Contact Management Capability Programme

Learning agreement

This learning agreement is a two-part agreement between:

1. the candidate’s employer and Welsh Government (“we/us”) and;
2. the candidate, and the Welsh Government ("**we/us**")

and contains a statement of the applicable terms of your participation in the Contract Management Capability Programme (the "**Programme**"). By signing this document you are confirming that you have received, understood, and accepted these terms. Please sign and return Part 2, Employers Declaration and Part 3, Learner Declaration of this this agreement, along with your completed Expression of Interest application. Your expression of interest will not be considered for a place on the programme without this signed agreement.

The programme is being delivered as part of the Welsh Government’s Commercial Procurement Capacity and Capability programme and aims to actively increasing our capability as a Welsh public sector to support improved contract management.

The programme content will be sponsored and delivered through the Cabinet Office.

Funding for the programme is available to individuals permanently employed within certain public sector organisations in Wales, as further outlined in the schedule attached to this agreement ("**Applicable Welsh Public Sector employers”**).

We will not consider applications from any fixed term, temporary or agency staff for this programme. You acknowledge that you will receive sponsorship from the Cabinet Office or Welsh Government for the programme as follows:

a. for the Practitioner Level course - £6,100 p.p

b. for the Expert Level - £7,700 p.p

The Welsh Government will not be responsible for payment of any travel and subsistence costs in relation to your participation on the programme.

# Part 1

**The candidate**

|  |  |
| --- | --- |
| **Full name:** |  |
| **Organisation:** |  |
| **Email address:** |  |
| **Study level:** | [ ]  **Practitioner** [ ]  **Expert** |
| **Course title:** |  |

**PROPOSED STUDY PLAN**

|  |  |
| --- | --- |
| **Planned start month: (MM/YY)** | TBC |
| **Planned end month: (MM/YY)** | TBC |

# Part 2: Employer’s declaration

By signing this declaration, you agree to the following conditions:

1. You confirm that:
	1. the candidate is a permanent member of staff within the Welsh public sector
	2. the candidate has completed any applicable probationary employment period in line with your organisation’s employment terms and conditions
	3. the candidate has your authorisation to attend the programme.
2. You confirm that you will provide the candidate appropriate time to attend the course. The expected learner journey timescales are 6 months for Practitioner, and 9 months for Expert. You should expect they will spend 2-3 hrs every week on course activities for the duration of the programme.
3. If the candidate’s employment within the Welsh Public Sector terminates after we have incurred liability for the cost of them attending the programme, we may hold you liable to repay some or all the Welsh Government’s funding (the “Funding**”**) for the programme.
4. Except in the circumstances set out in paragraphs 5 below, you shall repay us as follows:
	1. If the candidate cease employment before they attend the programme but we have already incurred liability for the funding, 100% of the funding or such proportion of the funding that we cannot recover from shall be repaid
	2. if the candidate ceases employment during the programme or within 12 months of completing the programme, 100% of the funding shall be repaid
	3. if the candidate ceases employment more than 12 months but no more than 18 months after completion of the programme, 50% of the funding shall be repaid
	4. if the candidate ceases employment more than 18 months but no more than 24 months after completion of the programme, 25% of the funding shall be repaid
	5. If the candidate cease employment more than 24 months after completion of the programme, no repayment shall be required.
5. We may waive repayment of the funding, in our absolute discretion, if the candidate is unable to complete the programme due to an authorised absence or other extenuating circumstance. Such absence or extenuating circumstance must be submitted in writing to us by the candidate, and supported by you within [30] days of becoming aware of such circumstance to CommercialCapability@gov.wales
6. You must notify us within [30] days of the candidate ceasing employment within the Welsh public sector where the conditions of paragraph 3 apply.
7. If the candidate ceases employment with you but moves to another Welsh public sector organisation, you must notify us of the organisations details to enable us to maintain accurate programme records.
8. You will be requested to share your feedback to support improvement and promotion of the programme. We may include your feedback in programme promotional case studies.
9. We will share candidate performance information with you on request.

By signing this declaration you confirm that you are the budget holder and have financial authorisation to support reimbursement of the candidates placement fees where circumstances set out in paragraph 3 apply.

|  |  |
| --- | --- |
| **Organisation signature (Budget Holder:** |  |
| **Date:** |  |

# Part 3: Learner declaration

By signing this declaration you agree to the following conditions:

1. You confirm that:
	1. you are a permanent member of staff within the Welsh Public Sector
	2. you have completed any applicable probationary employment period with your current employer
	3. you have the written authorisation of your employer to attend the programme by way of email confirmation to be submitted at the time of application.
2. If your employment within the Welsh Public Sector terminates after we have incurred liability for the cost of you attending the programme, your employer may hold you liable to repay some or all of the Welsh Government’s funding (the “Funding**”**) for the programme.
3. If you transfer your employment to another public sector organisation, you must ensure prior approval from the new employer to support the continuation of your studies and confirm your changes to Welsh Government.
4. You understand and acknowledge that the Welsh Government will share the personal data supplied in your programme application with the Cabinet Office and your employer to enable the performance and delivery of the programme.
5. You agree that your personal data may be used as part of a general case study and published in promotional materials, and that you may be contacted by the Welsh Government programme administrator to participate in any future detailed case studies.

|  |  |
| --- | --- |
| **Candidate’s signature:** |  |
| **Date:** |  |

Once completed and signed please return by email to CommercialCapability@gov.wales

Keep a copy for you reference

# Schedule – Applicable Welsh Public Sector employers

1. Welsh Ministers, their agencies, sponsored and statutory bodies and other contracting authorities funded by them, whether or not they operate independently of Welsh Ministers, including:
* Arts Council of Wales
* CADW Welsh Historic Monuments 3/8/18
* Charity Commissioner for Wales
* Children's Commissioner for Wales
* Constructing Excellence in Wales (18/12/17)
* Forestry Commission (10/5/18)
* Future Generations Commissioner
* Higher Education Funding Council for Wales
* Independent Remuneration Panel Wales
* Local Democracy and Boundary Commission for Wales
* National Library of Wales
* National Museum Wales
* Natural Resources Wales
* Network to Promote Linguistic Diversity
* Older Peoples Commissioner for Wales
* Planning Inspectorate Wales
* Public Service Ombudsman for Wales
* Qualification Wales
* Royal Commission on the Ancient & Historical Monuments of Wales
* Social Care Wales (nee Care Council for Wales)
* Sport Wales
* Wales Audit Office
* Wales Centre for Health
* Welsh Dental Committee
* Welsh Industrial Development Advisory Board
* Welsh Language Commissioner
* Welsh Local Government Association
* Welsh Medical Committee
* Welsh Nursing and Midwifery Committee
* Welsh Optometric Committee
* Welsh Pharmaceutical Committee
* Welsh Revenue Authority
* Welsh Scientific Advisory Committee
* Welsh Therapies Advisory Committee
1. The Welsh Assembly Commission
2. Any company, limited liability partnership or other corporate entity wholly or partly owned by or controlled (directly or indirectly) by Welsh Government, including:
* Design Commission for Wales (DC FW Ltd)
* Life Sciences Wales Hub Ltd
* Hybu Cig Cymru
* Careers Wales (Career Choices Dewis Gyrfa Ltd)
* Regeneration Investment Fund for Wales (LLP)
* Cardiff International Airport1
* Student Loans Company Ltd
* Development Bank of Wales (nee Finance Wales)
* Transport Wales
* Innovation Point
* International Business Wales
* Industry Wales (Sector Development Wales Partnership Ltd)
* WGC Holdco Ltd
* Welsh Development Management Ltd
1. Local authorities in Wales their agencies, companies and limited liability partnerships or other corporate entities wholly or partly owned by or controlled by and any county and county borough, city, community or other council or local authority in Wales, including:
* Blaenau Gwent County Borough Council
* Bridgend County Borough Council
* Caerphilly County Borough Council
* Cardiff Council
* Carmarthenshire County Council
* Ceredigion County Council
* Conwy County Borough Council
* Denbighshire County Council
* Flintshire County Council
* Gwynedd Council
* Isle of Anglesey County Council
* Merthyr Tydfil County Borough Council
* Monmouthshire County Council
* Neath Port Talbot County Borough Council
* Newport City Council (Incorporating Newport Live 4/6/18)
* Newport Active Living Centre
* The Newport Centre
* The River Front Theatre
* Newport Arts Centre
* Newport International Sports Village (incorporating Wales National Velodrome Regional
* Swimming Pool and Tennis Centre & Newport Stadium)
* Pembrokeshire County Council
* Powys County Council
* Rhondda Cynon Taf County Borough Council
* City & County of Swansea Council
* Torfaen County Borough Council
* Wrexham County Borough Council
* Vale of Glamorgan Council
* North & Mid Wales Trunk Road Agency (NMWTRA) 2/3/18
* South Wales Trunk Road Agent (SWTRA) 2/3/18
1. NHS Health Boards in Wales, NHS Trusts in Wales, Special Health Authorities in Wales, Community Health Councils in Wales, the NHS Wales Shared Services Partnership and Board of Community Health Councils and any other contracting authorities operating within or on behalf of the NHS in Wales, including:
* ABM University Health Board
* Aneurin Bevan University Health Board
* Betsi Cadwaladr University Health Board
* Cardiff and Vale University Health Board
* Cwm Taf University Health Board
* Hywel Dda University Health Board
* Health Education Improvement Wales Special Health Authority
* Powys Teaching Health Board
* Public Health Wales
* Velindre NHS Trust
* NHS Wales Shared Services Partnership (as hosted by Velindre NHS Trust)
* Welsh Blood Service (as hosted by Velindre NHS Trust)
* NHS Wales Informatics Service (as hosted by Velindre NHS Trust)
* Welsh Ambulance Service Trust
* Welsh Health Specialised Services Committee
* Mid Wales Healthcare Collaborative
* South Wales Health Collaborative
* Emergency Ambulance Services Committee
1. Higher and further education bodies in Wales, including colleges, community colleges and universities, WEA Cymru and Colleges Wales, including:
* Aberystwyth University
* Bangor University
* Cardiff MET University
* Cardiff University
* Glyndwr University
* Swansea University
* University of South Wales
* University of Wales Trinity Saint David
* University of Wales Registry
* Bridgend College
* Cardiff and Vale College
* Coleg Cambria
* Coleg Ceredigion
* Coleg Gwent
* Coleg Sir Gár
* Coleg y Cymoedd
* Gower College Swansea
* Grwp Llandrillo Menai
* NPTC Group
* Pembrokeshire College
* St David’s Catholic College
* The College Merthyr Tydfil
* WEA Cymru
1. Police and crime commissioners and police forces in Wales; national park, and fire and rescue authorities in Wales, including:
* Dyfed Powys Police
* Gwent Police
* North Wales Police
* South Wales Police
* South Wales Fire & Rescue Service
* Mid & West Wales Fire and Rescue Service
* North Wales Fire & Rescue Service
* Brecon Beacon National Park
* Pembrokeshire Coast National Park
* Snowdonia National Park
1. Registered social landlords on the register maintained by Welsh Government;
2. Schools, sixth-form colleges, foundation schools and academies in Wales (but not independent schools);
3. Welsh Government and National Assembly for Wales.
4. Housing associations, including:
* Aelwyd Housing Association
* Bro Myrddin Housing Association
* Bron Afon Community Housing
* Cadarn Housing Group & Subsidiary Newydd Housing 22/12/17
* Cadwyn Housing Association
* Cardiff Community Housing Association
* Cartrefi Conwy
* Cartrefi Cymunedol Gwynedd
* Charter Housing Association
* Clwyd Alyn Housing Association
* Coastal Housing Group
* Community Lives Consortium
* CT Cantref
* Cynon Taf Community Housing Group
* Derwen Cymru 1/7/16
* Family HA (Wales)
* First Choice Housing Association
* Grwp Cynefin ( Nee Tai Clwyd and Cymdeithas Tai Eryri
* Hafan Cymru Carmarthen
* Hafod Care Association
* Hafod Housing Association
* Heart of Wales Property Services Ltd
* Hendre Group
* Linc Cymru Housing Association
* Melin Homes
* Merthyr Tydfil Housing Association 22/12/17
* Merthyr Valley Homes 12/12/17
* Mid Wales HA 11/12/17
* Mill Bay Homes
* Monmouthshire HA 11/12/17
* Newydd Housing Association (Subsidiary of Cadarn Housing Group) 22/12/17
* Newport City Homes
* North Wales Housing Association
* NPT Homes
* Pembrokeshire Housing 13/12/17
* Pennaf Housing Group 26/05/16
* Pobl Group (Nee Grwp Gwalia & Seren Group) 01/07/16
* Polish Housing Association
* Reach Supported Living (Nee Gwent Homes)
* Rhondda Housing Association
* Soroptomist Housing Association Carmarthen
* Taff Housing Association
* Tai Calon 08/01/18
* Tai Ceredigion
* Tai Cymdogaeth Cyf
* Tai Tarian 08/12/17
* Tai Wales & West Housing
* Trivallis
* United Welsh
* Valleys 2 Coast 2/3/18
1. Wales Council for Voluntary Action, Councils for Voluntary Action and those charities and voluntary organisations listed at the following link <http://www.wcva.org.uk/>
2. Welsh Third sector bodies & Charities.