**Careers and Enterprise Adviser Network**

## Memorandum of Understanding between ……………………….and Greater Birmingham & Solihull LEP

This is a Memorandum of Understanding (MOU) between (school)………. …………………………… and Greater Birmingham and Solihull LEP:

**School/College**

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Registered Address** |  |
| **Telephone** |  |

**Greater Birmingham & Solihull LEP**

|  |  |
| --- | --- |
| **Organisation Name** | **Solihull Metropolitan Borough Council** |
| **Registered Address** | Solihull Council House Manor Square, Solihull B91 3QB |
| **Telephone/Email** | 0121 704 8001 |

**1. The Enterprise Adviser Network**

The purpose of the Enterprise Adviser Network is to create powerful, lasting connections between local businesses and the schools and colleges in their area.

**2. COMMITMENTS**

Greater Birmingham and Solihull LEP commits to:

* Provide support from a full-time Enterprise Coordinator (EC)
* Match the Enterprise Adviser (EA) to a local school/college
* Support the EA to work directly with the EC, the school’s senior leadership and careers teams
* Support in the development and review of the strategy for employer engagement and careers and enterprise education
* Provide the school and EA with up-to-date employer need and labour market information
* Provide examples of evidenced best practice and opportunities to share good practise
* Carry out Disclosure and Barring Service checks on the EA (and any other volunteers pertaining to this programme as required)
* Ensure that the EA abides by the Greater Birmingham & Solihull LEP Code of Conduct (copy available upon request)
* Provide the Careers & Enterprise Company’s Audit & Development Tools to enable the school senior leadership team to develop and implement a robust careers, employability and enterprise strategy.

School commits to:

* Provide a nominated person from the Senior Leadership Team to work with the EC and EA on the Careers & Enterprise Company’s Enterprise Advisor Network programme
* Conduct an initial diagnostic using the CEC’s Audit & Development Tool to identify what current activity works well and any gaps in provision
* Develop and/or adapt school strategy to embed work related learning across the school
* Commit to delivery of an agreed Development Plan utilising the CEC’s Audit & Development Tool and to share completed plans with the Greater Birmingham & Solihull LEP and the CEC
* Attend and participate in network meetings (maximum 4 per year)
* Commit to the programme for a minimum of one academic year
* Share best practice and case studies with the Enterprise Advisor
* Permit receipt of email information communication from Greater Birmingham & Solihull LEP and the CEC,
* Offer honest feedback and review of the programme to support continuous improvement
* Act as a champion for the programme with other schools/colleges and businesses

**3. ACTIVITY NOT WITHIN THE PROGRAMME SCOPE**

Greater Birmingham & Solihull LEP will not:

* Deliver careers and enterprise programmes directly to students
* Disrupt existing external or school based programmes that are working well
* Duplicate existing activity
* Charge for services

**4. AMENDMENTS**

Should any party wish to amend the content of this MOU, any proposed changes should be discussed and agreed in writing with the designated parties to this agreement.

**5. BREACHES AND ISSUE RESOLUTION**

Should any issue arise during the duration of this MOU, then the initial approach should be an informal discussion to highlight the issue and reach a resolution. If for any reason no resolution can be found, then both parties must agree to an action promptly. If required, the MOU can be made invalid through notification in writing by either party.

If for any reason, both or either party continue to fail to abide by the commitments and/or resolve breach(es), then the MOU will become invalid through notification in writing.

The parties affirm to know, understand and agree to all articles of this MOU as above.  
 **6. DATA PROTECTION**

All data is handled in line with our privacy policy and the General Data Protection Regulations 2018. For further details and information please see <https://gbslep.co.uk/privacy-policy>

Where data is passed to the Careers and Enterprise Company it will be handled in line with their policy which can be found at [www.careersandenterprise.co.uk/privacy-policy](http://www.careersandenterprise.co.uk/privacy-policy)

The parties affirm understand and agree to know the content of MOU.

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| --- | --- |
| **SCHOOL/COLLEGE REPRESENTATIVE** | **Greater Birmingham and Solihull** **LEP REPRESENTATIVE** |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ |