**Pilot Delivery Agreement**

**Date:** XXX

(I) The Prince’s Trust, an organisation incorporated by Royal Charter (RC000772), registered as a charity in England and Wales (1079675) and Scotland (SC041198), with its registered office at 8 Glade Path, London, SE1 8EG (“**PT**”); and

(II) [Insert organisation details] (the “Organisation").

The Term of this Agreement is from the date of the Agreement for a term of 12 months. The Agreement will [XXX] to [XXX].  
  
The parties agree to deliver the Programme on the terms of this Agreement, including the terms and conditions appended to it.

**Key Terms**

|  |  |
| --- | --- |
| **Programme** | Get Started H&SC |
| **Term** | The Term of this Agreement is from the date of the Agreement for a term of 12 months. The Agreement will [XXX] to [XXX]. |
| **Programme Overview** ***If multiple programmes are taking place during the Term of this Agreement, then please list all dates. If you don’t know all dates upfront, then please add them in as you go and share updated copy of DA with the Organisation.*** | Get Started Health and Social Care  [XXX] to [XXX]. |
| **Venue** | MS Teams. |
| **Outcomes** | Each programme delivered to min [8] Beneficiaries and a maximum [25] Beneficiaries.  Programme retention rate of [90]%  Programme outcome rate of [75]%   The Organisation will attend the Employability Day to interview Beneficiaries for live job vacancies. |
| **Address for Notices** | Attention: Sarah Bowman  Address: The Prince’s Trust  Email: [sarah.bowman@princes-trust.org.uk](mailto:sarah.bowman@princes-trust.org.uk)  **Organisation**  Attention: [Contract Manager]  Address: [ ]  Email: [ ] |
| **Obligations of the Organisation** | The Organisation shall deliver the Programme in accordance with this Agreement, in particular:  - Provide PT with job descriptions, locations, eligibility criteria and salary. - Complete PT employer questionnaire.  - Attend the Employability Day to interview Beneficiaries.  - Provide PT with feedback about each interviewed Beneficiary at the Recruitment Day.  - Contact interviewed Beneficiaries within 3 working days of the speed interviews to invite them to a second stage (interview/trial shift/assessment) and / or to provide feedback. - Second stage to take place within 5 working days of invite. - Feedback on outcome to be shared with PT and interviewed Beneficiaries within 5 working days of second stage. - Ensure that all staff who will have direct contact with the Beneficiaries have attended a briefing with PT prior to the Programme and within the previous 12 months. - Notify PT of any absences, disciplinary and / or safeguarding problems on Programme. |
| **Obligations of PT** | PT shall manage and/or deliver aspects of the Programme, in particular: - Design the Programme, in consultation with the Organisation and other employers in the sector. - Provide a briefing to employees of the Organisation who will have direct contact with the Beneficiaries regarding PT and the Programme before delivery of the Programme, such briefing to have taken place no more than twelve months before the Programme commences. - Produce marketing materials and recruit Beneficiaries for the Programme.  - Provide a venue for the in-person elements of the Programme and celebration event (if applicable) and / or set up virtual sessions. - Delivery the Taster Day.  - Deliver the Programme. - Ensure a Programme Youth Development Lead is present or available via telephone throughout the Programme who will act as the contact point for the Beneficiaries throughout the Programme. - Provide Beneficiaries with six months follow up support to progress to employment or further training. |
| **Funding** | PT to fund. |
| **The Mark** | [Please insert Organisation logo] |

**Data Processing Table**

|  |  |
| --- | --- |
| **Description** | **Details** |
| **Subject matter of the processing** | The subject matter set out in this Agreement. |
| **Duration of the processing** | The Term of this Agreement. |
| **Nature and purposes of the processing** | Personal Data will be collected from the young people by PT and shared with the Organisation in order to: (a) communicate with the young people about the Programme; (b) ensure that the young people receive appropriate support whilst on the Programme. |
| **Type of Personal Data/Special Categories of Data** | Personal data: Name, Date of birth, Age, Address, Phone Number, Email Address, National Insurance Number, Referral Information, Gender, Family Status and Dependents, Benefits Claimed, Living Arrangements, Education and Qualifications, Employment History, Skill Sets, Criminal Records, Support Received, Barriers to Success  Special Categories of Data: Ethnic origin, Religion, Sexual Orientation, Medical History, Mental and Physical Disability |
| **Categories of Data Subject** | Young people and staff |
| **Plan for return and destruction of the data once processing is complete** | Upon termination of the Agreement, all Personal Data will be returned or destroyed, unless required by law to retain. |

**Signed:**

**On behalf of The Prince’s Trust**

**Name:** **Rebecca Price**

**Position:** **Senior Head of Service Delivery**

**Signed:** **XXX**

**On behalf of the Organisation**

**Name:** **XXX**

**Position:** **XXX**

**Annex  
Terms and Conditions for Pilot Programme**

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