
Health Education England | 2023-24 Training

Presented to:

[REDACTED]

[REDACTED]

Health Education England

Presented by:

[REDACTED]

[REDACTED]

BiteSize Learning

Date:

02/12/22



Overview

Summary

Health Education England would like to book a series of courses to run throughout 2023 and into 2024, to train Doctors in Training, Trainers, and the PSED team.

Courses

Start Date / Time	End Date / Time	Name	Delivery
21/02/2023 09:30	21/02/2023 12:00	Managing Difficult Conversations (Trainers)	Online
01/03/2023 09:30	01/03/2023 12:00	Mindfulness at Work (Doctors in Training)	Online
01/03/2023 09:30	01/03/2023 12:00	Managing Hybrid Workers (PSED)	Online
16/03/2023 09:30	16/03/2023 12:00	Wellbeing in a Hybrid World (PSED)	Online
21/03/2023 09:30	21/03/2023 12:00	Maximising your Personal Impact (Doctors in Training)	Online
17/04/2023 13:30	17/04/2023 16:00	Emotional Intelligence (Trainers)	Online
18/04/2023 09:30	18/04/2023 12:00	Assertiveness in Communication (Doctors in Training)	Online
19/04/2023 09:30	19/04/2023 12:00	Effective Hybrid Working (PSED)	Online
27/04/2023 09:30	27/04/2023 12:00	Presenting in a Hybrid World (Trainers)	Online
27/04/2023 09:30	27/04/2023 12:00	Communicating with NLP (Trainers)	Online
04/05/2023 09:30	04/05/2023 16:00	Presentation Skills (Doctors in Training)	Online
16/05/2023 13:30	16/05/2023 16:00	Emotional Intelligence (PSED)	Online
17/05/2023 13:30	17/05/2023 16:00	Building Trust & Rapport (Trainers)	Online
23/05/2023 09:30	23/05/2023 12:00	Mental Health Awareness (Trainers)	Online
08/06/2023 09:30	08/06/2023 12:00	Communicating with NLP (Doctors in Training)	Online
13/06/2023 09:30	13/06/2023 12:00	Maximising your Personal Impact (Trainers)	Online
16/06/2023 09:30	16/06/2023 12:00	Emotional Intelligence (Doctors in Training)	Online
27/06/2023 09:30	27/06/2023 12:00	Managing Change (Trainers)	Online
28/06/2023 09:30	28/06/2023 12:00	Unconscious Bias (Trainers)	Online

Delivery

You would like these courses to be run as virtual classroom sessions on Zoom.

Number of Participants

The maximum recommended number of participants in any of the above sessions is 15.

Administration

Zoom links and guidance notes will be provided in advance for you to distribute to participants. We will host the Zoom sessions and there will be a waiting room for the facilitator to approve access to participants. An advance list of attendees is preferred, but not mandatory.

We will ask participants to fill in a short electronic evaluation form at the end of the session, as we use feedback to ensure the experience we provide is of the highest quality. We can happily share this feedback with you.

Accessibility

We have subtitles set up in our Zoom sessions that participants can choose to enable. If any participants have additional accessibility requirements that we should be aware of, please do let us know.

Design

We are always happy to make reasonable adjustments to our content to ensure that the content is as relevant to your needs as possible. We would notify you in advance if additional design is required and likely to incur any design fees

Deliverables and Fees

Deliverable	Fee
The delivery of 18 two-hour courses via virtual classroom session	£ [REDACTED]
The delivery of 1 full day Presentation Skills courses via virtual classroom session	£ [REDACTED]
Guidance notes for participants	Included free of charge
[REDACTED] % public sector discount	- £ [REDACTED]
Sub-total	£ [REDACTED]
VAT	£ [REDACTED]
Final total	£25,920.00

Terms of Business

1. Parties to the agreement

This agreement is between BiteSize Learning Ltd of 5 Grove Place, Bedford MK40 3JJ and Health Education England of Stewart House, 4th Floor, 32 Russell Square, London, WC1B 5DN.

