

# Professional Development Funding

## Terms & Conditions:

For the purposes of these terms and conditions, the employing organisation will henceforth be referred to as the 'Employer', the higher education establishment chosen for the studies to take place as the 'college', Adur & Worthing Councils as the 'Councils' and the person undertaking studies as the 'student'.

- Funding is not available to the self-employed. Businesses need to be set up as a PAYE business.
- The Councils will only pay the course fees for students working in Adur & Worthing - if the student moves to an organisation outside of the area, the funding will cease.
- The college must be Adur/Worthing based unless the course is not available through any local provider.
- The employer agrees to cover any additional learning needed as part of the course (professional registration, development courses etc.).
- The funding will be paid directly to the college by the Councils.
- The Councils have the right to contact the employer and student at any point during the apprenticeship programme to monitor the delivery and success of the course.
- In applying for this funding, the student and employer agrees to provide an evaluation after each year of study to detail the benefit that this funding is providing to the individual and the organisation.
- The employer will comply with the law of England. This includes, but is not exclusive, to: the way they operate, the activities undertaken, the staff employed, the volunteers managed, any data or personal information gathered (General Data Protection Regulation) and any goods bought.
- The employer will ensure they have current and appropriate policies and procedures requested by the college to support the learner, including risk assessments and insurances.
- The Councils accept no liability for any consequences, whether direct or indirect, that may come as a result of the studies.
- The Councils have the right to withdraw the grant at any time if the conditions or delivery of the projects are not met, if any law is broken in the delivery of the project or if the Councils name or reputation is brought into disrepute.
- The employer accepts that the Councils may need to share information about the grant under the Freedom of Information Act 2000 (FOIA). The employer will provide all necessary assistance and cooperation as reasonably requested to carry out these obligations.
- The Councils have the right to publicise the grant and related projects as they see fit