

Environment Leaders Programme Trailblazer Delivery Agreement

1. About this agreement

This agreement is for the organisation you are representing to be a trailblazer centre for the Environment Leaders Programme (ELP) developed by the WWF, RSPB and the Leadership Skills Foundation. This agreement is solely for the delivery of the ELP.

Your centre will be classified as a trailblazer centre for the ELP from the date of this agreement and continue until 31 July 2024 unless otherwise instructed by the Leadership Skills Foundation.

As a trailblazer centre for the ELP your centre will have access to up to 20 funded learner registrations for the Level 3 Qualification in Leading a Project for Positive Change.

2. Your agreed role as a trailblazer centre for the ELP

To become a trailblazer centre, the centre must:

- 2.1. register as a Leadership Skills Foundation qualification centre;
- 2.2. agree to and adhere to the Leadership Skills Foundation Qualification Centre Terms and Conditions and all associated policies;
- 2.3. appoint personnel to undertake the delivery of the ELP and ensure they are appropriately trained to deliver;
- 2.4. use the resources provided by WWF, RSPB and the Leadership Skills Foundation and ensure their use is standardised across the centre's delivery team;
- 2.5. display the 'Environment Leaders Programme Trailblazer Centre' logo (the centre will be referred to as this when delivering the programme) on their website, social media and internal paperwork to represent their involvement as a trailblazer centre;
- 2.6. collate feedback about the delivery and assessment of the programme when requested to by the programme leading organisation (Leadership Skills Foundation);
- 2.7. ensure the course content is delivered by the end of the trailblazer ELP period;
- 2.8. ensure that the projects that environment leaders (i.e. the learners) plan, lead and evaluate are relevant, appropriate and safe for the leaders and any participants;
- 2.9. gain appropriate consent as required to participate in the defined forums, focus groups and insight research projects as requested; this will include:
 - 2.9.1. tutors to be engaged with a minimum of two virtual feedback forums;
 - 2.9.2. a sample of learners being requested to attend an in person focus group (this may not be requested of your centre).
- 2.10. ensure that the Leadership Skills Foundation is provided with the requested programme data and insight, including and not exclusive to:
 - 2.10.1. feedback from the tutor on their experience of using the qualification delivery resources;

- 2.10.2. anonymous learner feedback of the learning experience and impact of the programme, collected to improve the programme delivery resources through an online survey.
- 2.11. comply with all brand guidelines, style and consistency guidelines and any logo and brand use documentation supplied by WWF, RSPB and the Leadership Skills Foundation.
- 2.12. allow your centre to be used to promote the ELP trailblazer activity through all communication channels.

3. The agreed role of the Leadership Skills Foundation

To support the trailblazer ELP, the Leadership Skills Foundation will:

- 3.1. support the centre and learners as per the Qualification Centre Terms and Conditions and all associated policies (this will include centre approval, course administration, quality assurance and certification);
- 3.2. provide programme resources and training to deliver the trailblazer ELP;
- 3.3. arrange agreed intervention meetings, where required, to monitor progress and gather feedback on the programme with a view to making future improvements;
- 3.4. support the collection of data and insight through reporting functions related to the programme;
- 3.5. only collect information from surveys that is anonymised and aggregated;
- 3.6. only engage employees in the monitoring and evaluation activities that are appropriately equipped with safeguarding checks and training as stated in the Leadership Skills Foundation safeguarding policy;
- 3.7. publish information that is anonymised and aggregated unless prior consent has been given;
- 3.8. only use the anonymised aggregated data for statistical and marketing purposes;
- 3.9. follow the Leadership Skills Foundation Privacy Policy and Data Sharing Agreement.

4. Agreement

This agreement is part of the registration process for a centre to become an ELP trailblazer centre. By agreeing to this, the centre you are representing, and the Leadership Skills Foundation and associated partners (WWF and RSPB), agrees to meet the roles and responsibilities of this agreement.



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