**Solihull Careers Hub**

## Memorandum of Understanding (MOU) between [INSERT SCHOOL NAME] and Solihull Metropolitan Borough Council (SMBC)

**School/College**

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

**Greater Birmingham & Solihull LEP via Solihull MBC**

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

**1. Careers Hubs**

20 Careers Hubs were created in 2018 with groups of between 20 and 40 secondary schools and colleges located in the same geographic area. We are now looking to extend Careers Hubs, either through the creation of new Hubs of 20-40 schools/colleges or the extension of existing Hubs to up to 60 schools/colleges. Hubs work with universities, other education and training providers, employers and career professionals to ensure the Gatsby Benchmarks are delivered in each school and college and that careers outcomes are improved for all young people. Schools and colleges within a Hub should have a shared vision of how they will work together to improve outcomes for the young people in their area.

**2. COMMITMENTS**

Greater Birmingham and Solihull LEP commits to:

* Employ a full-time Hub Lead to run the Careers Hub pilot in the area.
* To comply with the CEC Grant Offer Letter including terms on how payments will be made by CEC and how the Hub will provide on-going performance management information and data to support evaluation of the pilot.
* Match fund any additional Enterprise Coordinators required to ensure the Hub can operate effectively
* Recruit, deploy and support Enterprise Advisers across all hub schools and colleges in line with The Careers & Enterprise Company’s standard MOU for the Enterprise Adviser Network
* Collaborate with all schools in the Hub to agree, manage and abide by robust governance processes to ensure effective delivery of the Hub pilot.
* Act in a timely manner, recognising the time-critical nature of the Pilot and respond accordingly to requests for support;

School commits to:

* Provide a nominated person from the Senior Leadership Team to work with the Hub Lead, Enterprise Coordinator and Enterprise Adviser on delivering the Hub’s objectives
* Commit to using the **CEC’s Compass tool** to audit current provision and identify current performance against the Gatsby Benchmarks; and to refresh their Compass return at the end of each school term for the duration of the pilot.
* Develop and/or adapt school strategy to embed work related learning across the school to encompass delivering all 8 Gatsby Benchmarks.
* Commit to development of an action plan for careers education using **CEC’s Tracker Tool**, to be kept constantly up to date as directed by the school’s careers leader.
* Share the performance data in Compass and Tracker with the Enterprise Coordinator/ Solihull EAN and CEC on no more than a monthly basis.
* Share information, experience, materials and skills with other partners in the Hub to learn from each other and develop effective working practices, work collaboratively to identify solutions, eliminate duplication of effort, mitigate risk and reduce cost;
* Attend and participate in Hub network meetings (schedule to be determined)
* Commit to the programme until at least the end of July 2020. 
* Share examples of best practice and case studies with the Enterprise Advisor. 
* Permit receipt of email information communication from Enterprise Coordinators and The Careers & Enterprise Company. 
* 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. 
* Act in a timely manner, recognising the time-critical nature of the pilot and respond accordingly to requests for support.

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

SMBC / GBS LEP will not:

* 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://www.solihull.gov.uk/About-the-Council/Data-protection-FOI/dataprotection>

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** | **Solihull MBC REPRESENTATIVE** |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ |