**West Yorkshire and Harrogate Excellence Centre (WYEC) Membership Agreement**

1. **Purpose of this WYEC Membership Agreement**

This document has been written to:

* Provide clarity on who can become a member organisation
* Outline what it means to be a “member” i.e. expectations, benefits and commitment
* Gain signed confirmation from organisations that they wish to be classed as “members” of the West Yorkshire and Harrogate Excellence Centre

1. **Background**

The purpose of the West Yorkshire and Harrogate Excellence Centre (WYHEC) is to act as a regional hub of training excellence and to ensure high quality training and development is available for support workers across all localities in the West Yorkshire and Harrogate region.

A member led entity, the priorities and direction of the WYHEC activities are shaped by stakeholders and their knowledge of what is needed locally to ensure that the workforce have the skills to staff have the skills to deliver the new models of service delivery that will be required in the future.

Becoming a “*Member Organisation”* of the WYHEC provides an opportunity for stakeholders to work collaboratively to develop and shape innovative and high quality whole workforce training and development solutions.

Since inception in July 2016 a variety of stakeholders have been actively involved in the activities of the Excellence Centre and expressed interest in formally demonstrating their involvement in the network.

1. **The WYHEC Stakeholder Engagement Model**

An engagement model, outlined in the appendix to this document has been put in place to clarify the ways that stakeholders can demonstrate their support for and engagement with Excellence Centre activities and the National Skills Academy for Health.

Organisations who want to demonstrate specific commitment to the West Yorkshire and Harrogate Excellence Centre are encouraged to sign up as a WYHEC member through signing this WYHEC Member Agreement.

1. **Who can be a Member of the West Yorkshire Excellence Centre?**

Members may be:

* Employers and/or providers interested in or involved in the development of the health and care sector support staff workforce (bands 1 -4)
* Organisations delivering training solutions or participating in WYHEC activity who agree to and sign the WYHEC membership agreement

N.B Organisations are required to sign up as members of the WYHEC for access to training that is funded through the WYHEC.

**5. Why might you want to sign up to be a member?**

* There is no up- front cost to become a member, however your commitment and time will be valued
* Staff of member organisations can access WYHEC training provision at no cost[[1]](#footnote-1)
* It is an opportunity to work collaboratively with other passionate people and influence local training availability & development
* Members are listed on the WYHEC circulation list and will receive regular updates, information on WYEC activities and personal Invitations to attend conferences, CPD events and stakeholder meetings
* Member organisations receive a certificate of membership to recognise their involvement in the WYHEC network

1. **Your Commitment as a Member** 
   1. **Supporting Key Objectives of the WYHEC**

As a WYHEC member you are agreeing to support the WYEC in achieving their objectives by:

* Fostering strong relationships and working collaboratively with the WYEC stakeholder community across the sector with consideration to a whole workforce approach
* Interest and involvement in activities
* Sharing expertise and resources where applicable (to maximise resources)
* Promoting the WYHEC training offer to eligible staff and their managers
* Positive promotion of the work of Excellence Centre to and through your networks
* Not acting in any way that would bring the WYHEC into disrepute
* Helping the support staff workforce to develop their skills and confidence by improving the quality of training provision
* Contributing to monitoring and evaluation of WYHEC activities

**6.2 Member Information/updates**

As a member you agree to receive updates from the WYHEC such as:

* WYHEC newsletters and updates
* Information on development events and training information
* Invitations to stakeholder meetings and development groups
* Requests to take part in surveys related to training and development

1. **Data Protection**

Any information you provide will be kept securely and in accordance with data protection requirements.

1. **Funding**

Signing up to this WYHEC Membership agreement is not a commitment of funding. There is no cost associated with joining as a member.

1. **Cancellation of Membership**

Organisations can cancel their membership at any time by notifying the WYHEC project team.

Membership of the WYHEC will be terminated in cases where an organisation, or employees representing a member organization act in ways to bring the Excellence Centre into disrepute.

1. **Confirmation of Acceptance of the Membership Agreement** 
   1. **Member details and contact Information**

|  |
| --- |
| **Name and address of organisation wanting to become a WYHEC Member:** |
| **Representative signing agreement and position in the organisation:** |
| **Email contact:** |
| **Telephone:** |

**10.2 Signature**

On behalf of the organisation named above I confirm that we wish to sign up as a Member of the West Yorkshire and Harrogate Excellence Centre and accept the member commitments outlined in the Member Agreement document.

Signed:

Date:

***Appendix 1***

**West Yorkshire and Harrogate Excellence Centre (WYHEC) Stakeholder Engagement Model**

**Purpose:** This engagement model provides clarity on how you as stakeholders can engage with the West Yorkshire and Harrogate Excellence Centre and will help the Excellence Centre to demonstrate organisations involved in WYHEC activities. The model allows choice for organisations in relation to the level of commitment that meets your requirements. You may wish to belong to more than one category.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category of Stakeholder** | **Comments** | **Cost** | **Benefits** |
| **Host Organisations** | LTHT and BDCfT | Annual fee to the National Skills Academy for Health | Opportunity to bring together employers from the NHS independent and voluntary sector to co-ordinate and implement high quality skills programmes for the support workforce.  Priorities and activities align to the Sustainable Transformation Plan supporting sector workforce transformation. |
| **Member Organisations** | May be employers or providers interested in the development of the health and care sector support staff workforce (bands 1 -4).  Can be any organisation delivering or participating in WYEC activity who agrees to and signs the WYEC membership agreement  Organisations are required to sign up as members of the WYEC for access to funded training. | No cost | Opportunity to work collaboratively and influence local training availability & developments.    Members are listed on the WYEC circulation list & receive regular updates and information on WYHEC activities.  Members invited to attend forum and WYHEC stakeholder meetings.    Staff of member organisations can access funded training offered through the WYHEC.    Members receive recognition through certificate of membership. |
| **Associate Organisations** | Employer Partner or Delivery Partner Registered with the National Skills for Health website <http://www.nsahealth.org.uk/employer-partners>  **Delivery Partners -** FE /Training providers and employers who have a training arm and other stakeholders that meet set entry criteria  **Employer Partners** – Organisations who provide health or care services in England and who have agreed to the required terms and conditions. | No cost | Be part of a community of healthcare employers & High quality training providers.  Access to resources and updates including partner websites.  Invitations to take part in webinars.  Opportunities to influence national training developments. |
| **Quality Assured Organisations** | Organisations delivering training through WYEC that have achieve the **Skills for Health Quality Mark** <http://www.skillsforhealth.org.uk/services/item/20-quality-mark>  or **Skills for Care Endorsement Framework** <http://www.skillsforcare.org.uk/Learning-development/Endorsement-framework/Endorsement-framework.aspx> | **Skills for Health Quality Mark**  Initial registration & assessment fee £5,000  Annual Renewal fee 1,500  **Skills for Care Endorsement**  Different categories – Initial registration cost between £300 - £1,600  Annual Renewal fee £300 | Gain sector specific quality assured endorsement of training provision & become member of national network.  Raise the profile of your business.  Quality Assurance: Benchmark tools specific to the sector to review your processes and practices. |

1. There may be a charge for non -attendance at events/courses if due notification is not received. [↑](#footnote-ref-1)