



Leadership Academy

High Potential Scheme

Terms and Conditions

2019/20



Terms and Conditions

For 2019/20

Applications for the High Potential HPS (HPS) require the support of a 'participant sponsor' who will act on behalf of the employing organisation. Further information about this role can be found in the [Guidance for sponsors](#).

The applicant confirms to have read, and agree to, the terms and conditions of this document.

The applicant confirms that:

- 1.1 I have read the [NHS High Potential HPS - Information for applicants](#) and have full support in place from my line manager or participant sponsor, for me to commit to all aspects of learning, for the full duration of the HPS.
- 1.2 I understand that if I am employed by an NHS Organisation and I move jobs during the HPS:
 - a) This does not constitute extenuating circumstances for withdrawal from the HPS if I move jobs within my Sustainability and Transformation Partnership (STP) / Integrated Care System (ICS).
 - b) I will make my new employer and line manager aware, before I accept the job offer, that I am committed to completing the HPS and will require their support to do so.
 - c) I will commit to finding a new participant sponsor, if required.
 - d) This does constitute extenuating circumstances for withdrawal from the HPS if I move jobs outside my STP / ICS.
 - e) I will inform the local HPS coordinator of the change.
- 1.3 I will ensure that I keep the local HPS coordinator informed of any changes in my information, to ensure accuracy.

- 1.4** I will attend and partake in all elements of the HPS and understand that not attending or partaking may not provide me with the best possible learning and experience the HPS aims to offer.
- 1.5** I understand I am applying for the HPS during its pilot. I will ensure I provide feedback and participate in evaluation when requested to do so, which includes after I finish the HPS.
- 1.6** I acknowledge I cannot defer my application to a later cohort. I will need to re-apply if I wish to enrol at a later date.
- 1.7** If I am assessed as 'not ready' for the HPS, I understand I can re-apply at a later date, once I have closed any possible development gaps that may have been identified throughout the application and assessment process.
- 1.8** I understand that the NHS Leadership Academy (the Academy) reserves the right to close the application process early if a high volume of applications are received.
- 1.9** I understand I need to make my own arrangements to cover travel costs and subsistence.
- 1.10** I understand any information I provide in completing this application will be stored and processed in accordance with the Academy's Data Privacy Policy, which I am required to read and accept before completing my application:
www.leadershipacademy.nhs.uk/privacy/.
- 1.11** I understand my information will be used for reporting purposes as part of the Academy's work.
- 1.12** I agree to my personal data (whether supplied by me, collected during the application process or from time to time throughout the delivery of the HPS) being shared by the Academy with the lead organisation in my STP / ICS who is administering the HPS on behalf of the STP / ICS.
- 1.13** The lead organisation will disclose my personal data to a third party for a specific purpose. This includes enabling blind sifting and scoring of my application form, undertaking interviews / assessment onto the HPS, providing feedback to me after interview, matching me with a careers coach and developmental opportunities,

providing venues with my catering preferences and arranging my attendance at learning events.

- 1.14** I agree to my personal data (supplied by me and collected by the Academy via the application process) being shared by the Academy with Korn Ferry UK Ltd to enable my completion of the online Leadership Potential Assessment. This is completed via Korn Ferry's Talent Hub system.
- 1.15** I understand that the information the Academy shares with Korn Ferry will be stored and processed in accordance with Korn Ferry's Data Privacy Policy, which I am required to read: www.kornferry.com/privacy.
- 1.16** I understand my employing organisation will be advised of my status during the process.
- 1.17** I understand there may be audio recording, filming and photography of me taken whilst on the HPS. I agree that the Academy and my STP / ICS may use photographs, film, audio and video recordings of me made during the HPS to showcase the HPS including promoting it in the NHS, to Central Government, and to the public via the Academy's website or other media.
- 1.18** I explicitly consent to the data and information sharing as outlined in sections 1.10–1.17.
- 1.19** I understand that I can opt out of any aspect of the data and information sharing as outlined in sections 1.10–1.17 at any time by writing to highpotentialscheme@leadershipacademy.nhs.uk that I wish this information to be withheld.
- 1.20** I understand that, if I opt out of any data and information sharing as outlined in section 1.10–1.17, I may not be able to be offered the optimal development opportunities the HPS aims to provide, and may not be able to complete the stages required for assessment onto the HPS.
- 1.21** I will ensure I access any online components of the HPS, e.g. engaging with a virtual community of HPS participants. I will make the Academy aware of any accessibility issues I have in this regard, so that appropriate support can be found before the HPS starts.

Contact

To find out more about the High Potential Scheme please email:

highpotentialscheme@leadershipacademy.nhs.uk or call 0113 322 5635.