



Demand & Capacity Trainer Programme

Participation Agreement

Cohort 1

June 2017

Demand and Capacity Trainer Programme Participation Agreement

1. Overview

- 1.1 The national Demand and Capacity Programme has been set up to embed demand and capacity planning in local health economies and to make sure its principles, methodological approaches and datasets are understood and recognised by both commissioner and provider organisations.
- 1.2 Currently, the national team provides training for colleagues working in the NHS on demand and capacity planning. This training also provides an opportunity for providers and commissioners to get together and share their understanding of local plans. We, the national Demand and Capacity Programme Team, believe that moving forward, these training sessions and opportunities to work together should be delivered locally, owned locally.
- 1.3 For this reason, we have developed the Demand and Capacity Trainer Programme, which aims to train 300-400 NHS colleagues over three years in teaching and supporting demand and capacity planning locally.
- 1.4 To ensure training remains accessible locally, participating organisations have to agree to release their staff who participate in this programme, to deliver training locally post-graduation.
- 1.5 Therefore, participants in the Demand and Capacity Trainer Programme require the support of both their line manager and their executive level sponsor.
- 1.6 By signing this form the applicant, the applicant's line manager and the executive sponsor confirm that they have read and are agreeing to the terms and conditions of this document.

2. Study requirements:

As a rough guide, we estimate the time commitments for the training as follows:

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| 150 hours over six months comprising of four modules and one action learning set | |
| Each module comprises | Pre module learning – 20 hours Face to face training – two days Webinar – one hour |
| Action learning set | One day face to face at end of course |

Additional course requirements are set out in the student prospectus.

3. Participation Agreement

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

Name of applicant:

Name of organisation:

3.2 By their signature the Executive Level Sponsor confirms:

3.2.1 I commit to supporting the applicant to become a Demand and Capacity Trainer by enabling them to fulfil all study requirements, including supporting them to apply their learning in the work place.

3.2.2 I commit to supporting the applicant to use their skills as a trainer once they have graduated from the programme, including releasing them from their work-place arrangements to provide training:

- within my organisation (as required); and,
- more widely in the local area (up to four days per year).

3.2.3 If the applicant accepts a place on the programme and either fails to start or fails to complete the Trainer Programme without agreed extenuating circumstances, I agree on behalf of the organisation to pay the sum of £2,100 plus VAT to NHS Improvement as agreed recompense for funding the applicant's place on this Programme. I understand that this is a policy intended to make the very most of what is a precious and scarce resource; otherwise, other applicants are denied a place.

3.2.4 Lunch will be provided during face to face learning days. Any other expenses including travel and accommodation must be met by the applicant's organisation.

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| Name of Sponsor: |
| Job title: |
| E-mail: |
| Signature: |
| Date: |

3.3 By their signature below the Line Manager confirms:

3.3.1 I fully support the applicant to take part in the Trainer Programme. I agree to make the necessary work-place arrangements for the applicant to attend all of the face to face and web-based learning elements and to participate in Action Learning Sets as detailed in the study requirements.

3.3.2 The amount of paid or unpaid study leave the applicant receives in addition to the required study time as detailed above will be determined by the relevant organisational policy.

3.3.3 I commit to supporting the applicant to use their skills as a trainer once they have graduated from the programme. I will make the necessary work-place arrangements to release them to undertake this training within the organisation and in the local health economy and STP footprint.

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| Name of Line Manager: |
| Job title: |
| E-mail: |
| Signature: |
| Date: |

3.4 By their signature below the applicant confirms that:

- 3.4.1 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.
- 3.4.2 I will complete all of the study activities (face-to-face and virtual) and all other learning activity as detailed in the student prospectus, including any assignments, regardless of the amount of study leave I am granted. I understand that all the elements of this training programme are compulsory and attendance is part of the assessment and accreditation.
- 3.4.3 I understand that in applying to attend this programme I am committing to deliver training within my organization or with other organisations (such as CCGs) in my local area, in order to successfully disseminate the principles and practicalities of the demand and capacity models.
- 3.4.4 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 Demand and Capacity Programme Team and/or its contracted service providers (their global organisation and subcontractors) aware of any accessibility issues I have in this regard so that appropriate support can be found before the training 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) – enabled¹
- 3.4.5 I will ensure I bring a laptop to the Interactive Modelling workshop which has Microsoft Excel installed;
- 3.4.6 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 Demand and Capacity Trainer Programme;
 - b) I will make my new employer and line manager aware before I accept the job offer that I am committed to complete the Demand and Capacity Trainer Programme and will require their support to do so;
 - c) I will ensure a new version of this document is completed by myself, my new line manager and my new employer's executive sponsor.

¹ System requirements may need to be updated depending on programme structure and Programme delivery plans

3.4.7 I agree to my personal data (whether supplied by me, collected by the Demand and Capacity Programme Team via the application process and from time to time throughout the delivery of the Demand and Capacity Programme) being shared by the Demand and Capacity Programme Team with its contracted service providers (their global organisation(s) and subcontractors) and that the Demand and Capacity Programme Team 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 Demand and Capacity Programme Team 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 Demand and Capacity Programme Team 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 Demand and Capacity Programme Team.

Name of Applicant:

Job title:

E-mail:

Signature:

Date: