

SCHEDULE 1

Part 4: PRE-QUALIFICATION PROGRAMME REQUIREMENTS

This Part 4 is applicable where the HSB's staff in Bands 1-4 undertake Pre-Qualification Programmes with Institutions.

The provision of further education and training to support HSB staff depends on an effective partnership between the Institution, the Authority and the HSB's involved in providing practice learning experiences.

This Part 4 is designed to supplement the Further Education Agreement between the Institution and the Authority for the provision of Pre-Qualification Programmes (which shall include Levels 2 and 3 training).

1 Recruitment of Trainees

- 1.1 The responsibility for enrolling appropriately qualified Trainees onto the Programme will be with the Institution, although the HSB will grant permission for the Trainee to undertake the training and will provide, appropriate support and/or mentorship to support the Trainee to complete the programme of learning.
- 1.2 The Institution and the HSB will jointly produce and agree the content of publicity for the programme and marketing for the recruitment of Trainees.
- 1.3 Information supplied to potential Trainees by the Institution should as a minimum outline:
 - 1.3.1 Who the programme is for, including the Knowledge and Skills Framework (KSF) dimensions relevant to the programme.
 - 1.3.2 Work or opportunities it will prepare Trainees for:
 - 1.3.2.1 entry requirements;
 - 1.3.2.2 programme content;
 - 1.3.2.3 time required for attendance;
 - 1.3.2.4 commitment required of Trainee;
 - 1.3.2.5 assessment;
 - 1.3.2.6 length of programme.

2 Programme

- 2.1 A full course Programme will be developed and agreed between the Institution and the HSB specifying qualifications, levels and options to be delivered.
- 2.2 The content, delivery and duration of each training programme will be clearly defined and agreed between the Institution and the HSB.
- 2.3 Where additional qualifications can be offered by the Institution alongside the agreed Programme, these will be agreed between the Institution and the HSB.
- 2.4 A learning contract will be developed for each Trainee between the HSB, the Trainee and the Institution and specific responsibilities will be agreed in respect of:

- 2.4.1 who is providing/delivering which parts of the programme;
 - 2.4.2 who is responsible/will deliver Information Advice and Guidance (IAG);
 - 2.4.3 resources required and the responsibility for providing those resources;
 - 2.4.4 content and delivery method;
 - 2.4.5 times and venues;
 - 2.4.6 amount of tutor/assessor support.
- 2.5 The Institution and the HSB will agree:
- 2.5.1 time Trainee is required to be away from the workplace;
 - 2.5.2 level of attendance required per Trainee;
 - 2.5.3 outcomes for the programme;
 - 2.5.4 policy and costs for the extension of the duration of a learning programme;
 - 2.5.5 to meet Trainee needs.
- 2.6 Additional Support
- 2.6.1 The Institution will identify where additional support is required for a Trainee to achieve the qualification and agree the provision of that support with the HSB.

3 Employers Responsibilities

- 3.1 The HSB will agree to release, as a minimum, the numbers of Trainees specified in Schedule 2.
- 3.2 The HSB must agree to support the Institution to deliver the programme by providing Trainee names, details and any organisational information reasonably requested by the Institution within the required time limit.
- 3.3 The HSB will provide sufficient time and access for the Institution's trainer or assessor to meet with the Trainee.
- 3.4 The HSB must obtain all necessary consents and clearances for assessors or trainers to access the workplace.
- 3.5 Where appropriate and agreed, the HSB will provide support to allow Trainee/Institution to complete the programme of learning.
- 3.6 Matters affecting the general welfare of the Trainees (who are Trust employees) will be the responsibility of their employing HSB.

4 Review Process

- 4.1 Annual review meetings will be agreed and held between the Institution and the HSB. Reporting requirements and monitoring systems will be clarified and agreed between the Institution and the HSB.

- 4.2 The frequency of other meetings will be agreed between the Institution and the HSB.
- 4.3 The Institution and the HSB will nominate officers to be the lead and coordinate the delivery of contracts for their organisations.
- 4.4 Reviews will include:
 - 4.4.1 written reports on trainee progress, attendance and problems;
 - 4.4.2 quarterly performance reports for internal divisions within the Institution;
 - 4.4.3 issues affecting the delivery of, or completion of the programme.
- 4.5 Reviews will be attended by programme delivery staff as appropriate.
- 4.6 The HSB representative will attend or send a written report to the Authority by the 2 December in each contract year.
- 4.7 Action plans to address issues identified will be developed by the Authority following the annual review.

5 Resources

- 5.1 The Institution will ensure that it has sufficient staffing capacity to deliver the programme and to ensure quality and sustainability over the duration of the contract. Failure to do this within the timescales agreed may result in funding being withheld from the Institution of an amount agreed between the HSB and the Institution.
- 5.2 Where the HSB has resources (human or physical) which can be used to deliver elements of the programme, agreement will be reached with the Institution over the deployment of those resources and the associated financial arrangements. The HSB must agree to release those resources to support the programme. The financial arrangements for this will be included within Schedule 2.

6 Accreditation with Awarding Bodies

- 6.1 The Institution will be responsible for registering Trainees with the Regulatory Body.
- 6.2 The Institution will comply with the requirements of and undertake all administration, reporting and liaison with the Regulatory Body.
- 6.3 The Institution is responsible for ensuring that its own and HSB staff deployed on the programme, are aware and comply with the requirements of the Regulatory Body.