



## Learner Enrolment Agreement

This document sets out the agreement between the Learner referred to as “delegate” and White Willow Partners Limited and associated parties, the education provider/training supplier, referred to as “trainer”.

The delegate could be signing up to this programme, agreement, as either:

- An independent delegate joining an open programme (open to any organisation)
- A nominated delegate who has been nominated by their employer as part of an organisational programme (closed to other organisations).

As part of this agreement the delegate and trainer commit to the following:

Delegate	Trainer
Fully engage, participate, and complete all aspects of the off-job and on-job learning requirements (see breakdown of programme)	Facilitate all aspects of the off-job and on-job learning requirements of the programme
Act as coach/mentor in their organisation and as part of other programmes which require coaching/mentoring to be completed	Act as a coach supervisor to observe, share feedback, facilitate individual and group supervision for all delegates
Act in accordance with the programme principles, demonstrating values as reflected in these principles	Role model the programme principles, living the trainer organisational values in all cases
Adhere to Coaching/Mentoring Code of Ethics to demonstrate professionalism and excellence in the profession	Adhere to Coaching Supervision Code of Ethics to demonstrate professionalism and excellence in the profession of Coach/Mentor and Coach Supervisor
Complete Continuous Professional Development (CPD) to maintain competence in accordance with Coach/Mentor capability framework	Know and complete Continuous Professional Development (CPD) to maintain competence in accordance with Coach/Mentor capability framework and Coaching Supervision capability framework
Follow contractual principles outlined below	

### Contractual principles

The following principles apply to both delegate and trainer:

- Act with respect, integrity, and ethics in all interactions with our clients
- Maintain confidentiality across all conversations, subject to any identified safeguarding issues which will be discussed with delegate ahead of any referrals to any handoff parties



- Maintain an environment of psychological safety, honest conversations held without fear of judgement
- Avoid applying personal biases during coaching/mentoring/coaching supervision discussions
- Maintain a growth mindset to operate with curiosity
- Provide regular feedback, support evaluation of practice of both delegate and trainer.

### Agreement

In signing this agreement, I the delegate, confirm:

- I will follow all the arrangements and commitments outlined in this agreement
- I will seek support from the trainer if I am struggling with any aspect of this programme
- I will complete this programme within 24 months of the start date
- I have been coaching and/or mentoring for a minimum of three years
- I have paid the fees for this programme.

In signing this agreement, I the trainer, confirm:

- I will follow all the arrangements and commitments outlined in this agreement
- I will seek to offer support to the delegate if they are struggling with any aspect of this programme
- I will encourage delegate to complete within 24 months of the start date and will demonstrate I have followed up to support within the final 6 months of this period
- I hold a recognised coaching/coaching supervision qualification and accreditation
- We have received fees for this delegate.

Delegate signature:	Trainer signature:
Print name:	Print name:
Date:	Date: