Academy policy**, if the applicant would have to leave home before 6am in order to arrive on time on the first day of the residential module, then he / she would qualify for accommodation on the prior night. Otherwise, the Academy can book the extra night and the applicant will be responsible for the additional costs.

2. By their signature the applicant confirms that:

2.1. I understand if I move jobs during the programme, that:

- a) This does not constitute as an extenuating circumstance for withdrawal.
- b) I must make my new organisation and manager aware of their responsibilities and liabilities before accepting the employment.
- c) I must resubmit a new supporting statement on behalf of me and my new organisation, outlining support for my continued involvement in the programme and accepting liability for the full cost of the programme which is £2,200 – in the case I fail to complete the programme.

I understand that there may be audio recording, filming and / or photography of me while on the programme. I agree that the Academy may use pictures (including photographs), film, audio, and video recordings of me made during the programme to promote the programme in the NHS, to central government, and to the general public via the Academy's website or other media.

**To avoid your application being delayed please ensure this form is fully completed and all pages are scanned and uploaded to your application before submission.**

**By signing this document I confirm that both myself and my line manager agree to the above terms and conditions.**

*\*\* Indicates compulsory fields which need completing*

**Name of organisation employing the applicant:
Programme duration: 5 months

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

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