

## Terms and Conditions:

### For staff in receipt of training organised and supplied by Northamptonshire Primary Care Training Hub

#### General

1. Northamptonshire Primary Care Training Hub (NPCTH) are entrusted funds from system partners including NHSE Workforce, Training and Education (WT&E) Directorate, Northamptonshire Integrated Care Board and others for the development of staff in primary care across Northamptonshire. NPCTH will abide by the guidance stipulated by each fund.
2. The funding approval is from the start date as advertised. Should the staff member defer the course, NPCTH cannot confirm the funding will be transferred.
3. By applying and accepting the funding, staff are confirming that NPCTH can review their progress on the course including grades, extensions and deferral requests. This applies whether the course/training is run internally through NPCTH or externally through another education provider.
4. All NPCTH advertised courses are subject to these terms and conditions. Some funded courses have additional terms and conditions or memorandum of understandings in agreement with system partners which must also be agreed to prior to funding being agreed.
5. Northamptonshire Training Hub cannot extend funding offers for the re-sit of failed modules

#### Bookings

1. By applying for funding, the staff member confirms that they have reviewed the course and commitment required. They confirm that to the best of their knowledge, they can commit to the full course.
2. The staff member confirms that they have practice support to complete the applied for course and will be allowed supervised practice (where applicable) to become competent.
3. By applying for funding, the staff member is aware that their details and application will be reviewed by the relevant education partner and NHS System partners.
4. By applying, the staff member confirms that they have not previously been in receipt of funding for the applied for course, booking and/or module.

#### Cancellations

1. If a staff member or employer cancels the application after approval of funding for a Higher Education Institute course, an invoice will be sent for the full cost of the course unless the place can be filled by an alternative candidate.
2. If a staff member or employer cancels the application after approval of funding for all other courses within 7 days of the start date or does not attend the course, the applicant will receive "one strike". Should the applicant or employer cancel within 7 days of the start date of another course application or does not attend the course, within one year of the first strike the applicant will receive a "second strike" and will be unable to attend any further courses for a period of one year.
3. Should the candidate start a course and withdraw or move out of the Northamptonshire ICB footprint, the candidate may be invoiced for the full cost of the course. The candidate will not receive funding for a further course of the same topic.