

## **LEARNING AGREEMENT FOR ALL TRAINEES UNDERTAKING AN ACCREDITED SCIENTIFIC PRACTICE PROGRAMME**

I understand that the Accredited Scientific Practice programme involves work based learning with academic study completed independently through an accredited University provider.

I understand that in order to receive a Certificate of Completion from the National School of Healthcare Science I must;

- complete, as specified by the National School of Healthcare Science (NSHCS)
  - work based module content as defined in the ASP programme specification
  - Objective Structured Final Assessment (OSFA)
- complete academic module content as defined in the ASP programme specification at the NSHCS accredited University identified in the ASP application form and provide a transcript to demonstrate successful completion

I understand that I must provide the required personal data to the National School of Healthcare Science and inform them of any subsequent changes to personal data.

I understand and agree to;

- work with my named training officer to complete work based modules including assessment
- record my learning in the e-portfolio provided by the NSHCS
- develop a training plan with my training officer and employer and work to the training plan to ensure timely completion of the programme
- attend regular face-to-face meetings with my training officer to monitor my progress and review the e-portfolio
- respect protected study time as agreed with my training officer and employer
- make myself available for the OSFA session

## **DATA SHARING AGREEMENT FOR ALL TRAINEES UNDERTAKING AN ACCREDITED SCIENTIFIC PRACTICE PROGRAMME**

I understand and agree that my employer, the University providing my academic module content and the National School of Healthcare Science may share my personal information, which may include sensitive personal data as defined in the General Data Protection Regulation (GDPR) 2018, when required for the following purposes;

- assessing my progress, both academically and in the workplace including assessments and competencies completed as part of the e-portfolio
- administering the Accredited Scientific Practice Programme
- recording the overall outcome of the programme
- supporting effective teaching and learning and practice
- maintaining my ongoing health and wellbeing

Personal information held by all these organisations will be held securely and in accordance with the Data Protection and Records Management Policies of each organisation and as specified within the Privacy Notice for Health Education England (HEE) <https://hee.nhs.uk/about/privacy-notice>

If you object to the way in which NSHCS is processing your personal information or if you wish to ask NSHCS to stop processing your personal data, please contact your [NSCHS@hee.nhs.uk](mailto:NSCHS@hee.nhs.uk). However, if we do stop processing personal data about you, this may prevent HEE from providing the best possible service to you.

## **LEARNING AGREEMENT FOR ALL EMPLOYERS OF TRAINEES UNDERTAKING AN ACCREDITED SCIENTIFIC PRACTICE PROGRAMME**

We the Employer understand that the Accredited Scientific Practice programme involves work based learning with academic study completed independently through an accredited University provider.

We the Employer understand that in order to receive a Certificate of Completion from the National School of Healthcare Science the Trainee must;

- complete, as specified by the National School of Healthcare Science
  - work based modules as defined in the ASP programme specification
  - Objective Structured Final Assessment (OSFA)
- complete academic module content as defined in the ASP programme specification at the NSHCS accredited University identified in the ASP application form and provide a transcript to demonstrate successful completion

We the Employer understand and agree to;

- approve the trainee's enrolment on the programme based on their existing qualifications and experience
- ensure timely payment of fees to the National School of Healthcare Science
- provide support required by the trainee in the workplace to include;
  - appointment of a named training officer who is suitably qualified, experienced and registered at the level of the ASP programme, Clinical Scientist for STP level programmes, to oversee the completion of work based modules including assessment
  - oversee learning in the e-portfolio provided by the NSHCS
  - agreement of a training plan with the trainee to ensure timely completion of the programme
  - monitoring of the trainee's progress through regular face-to-face meetings and review of the e-portfolio
  - protected study time as agreed with the trainee
  - provision of required physical resources
  - arrangement of external placements where necessary
  - provision of all teaching and pastoral support in respect of the work-based elements of the training
  - ensure the trainee is available to attend the OSFA session

We the Employer understand that the trainee must provide the required personal data to the National School of Healthcare Science and inform them of any subsequent changes to personal data.

## **DATA SHARING AGREEMENT FOR ALL EMPLOYERS OF TRAINEES UNDERTAKING AN ACCREDITED SCIENTIFIC PRACTICE PROGRAMME**

We the Employer agree to share trainee's personal information, which may include sensitive personal data as defined in the General Data Protection Regulation (GDPR) 2018 and comply with GDPR when doing so, when required for the following purposes:

- assessing trainees progress, both academically and in the workplace including assessments and competencies completed as part of the e-portfolio
- administering the Accredited Scientific Practice Programme
- recording the overall outcome of the programme
- supporting effective teaching and learning and practice
- maintaining trainees ongoing health and wellbeing

We the Employer understand that if the trainee objects to the way in which NSHCS is processing their personal information or if they wish to ask NSHCS to stop processing their personal data, they must contact [NSCHS@hee.nhs.uk](mailto:NSCHS@hee.nhs.uk). However, if the NSHCS does stop processing personal data about the trainee, this may prevent the NSHCS from providing the best possible service.

## **LEARNING AGREEMENT FOR THE NATIONAL SCHOOL OF HEALTHCARE SCIENCE IN PROVIDING THE ACCREDITED SCIENTIFIC PRACTICE PROGRAMME**

The National School of Healthcare Science will;

Provide a Programme Specification detailing the work based and academic content of the ASP.

Provide access to:

- work based learning as detailed in the ASP programme specification, to include access to module content in the e-portfolio
- an appropriate Objective Structured Final Assessment (OSFA)

Provide a Certificate of Completion to the trainee following;

- completion of, as specified by National School of Healthcare Science
  - work based modules as defined in the ASP programme specification
  - Objective Structured Final Assessment (OSFA)
- completion of academic module content as defined in the ASP programme specification at the NSHCS accredited University identified in the ASP application form on provision of a transcript to demonstrate successful completion

Provide guidance on relevant learning and training processes, details of which can be found on the NSHCS website.

Hold personal information securely and in accordance with the National School of Healthcare Science Data Protection Policies and General Data Protection Regulation (GDPR) 2018 and HEE Data Protection and Records Management Policies as specified within the Privacy Notice for Health Education England (HEE) <https://hee.nhs.uk/about/privacy-notice>

Reserve the right to sample anonymously for quality assurance purposes, all information provided by the trainee and employer, including the e-portfolio.