2. Purpose of the agreement

2.1 This agreement sets out the commercial and contract terms governing the provision of training and consulting services by BiteSize Learning Ltd to Health Education England.

3. Services to be provided

- 3.1** The services to be provided by BiteSize Learning Ltd to Health Education England are outlined in the proposal above.

4. Commercial terms

- 4.1** Fees for all work by BiteSize Learning Ltd for Health Education England will be charged in accordance with the Summary of Deliverables and Fees, included in the proposal or any subsequent written amendment signed by both parties. Invoices are payable within 30 days of receipt. All fees and expenses will be subject to VAT in accordance with VAT regulations.
- 4.2** Reasonable expenses, including travel and subsistence, and goods and services purchased on the client's behalf, are charged at cost. For travel, BiteSize Learning's standard policies apply which are to use second class rail and economy class air travel within the UK and business class or equivalent for overseas travel. If travelling by private vehicle our rates will be based upon the prevailing Inland Revenue Mileage Rates, currently 45p per mile. Expenses are not charged for the virtual delivery of programmes.

5. Cancellation and Rescheduling

- 5.1** Cancellations made by Health Education England 20 or more working days prior to the course are subject to a £100 charge per event to cover administration. This charge is waived where the event is rescheduled within 7 days of notification of the cancellation.
- 5.2** Bookings cancelled between 10 and 19 working days prior to the date of the course will be charged at 50% of the fee.
- 5.3** The full fee will be payable if less than 10 working days' notice of cancellation is given.
- 5.4** Where a cancelled course is rescheduled within 7 days of notification of the cancellation and takes place within three months of the original event date, an amount of 50% of the charged cancellation fee will be credited towards the rescheduled course.

6. Confidentiality

- 6.1** All information provided to BiteSize Learning Ltd by Health Education England about its business or employees or obtained by BiteSize Learning Ltd about Health Education England, which is not already in the public domain or generally known in the industry, shall be deemed as confidential and shall not be transmitted or communicated to any third parties.

7. Intellectual Property, Ownership and Retention of Copyright

- 7.1** BiteSize Learning Ltd retains copyright in all material provided to Health Education England or otherwise generated in the course of carrying out the engagement.
- 7.2** Health Education England shall keep confidential any methodologies and technology used by BiteSize Learning Ltd to carry out an engagement.
- 7.3** All papers and documents we produce in the course of our work for you will remain our property apart from letters and reports sent to you. We retain the copyright and all intellectual property rights in all original material provided to you.

7.4 We reserve the right to destroy correspondence and other papers once we believe they need no longer be retained for legal reasons.

8. Liabilities

8.1 BiteSize Learning Ltd shall not be liable for any loss, injury or damage suffered by Health Education England, its employees or any third party as a result of any of the advice given as part of this project.

9. Changes and amendments to this contract

9.1 From time to time, both parties may by mutual agreement change and/or amend this contract. All such changes must be agreed in writing between the parties and attached to this contract as an additional appendix.

10. Termination and settlement of disputes

Either party may, at its discretion and without penalty, cancel its relationship with the other by providing one month's written notice. BiteSize Learning Ltd will then invoice Health Education England for the work carried out to that date based on the quoted rate.

10.1 Termination, wholly or partially, may also occur immediately either by mutual consent between the parties or as a result of written notice being sent by one party to the other as a result of serious or material breach of contract / duty.

10.2 Where disputes arise between the parties, both parties agree to attempt to resolve them directly by face to face discussion as a matter of urgency.

11. Governing Law and Jurisdiction

11.1 This agreement shall, at all times and in all respects be governed by the laws of England.

Name: [REDACTED]

Agreed: [REDACTED]

Date: 21st February, 2023

For and on behalf of BiteSize Learning Ltd

Name: [REDACTED]

Agreed: [REDACTED]

Date: 21/02/23

For and on behalf of Health Education England