

Contract for the provision of Apprenticeship Training between:

Department for Health and Social Care

and

ioda Limited of

ioda House, Grimston Grange Offices,
Grimston Park, Tadcaster, LS24 9BX

This agreement is made on:

1st July 2024

1. Definitions

In this agreement the following terms will have the following meanings:

Department for Health and Social Care hereinafter referred to as the **Employer**. **ioda** Limited hereinafter referred to as the **Training Provider**. "**Apprentice**" means each individual who is undertaking the apprenticeship with the **Training Provider**, whilst being employed by the **Employer** or a member of the Employers Group.

"**Commencement Date**" means **INDUCTION DATE which is stated in the Apprenticeship Agreement and Training Plan (formally known as the Commitment Statement)**.

"**Data Protection Laws**" means the UK General Data Protection Regulation (UK GDPR) on and from 25 May 2018 (as amended and superseded from time to time), and/or all applicable laws, rules, regulations, regulatory guidance, regulatory requirements from time to time, in each case in each jurisdiction where the Services are delivered in relation to data privacy.

"**Employers Group**" means in any subsidiary and holding company of the Employer and any subsidiary of such holding company or subsidiary from time to time

"**Apprenticeship Programme**" means the apprenticeship programme to be delivered by the Training Provider to each Apprentice

"**Apprentice Standard**" means the elements of the framework the Apprentice(s) will be required to complete during the apprenticeship.

"**Functional Skills**" means Math's and English at Level 2, which is a mandatory requirement of each Apprenticeship Framework in England.

"**Intellectual property rights**" or "**IPR**" means any and all intellectual property rights of any nature anywhere in the world whether registered, registerable or otherwise, including patents, utility models, trademarks, registered designs and domain names, applications for any of the foregoing, trade or business names, goodwill, copyright and rights in the nature of copyright, design rights, rights in databases, moral rights, know-how and any other intellectual property rights which subsist in computer software, computer programs, websites, documents, information, techniques, business methods, drawings, logos, instruction manuals, lists and procedures and particulars of customers, marketing methods and procedures and advertising literature, including the "look and feel" of any websites.

1.2 Term

1.2.1 This agreement shall be deemed to have commenced on the **Commencement Date** and shall continue until completion of the **Apprenticeship Programme** and until the last learner has completed the programme, unless terminated earlier by the Training Provider or the Employer as otherwise set out in this agreement ("**Term**")

1.3 Apprentices

1.3.1 The **Apprentices** at the **Commencement Date** are those nominated by the **Employer** at the commencement of this Agreement. The **Training Provider** and the **Employer** may, by written agreement, vary the list of **Apprentices**, where necessary, from time to time.

1.3.2 The **Apprenticeship Standard** is to be agreed by the **Employer** and the **Training Provider** before the start of each **Apprenticeship Programme**. It is not possible to change the **Standard** during and **Apprentice's Apprenticeship Programme**.

1.4 Functional Skills

1.4.1 **Functional Skills** are a mandatory element of each **Apprenticeship Standard** in the

UK. The **Apprentice(s)** must achieve at least Level 2 in **Functional Skills** by completion of the apprenticeship.

1.4.2 The **Training Provider** will conduct an initial assessment of the **Apprentices** early in the programme, to determine whether they are exempt from the mandatory element of the apprenticeship.

1.4.3 Where it becomes necessary to arrange an additional programme of **Functional Skills**, there will be no charge applicable to the **Employer**.

2. The Employer's Obligations

2.1 The Employer will:

2.1.1 Employ the **Apprentices** subject to the **Employer's** terms and conditions of employment and will enter into an apprenticeship agreement with each **Apprentice**.

2.1.2 Provide the **Apprentice** with suitable opportunities for on the job training and support the through their coursework.

2.1.3 Allow a minimum of six hours per week if the **Apprentice** is employed for 30 hours or more per week. This may include attendance at training sessions, visits and assessment meetings with the **Training Provider** on pre-agreed days.

2.1.4 For those **Apprentices** who work part-time hours (16-29 hours per week), allow 20% of the **Apprentice's** paid hours to be dedicated to off the job training. This may include attendance at training sessions, visits and assessment meetings with the **Training Provider** on pre-agreed days.

2.1.5 Give permission for assessors, internal verifiers and quality assurance personnel to visit the **Apprentice** within the workplace for feedback and review of coursework. Such visits are to be arrange by appointment, suitable to all parties.

2.1.6 Identify and communicate to the **Training Provider** any issues which may directly affect completion of any coursework bythe **Apprentice**.

2.1.7 Be committed to attend employer engagement meetingswith the **Training Provider** if necessary.

2.1.8 Co-operate fully with the **Training Provider** on all aspects of the **Apprenticeship Programme**.

2.1.9 Advise the **Training Provider** as soon as reasonably possible of any cause for concern or circumstances which could lead to the **Apprentice** not completing their Apprenticeship in full and by the agree completion date.

2.1.10 Notify the **Training Provider** immediately of any changes to employment status or termination of employment.

2.1.11 Complete accurate and timely reporting of all information (where relevant) required by the **Training Provider** and the ESFA.

2.1.12 Have adequate **Employers'** liability and public liability insurances in place.

2.1.13 Ensure **Apprentices'** personal details are securely recorded and stored for Data Protection Purposes.

2.2 Commit to allowing the **Apprentice** to undertake off the job training directly relevant to their Apprenticeship for levels detailed in 2.1.3 and 2.1.4 above. This can include but is not solely limited to:

- Teaching of theory
- Online learning

- Practical training including job shadowing and mentoring
- Attending work related meetings
- Training days
- A full OTJ breakdown of the **ioda** programme is attached at Appendix 1

2.3 If, at the end of the **Apprenticeship Programme**, an **Apprentice** is not successfully awarded an Apprenticeship certificate, the **Employer** shall co-operate fully with that **Apprentice** and the **Training Provider** in any re-assessment meetings or other procedure or appeal process by the **Apprentice**.

2.4 Each **Apprentice** is provided with an Android tablet by the **Training Provider**. The tablet contains access to all apprenticeship learning materials including access links to on-line learning platforms. The tablet remains the property of the **Training Provider** until successful completion of the **Apprenticeship Programme**.

2.4.1 On successful completion, the tablet becomes the Apprentice's property to retain for future use.

2.4.2 If, for any reason, the Apprentice withdraws from the programme, the tablet has to be returned to the **Training Provider's** Head Office for data cleansing and redistribution. The tablet should be returned within 30 days of withdrawal from the programme.

2.4.3 If the tablet is not received at the **Training Provider's** Head Office within the stipulated 30 days, a purchase order will requested and a subsequent invoice raised for £100+VAT and sent to the **Employer** for payment.

3. The Training Providers Obligations

3.1 The **Training Provider** will:

3.1.1 Provide the **Employer** will all relevant and up to date information concerning the Apprenticeship Programme.

3.1.2 Deliver the **Apprenticeship Programme** and all necessary associated training and workshops to the **Apprentices**.

3.1.3 Provide the **Apprentice** with necessary assessment and support to enable them to successfully complete their qualification.

3.1.4 Employ all personnel required to work on the **Apprenticeship Programme** including Assessors, Internal Verifiers, Quality Coordinator and administration staff.

3.1.5 Provide support and guidance for Assessors and Internal Verifiers working on the **Apprenticeship Programme**.

3.1.6 Advise the **Employer** of completion dates and deadline for submitting information

3.1.7 Register the **Apprentice** with the appropriate Awarding Body

3.1.8 Produce all documentation required for completion of the Apprenticeship Award by each **Apprentice** and apply for completion certificates

3.1.9 Liaise with and access funding from the ESFA (subject to **Employer** providing relevant documentation as described in section 2.1.12)

3.1.10 Arrange and manage all Awarding Body External verifier visits and any other awarding body communication which may arise.

3.1.11 Act as a mentor to the **Apprentice** and provide ongoing support

- 3.1.12 Be available during office hours for any queries from the **Employer** or **Apprentice**.
- 3.1.13 Highlight any issues that may affect the completion of the **Apprenticeship** with the **Employer** at the earliest opportunity
- 3.1.14 Have adequate **Employers'** liability and public liability insurance in place
- 3.1.15 Ensure **Apprentices'** personal details are securely recorded and stored for Data Protection purposes.
- 3.1.16 Programme manage all aspects of the deliverables of this Agreement
- 3.1.17 Work with delivery partners to manage the provision of the deliverables (if any). The **Training Provider's** delivery partners are:
 - Chartered Management Institute (CMI) for the Diploma
 - City & Guilds for Functional Skills
 - CMI and DSW for the End Point Assessment processes
- 3.1.18 Assure quality and monitor the delivery of the **Apprenticeship Programme** throughout the **Term** of this agreement

4. Confidential Information, Intellectual Property and Data Protection

4.1 The Employer and the Training Provider acknowledge and agree that:

- 4.1.1 The **Training Provider** will have access to Confidential Information and have accepted and acknowledged the restrictions in this clause 4
- 4.1.2 The **Training Provider** (except in the ordinary course of performing their duties under this Agreement) will not use or disclose any Confidential Information
- 4.1.3 Any and all Intellectual Property Rights or other proprietary rights owned by the Employer, its subcontractors or any third party, the use of which is necessary for or incidental to the Apprenticeship shall remain the property of the Employer. Except where explicitly otherwise stated, nothing in this Agreement nor in the Apprenticeship programmes stated at clause 5.4 shall act to transfer any Intellectual Property Rights from one party to the other. Any and all Intellectual Property Rights (IPR) howsoever arising from, and/or relating to their Apprenticeship, work and any other documents produced by the **Apprentice** belongs to the **Employer**, and the **Training Provider** hereby assigns with full title guarantee all such IPR to the **Employer**. Such assignment shall take effect as a present assignment of future rights. **The Training Provider** undertakes not to do anything inconsistent with such ownership.
- 4.1.4 Any and all Intellectual Property Rights in the training materials and presentations created by the **Training Provider** shall remain the property of the **Training Provider**. The Training Provider hereby grants to the Employer a licence to use its Intellectual Property Rights in those materials which the Training Provider provides to the Apprentice to the extent necessary for the Apprentice to receive the Apprenticeship.
- 4.1.5 The Training Provider agrees to defend and indemnify the Employer against and from any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature, including reasonable legal fees and expenses, to the extent arising out of any third party claims that the Training Provider's IPR or other Intellectual Property Rights infringe any third party's intellectual property rights.
- 4.1.6 Use of either Party's name or logo by the other is prohibited except with the prior written consent except of the other Party. All promotional material (including print and digital) referring to either Party, or that uses the other Party's logo, must be approved in writing by the other Party, before it is published.

4.2 The **Training Provider** undertakes that it will not at any time during the **Term** (except so far as is necessary and proper in the course of performing its obligations under this Agreement) or at any time after the Agreement has terminated make use of, or disclose to any person any trade secrets or Confidential Information or other information as to the practice, business dealings or affairs of the **Employer** or any of the **Employer's Group**, or any of their customers or clients or suppliers or as to any other matters which may have come to the **Training Provider's** knowledge by reason of the Agreement or otherwise as a result of the Training Provider's relationship with the **Employer** and/or the **Apprentices**.

4.3 For the purpose of clause 4 of the Agreement Confidential Information means any and all information (whether recorded or supplied in permanent or transitory form) which has been, is now or at any time after the date of this Agreement is disclosed to or made available by the **Employer** or the Employer's Group or any of the **Apprentices** to: The **Training Provider** or its professional advisers, directors, officers, partners, employees or other worker; or (where applicable) to any company with the **Training Provider's** Group; or to any other person at the request of the **Training Provider** as recipient; or any information of which the **Training Provider** becomes aware of or which comes into the **Training Provider's** control or knowledge as a result of entering into this Agreement or of performing its obligations under this Agreement, which is of a technical, commercial or financial nature (including software in various stages of development in human or machine readable form, research information, methodologies, knowledge, data, know-how, formulae, processes, designs, drawings, specification, models, diagrams, flow charts, marketing and development plans, business planes, intellectual property rights, customer information, customer lists, actual or prospective sales contacts, photographs and samples) and which relates to the **Employer** or the Employer's business or that of the Employer's Group or (where applicable) to the Employer's customers, clients or suppliers but shall not include information which:

4.3.1 is accessible from public sources or is or becomes generally available to third parties and/or

4.3.2 the **Training Provider** can establish to the reasonable satisfaction of the other party that the information was known to the **Training Provider** before the date of these Conditions and that it was not under any obligation of confidence in respect of the relevant information; and/or

4.3.3 was required to be disclosed by law or by the rules or directions of any court or any authority.

5. Employer Invoicing and Payments

5.1 As an apprenticeship levy paying employer, the **Employer** will fund the total amount of the training costs from their digital account. In the instance that there are no funds remaining in the digital account then 95% of the cost of the training will be funded by the ESFA and the remaining 5% will be payable by the **Employer**.

5.2 Where the **Employer** is contributing 5% of the **Apprentices'** training costs, a payment agreement will be made independently of this Agreement.

5.3 Re-sits: Should an apprentice require a re-sit, the **Training Provider** will stand the cost of this. Should the same apprentice need a second resit then we will charge the **Employer**:

■ [REDACTED]
■ [REDACTED]

- 5.4 Cancellations of the Live Assessment Day: Should an **Apprentice** cancel their End Point Assessment once it has been booked, there is an associated fee payable by the **Employer**. All fees below relate to the cancellation of End Point Assessment, per confirmed assessment booking: Fees specified exclude VAT.

Apprenticeship	Notification no less than 29 days ahead of LAD	Notification within 15-28 days ahead of LAD	Notification less than 14 days ahead of LAD
Level 3 Team Leader or Supervisor	N/A		
Level 5 Operational or Departmental Manager	N/A		

6. Insurance and Liability

6.1 Insurance

- 6.1. All parties will ensure that adequate insurance policies and cover are held by the **Training Provider** throughout this agreement, with reputable providers, to meet the parties' obligations under this Agreement. Such policies' cover shall be at least:

6.1.1 Employers Liability insurance for no less than £5,000,000 (five million pounds) in respect of any one incident unlimited in any 12-month period and

6.1.2 Public Liability insurance for not less than £5,000,000 (five million pounds) in respect of any one incident unlimited in any 12-month period and

6.1.3 Professional indemnity insurance for no less than £2,000,000 (two million pounds) in respect of any one incident unlimited in any 12-month period

- 6.2 Any party may reasonably request copies of the policy documents, evidence, and/or proof that premiums are paid, and policies are up to date

6.3 Liability

- 6.3 Neither Party excludes or limits its liability (if any) to the other:

6.3.1 for personal injury or death resulting from its negligence;

6.3.2 for fraud or fraudulent misrepresentation and any matter for which it is not permitted by law to exclude or limit its liability; and

6.3.3 for breach of the Intellectual Property Rights of a third party.

- 6.4 Subject to clause 6.3 the parties' total aggregate liability in contract, tort (including negligence and breach of statutory duty howsoever arising), misrepresentation (whether innocent or negligent), restitution or otherwise, arising in connection with the performance or contemplated performance of this agreement or any collateral contract shall be limited to the total of £500,000.

- 6.5 Subject to clause 6.3 neither Party shall be liable to the other for any loss of profits, loss of business, loss of revenue, loss of goodwill, actual or potential business, reputation or opportunity, or loss of savings (whether anticipated) or otherwise).

- 6.6 The exclusions from and limitations of liability contained in this Agreement will apply after as well as before the date of expiry or termination of this Agreement.

- 6.7 The exclusions from, and limitations of, liability set out in this clause 6 will be

considered severally. The invalidity or unenforceability of any one sub-clause or clause will not affect the validity or enforceability of any other sub-clause or clause and will be considered severable from each other.

7. Termination

- 7.1 The **Employer** may terminate this Agreement at the **Employer's** discretion, with immediate effect by giving notice to the **Training Provider** if the **Employer** considers there to be an immediate threat, danger or risk of harm to the **Apprentice** arising from their continued relationship with the **Training Provider** or any of the Training Providers staff.
- 7.2 In cases of the under-performance or disciplinary issues with an **Apprentice**, or if an **Apprentice's** employment with the Employer or a member of the Employers group is terminated for any reason, the **Employer** may notify the Training Provider of the early termination of the **Apprenticeship Programme** insofar as that Apprentice is concerned and Schedule shall be amended to reflect the removal of that **Apprentice** from the **Apprenticeship Programme**.
- 7.3 The **Employer** and the **Training Provider** may by mutual agreement agree to terminate this Agreement.
- 7.4 Clauses will survive any termination continuing with full force and effect indefinitely. This covers confidentiality, intellectual property and all data protection.
- 7.5 Either Party may, at its sole discretion, terminate this Agreement in writing, with immediate effect, if:
- 7.5.1 The other Party commits a material breach of this Agreement and fails to remedy such breach within 30 days of being requested in writing to do so by the non-breaching Party
 - 7.5.2 The other Party becomes insolvent, bankrupt, ceases trading, changes control, has a liquidator, receiver manager, administrative receiver or court official appointed; or
 - 7.5.3 The other Party makes an arrangement with its creditors or is reasonably considered to be unable to pay its debts when they fall due as defined in the Insolvency Act 1986; or
 - 7.5.4 The other Party ceases or threatens to cease to carry on business.
- 7.6 Either Party may terminate this agreement for convenience at any time by giving not less than six months written notice to the other Party.

8. Data Protection

- 8.1 The expressions "Data Controller", "Data Processor", "Data Subject", "Personal Data", "Personal Data Breach" and "Process" have the meanings given to them in the Data Protection Laws.
- 8.2 The **Training Provider** shall duly observe all its obligations under the Data Protection Laws which are in connection with the provision of the Services under this Agreement and not do anything which puts Employer in breach of the Data Protection Laws.
- 8.3 Insofar as the **Training Provider** processes Personal Data for the **Employer** as a Data Processor, the **Training Provider** shall without prejudice to the generality of clause 8.1:
- 8.3.1 process the Personal Data solely on the documented instructions of the **Employer** for the purpose of providing the Services
 - 8.3.2 process only the types of Personal Data relating to the categories of Data Subjects, and in the manner required, to deliver the Services, and in the manner agreed by the parties

8.3.3 take all measure required by Article 32 of the GDPR and/or any the **Employer** policies to ensure the security of the Personal Data

8.3.4 take reasonable steps to ensure the reliability of any staff who may have access to the Personal Data, and their treatment of the Personal Data as confidential

8.3.5 not transfer the Personal Data to any country outside the European Economic Area (EEA) without the prior written consent of the **Employer**. The Chartered Management Institute (CMI) are the End Point Assessing Organisation (EPAO) for ODM and TLS **Apprenticeships**. At the point of the Apprentices' Gateway, some data shared with the CMI, is stored in Canada.

8.3.6 not permit any third party to process the Personal Data without the prior written consent of the **Employer** such consent to be subject to the **Training Provider** meeting the conditions set out in Article 28 (2) and (4) of the GDPR.

8.3.7 promptly notify the **Employer** of any communication from a Data Subject regarding the Processing of their Personal Data, or any other communication (including from a supervisory authority) relating to either part y's obligations under the Data Protection Laws in respect of the Personal Data.

8.3.8 immediately upon becoming aware, and in any case within 24 hours, notify the **Employer** of any Personal Data Breach, such notice to include all information reasonably required by the **Employer** to comply with its obligations under the Data Protection Laws.

8.3.9 permit the **Employer** on reasonable prior notice, to inspect and audit the facilities and systems used by the **Training Provider** to process the Personal Data, the technical and organisation measures used by the **Training Provider** to ensure the security of the Personal Data and any, and all records maintained by the **Training Provider** relating to that processing.

8.3.10 provide any assistance reasonably requested by the **Employer** in relation to (i) any communication received under clause 8.7, as well as any similar communication received by the **Employer** directly; (ii) any Personal Data Breach, including by taking any appropriate technical and organisational measure reasonably requested by the **Employer** and (iii) any data protection impact assessments and prior consultations required under Articles 35 and 36 GDPR; and

8.3.11 cease Processing the Personal Data immediately upon the termination or expiry of this Agreement. However, in accordance with the ESFA funding requirements, all data will be retained for a period of six years following which, it will be destroyed and securely deleted in accordance with our GDPR Policy (Data Destruction)

9. Function Skills Invigilation

9.1 For those Apprentices who require Functional Skills training, the **Training Provider** will co-ordinate with the Apprentice to ensure that they receive appropriate support to undertake the examination.

9.2 At this point, the **Training Provider** will liaise with the **Employer** to arrange the examination. The examination can take place either at the **Employer's** location or at the **Training Provider's** offices in Tadcaster.

9.2.1 If the examination is to take place at the **Employer's** location, the **Employer** will arrange for accommodation and an appropriate person to invigilate the examination.

9.2.1.1 This person will be responsible for ensuring that the appropriate security measures are taken for the examination papers, that the examination is conducted in accordance with examination rules and that the examination papers are returned to the

Awarding Body.

9.2.1.2 **The Training Provider** will provide a full briefing to explain how the invigilation process will be undertaken and the security measures that need to be in place for this.

9.2.2 If the examination is to take place at the **Training Provider's** offices, the **Training Provider** will liaise with the Apprentice to arrange a suitable date/time for the examination to take place. The examination will be undertaken in accordance with the rules of the Awarding Body.

10. Assignment

10.1 The Employer is entitled to assign, transfer, charge, hold on trust for any person or deal in any other manner with any of its rights under this agreement.

11. Governing Law and Jurisdiction

11.1 This agreement and any non-contractual obligation arising out of it is subject to the laws of England and the parties agree that any disputes between the parties shall be subject to the exclusive jurisdiction of the courts of England.

	LEVY FEE
LEVEL 3: Team Leader Supervisor	
LEVEL 5: Operations Departmental Manager	

For and on behalf of IODA LIMITED (Training Provider)

Name

Role:

Signature:

Date: 07/01/2024

For and on behalf of Department for Health and Social Care (Employer)

Name:

Role:

Signature:

Date: 08/07/2024

Apprenticeship Apprenticeship Development Time (ADT)

The concept of Off The Job (OTJ) training has often confused learners and their managers, who regularly misunderstood the concept believing it to be having one day a week off work to complete their apprenticeship which is incorrect and unsustainable for any organisation. To combat this issue, we have re-framed this requirement as off the job requirement to Apprenticeship Development Time (ADT) (six hours or 20%). This explains that their organisation is committed to creating additional development opportunities for the Apprentices to learn while at work. This brings into focus the need for Line Manager engagement and practical development opportunities that enhance what learners do at work supporting them in their 'day job'.

ioda currently use the CMI L3, L5 & L7 Diplomas as core programme structures. Individual Road Map schedules are created for each Apprentice providing the main framework to deliver the knowledge, skills and behaviours, with additional activities to help collect evidence, to successfully prepare Apprentices for End Point Assessment (EPA).

As part of this process, **ioda** and the client organisation are required to demonstrate that each Apprentice undertakes an appropriate amount of ADT – see para 2.1.3 & 2.1.4.

We recognise that this is a partnership approach between **ioda**, the Apprentice and their employer. We therefore require all employers, including the Apprentices' Line Managers, to actively engage in their Apprentices' individual development journey and support and deliver activities that help demonstrate and meet the ADT stipulation.

ADT is evidenced by the following component breakdown. This ensures successful completion and also meets the robust measurements set by the Education and Skills Funding Agency (ESFA):

Programme element	% of stipulated ADT (see 2.1.3 & 2.1.4)	How it will be measured and recorded and evidenced
Attending the modular workshops and support sessions	30% <ul style="list-style-type: none"> attending workshops attending coaching sessions Additional support eg. Masterclasses, enrichment webinars, additional tutorials 	Submission deadlines Modular dates tracked on attendance on all programme components on BUD (ioda's electronic tracking portfolio management system)
Assignment research This includes: <ul style="list-style-type: none"> Individual desktop and online subject matter research Completion of online Learning Journey assignments 	6%	CPD – Monthly report submitted by the Apprentice, tracked on BUD, capturing all activities and objectives. Learning Journeys tracked on ioda Learning Platform

Programme element	% of stipulated ADT (see 2.1.3 & 2.1.4)	How it will be measured and recorded and evidenced
CMI assignment writing, completion and pass	20% (this would equate to 50% of the suggested time; the rest is in the learners' own time)	Workplace Development Activity Book detailing assignments and tasks completed and tracked on BUD.
Additional organisational specific training and/or organisational development away from desk.	12% (other work-related training and development courses e.g. LEAN training, professional inclusion training, Coaching Conversations Training).	CPD activity recording in BUD.
Reflective diary and portfolio creation.	15% (objectives set, continually reviewed and completion recorded. Activities listed and reflected upon. Electronic Portfolio created).	The 'actual' completion of the CPD log on ioda Learning Platform.
Feedback and profiling tools e.g. 360-degree assessment and action plans.	12% <ul style="list-style-type: none"> 360 assessment completed twice as a core requirement Professional discussions with Line Manager during coaching sessions, SkilScan meeting and subsequent action planning sessions Line Manager mentoring sessions	The 'actual' undertaking of the 360 questionnaire and two modules. Analysis of the feedback and monitoring of subsequent action plan in CPD log.
ioda reviews and coaching support providing feedback from assessments, both classroom and work-based observations including developmental action plans.	5% (calculated at two hours per month).	Tracked in visits on BUD by workplace coach.
The successful completion of the outlined activities will therefore provide evidence of meeting 100% of the ADT requirement. See Programme Road Map – detailing specific programme details		

Breakdown of associated costs

Team Leader/Supervisor – Funding Band Limit £4,500		£
Initial Assessment includes: RPL, CMI upload, BUD upload, sign up meeting		■■■■
Programme Governance, Management & Administration includes: BST, BUD, SharePoint, Client Review Meetings, Compliance, Quality, Health & Wellbeing		■■■■
Off-the-job Training includes: Coach, workshops		■■■■■
Materials and Consumables includes: Android Tablet, postage		■■■■
Peripheral costs including assessment includes: 360 reports x 2, assessment of CMI workbooks		■■■■
TNP1 – Delivery		■■■■■
TNP2 – EPA		■■■■
TOTAL		£4,500
Operational Departmental Manager – Funding Band Limit £7,000		
Initial Assessment includes: RPL, CMI upload, BUD upload, sign up meeting		■■■■
Programme Governance, Management & Administration includes: BST, BUD, SharePoint, Client Review Meetings, Compliance, Quality, Health & Wellbeing		■■■■
Off-the-job Training includes: Coach, workshops		■■■■■
Materials and Consumables includes: Android Tablet, postage		■■■■
Peripheral costs including assessment includes: 360 reports x 2, assessment of CMI workbooks		■■■■
TNP1 – Delivery		■■■■■
TNP2 – EPA		■■■■

TOTAL	£7,000
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