****

 **SWIMM Residential (South West Institutions’ Middle Management Programme)**

**Thursday 14th March & Friday 15th March 2024**

**Nomination form 2024**

**THIS FORM TO BE COMPLETED BY BUDGET HOLDER NOT DELEGATE.**

**YELLOW SECTIONS ARE FOR L&D TEAMS TO COMPLETE/AMEND.**

**Please return this completed form to (insert name and email address of your university contact)**. **By INSERT YOUR INTERNAL DATE.**

As places are limited, when the SWIMM team have received all forms from the participating universities, they will confirm this place and ask the delegate to complete a joining form and a deposit will then become payable. (See question 3).

|  |  |  |  |
| --- | --- | --- | --- |
| Delegate’s Name: |       | Job Title: |       |
| Department:       |
| Delegate’s Email Address: |       |
| How many staff does s/he directly line manage? |       | How long has s/he been in this role? |       |
| Budget Holder/Mgr Name: |       | Job Title: |       |
| Email Address: |

The programme is aimed at ‘middle’ ‘managers’ new in role or who would like to further develop their management skills. Delegates could be managing professional services and/or academic staff. This is likely to be (you may want to insert grades or other eligibility criteria here). If you are unsure of your suitability, please contact to **(insert name and email contacts of your university contact)**.

***Indicative responsibilities****: To help you decide if the programme would be relevant, these are the responsibilities that may form a* ***SIGNIFICANT*** *part of the participant’s role (NB you do not need to tick every box):*

* Appointment, development and motivation of team members
* Managing performance, sickness and absence of staff
* Providing leadership and direction for one or more teams
* Taking and implementing decisions within the team/unit/ Dept./School/ University
* Collaboration with peers and senior staff within and outside the University
* Managing projects within the department. or across the University
* Continuous improvement e.g., seeking ways to meet student/customer’s needs, improve systems, processes
* Contribution to the strategic planning and development of the Dept./University

**BUDGET HOLDER/LINE MANAGER SECTION**

1. I support the application of **………………………………………………………. (*insert a name here)*** from my department/ team on SWIMM residential.
2. **Please TICK all boxes to indicate:**

[ ]  I understand that the department will pay **£925 per delegate**

[ ]  I understand that, when a place on the programme has been confirmed by the SWIMM team, I/The Dept. will be required to pay a **deposit of 25%.** This is non-refundable, unless the organisers cancel the programme (see cancellation policy).

[ ]  I understand that, as this is a residential course, **the balance after deposit will become due by December 8th 2023.**

**Bundled Discounts’** There is a discount where a university books a 6th place, see flyer. The 6 places

must be on the same course date *(see cancellation, transfers and substitutions policy below).*

**CONTINUED OVERLEAF**

**[ ]  Please tick the box to indicate that you understand the cancellation charges below.**

1. **Please TICK the box if appropriate:**

[ ]  ‘**SWIMM + Coaching’** In addition to the place on the SWIMM course, I am interested in booking one to one coaching for this person (sessions take place after the course – see flyer). Please send me further details, options and costs later on.

Signed (LINE MANAGER/BUDGET HOLDER): ………………………………………………. Date:………………….

Print name: …………………………………….

**The full booking terms and conditions are available on request. Below is an extract regarding:**

**Cancellation, Transfers and Substitutions.**

With the impact of COVID-19, we adapted our cancellation policy to provide the most flexible cancellation terms we could offer during those challenging times. At the time of writing (Nov 2023), the Government has indicated that all restrictions on group meetings will cease. **Section A below covers these ‘normal circumstances. Section C applies should we revert to previous arrangements e.g., lockdowns, meeting restrictions.**

**Please note that when ‘The Client’ is used below, this usually refers to the Staff/Learning Development Unit of the University**

1. **Normal circumstances - Cancellations/refunds before course date.**

SWIMM residential.

1. Cancellation by ‘The People Advantage’ - ‘The People Advantage’ reserves the right to cancel any course which does not have sufficient people taking part to make it financially viable. We reserve the right to cancel any course with no notice period, if government guidance requires us to do so; or if we believe there is a higher risk to our staff or delegates. ‘The People Advantage’ will endeavour to ensure that a course runs if at all possible. If the course is likely to be cancelled under such circumstances, clients will be informed as soon as possible.

Any delegates booked onto a course ‘The People Advantage’ have had to cancel for one of the above reasons, will be:

1. offered alternative dates.
2. If none of these dates are suitable or available, the client/delegate will be entitled to a credit for the full amount paid at that point, towards a place on a future SWIMM residential course.
3. If these 2 options are not suitable: We enter into agreements with the venue and other suppliers and may have cancellation fees payable to the venue and other suppliers if we have to cancel at late notice, even if due to government guidance. With this in mind, we would not be able to give a full refund if the option of a future date or credit outlined above were not agreeable to the Client. However, we will provide a full refund of any money already paid at that point, minus any money already paid out by ‘The People Advantage’ unable to be retrieved e.g. hotel cancellation fees, materials, profiles, course design costs, i.e., the refund will be a full refund minus these expenses.

The People Advantage” shall not be liable for any other loss or expense arising or any consequential loss, such as travel or accommodation costs, due to cancellation.

1. Cancellation by the Client or Delegate

**In this event, deposits are non-refundable**.

The People Advantage” cannot be responsible for any consequential loss, such as travel or accommodation costs, due to cancellation. Delegates may choose to take out travel insurance on booking to allow recovery of prior payments.

The Client may cancel the course booking by notifying “The People Advantage” in writing by acknowledged email or by recorded delivery as soon as reasonably practicable. Address: Angie Allcock, 69 Springfield, Bradford on Avon. Wiltshire. BA15 1BA. Email: angie@thepeopleadvantage.co.uk

The Client shall also be deemed to have cancelled the course booking if the delegate does not attend the event. The cancellation charges below will apply.

Substitution: “The People Advantage” will endeavour to accommodate requests by the Client to substitute one delegate for another but is under no obligation to do so.  Such requests are subject to the replacement delegate meeting the pre-requisites for the course. The Client should advise ‘The People Advantage’ as soon as possible of this request.

If the client is able to find a replacement, the original payment by the Client for the delegate who is not attending will be automatically transferred to the new replacement. However, if this process is initiated after ‘The People Advantage’ have incurred unavoidable costs relating to the change or expenses have already been paid by ‘The People Advantage’ for the delegate who has cancelled e.g., materials, profiles, an additional fee of £100 will be charged for the new profile (unless it is too late for the SWIMM team to generate a new profile). On receipt of additional fee, the booking will be transferred and confirmed.

1. SWIMM Residential Cancellation fees when cancellation made by client - For any booking cancelled by the Client, not covered by any exclusion clauses above, the Client shall be liable to pay a cancellation fee as follows:

**CONTINUED OVERLEAF**

|  | **Proportion of Course Fee Payable to ‘The People Advantage’** |
| --- | --- |
| **Cancellations made:*** ***for March 2024 event, after Jan 27th 2024.***
 | **100%** |
| **Cancellations made less than 40 days before the Course Start Date*** ***for the March 2024 event, this is before January 27th 24.***
 | **85%** |
| **Cancellations made less than 90 days before the Course Start Date*** ***for the March 2024 event, this is before December 8th 2023***
 | **50%** |

1. **Bundled’ Discounts**

For details of the discounts, please see the SWIMM flyer. When a client/university orders 6 places, the 6th place is at 80% of the total price. The 6 places must be for the same course, not spread over more than one, or into later years. Please note any refund will be a pro-rated amount of the sum paid for the Bundle which may be less than the usual price of the service/course.

1. **COVID-19 cancellations/refunds. If the Government announces that we must restrict meetings/events or go into a lockdown.**
2. Cancellation by ‘The People Advantage’ Any delegates booked onto a course ‘The People Advantage’ has been forced to cancel for the above reasons will be:
3. offered alternative dates (this may not be in the same year).
4. If none of these dates are suitable or available, the client/delegate will be entitled to a credit, for the full amount paid at that point, for the same course in the future.
5. If these 2 options are not suitable: We enter into agreements with the venue and other suppliers and may have cancellation fees payable to the venue and other suppliers if we have to cancel at late notice, even if due to government guidance. With this in mind, we would not be able to give a full refund if the option of a future date, credit or a virtual event, outlined above, were not agreeable to the Client. However, we will provide a full refund of any money already paid to that point, minus any money already paid out that ‘The People Advantage’ is unable to retrieve e.g., hotel cancellation fees, materials, profiles, course design costs, i.e., the refund will be a full refund minus these expenses.
6. Cancellation by the Client or Delegate – for reasons relating to illness of the delegate related to Covid and/or self-isolation. We will ask to see evidence of a positive COVID test. If the illness relates to a close relative, we will make a judgement on a case-by-case basis.

Any Client/delegate who makes their booking, has paid a deposit and needs to cancel due to Covid illness see above:

1. If the University (client) can find a replacement, the original payment by the Client for the delegate who is not attending will be automatically transferred to the new replacement. As this is a last-minute cancellation. It will be too late to generate a profile, so the £100 fee for profile - see Aii) above - will not be charged.
2. If there is no replacement, in these last-minute circumstances, we will have already paid in full for the accommodation, the profile and Facilitators and so would not be able to give a full refund, nor a full credit towards another course in the future.

Please note if the cancellation is for reasons other than Covid-19, the clauses in A ii) and iii) apply.