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| New requirements form  December 2021 |

# Purpose

This form is used to capture your requirements for a new learning need, when your needs cannot be met by existing service catalogue products.

Before completing this form, please consider the following questions:

* Have you checked the [learning website](https://identity.learn.civilservice.gov.uk/login) to see if something suitable is already available?
* Have you contacted the Helpdesk to discuss your requirement and seek advice?
* Phone: 020 3640 7985
* Email: [support@governmentcampus.co.uk](mailto:support@governmentcampus.co.uk)

If you would find it useful, the Helpdesk can help you to complete this form. Once the form is completed, it should be emailed to [support@governmentcampus.co.uk](mailto:support@governmentcampus.co.uk).

The information provided on this form will be used to identify your most appropriate contact, who will then get in touch with you to discuss your requirements further. It is used to formally register your requirements, ensuring they can be progressed in line with turnaround targets.

Please note that the new requirements process does not decide if the learning need will be approved, as authority and spend accountability remain with departments, professions and functions. We will automatically assume that the learning needs detailed in a new requirements form have been approved through local financial approval processes.

(\*) Questions are mandatory

☐ *\* Please tick to confirm that you have approval from your budget holder and/or local finance team to explore the learning need in this form. We are unable to progress this request unless you have consulted them.*

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| **\*Name of approver** |  |
| **\*Role title** |  |
| **\*Grade** |  |

For a reminder of the guidance for financial approval based on the value of your new learning requirement, please refer to the [Cabinet Office spend controls guidance](https://www.gov.uk/government/publications/learning-and-development-civil-service-learning-spend-controls).

# Your details

### Please provide your contact details.

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| **\*Name** |  |
| **\*Contact email** |  |
| **\*Contact number** |  |
| **\*Organisation** |  |

To enable greater value for money by reducing duplication of commissions, we would like to enable collaboration between those buying learning. If, in the future, another civil servant has a commissioned requirement which could be met by this learning commission, the Helpdesk would like to share your contact details with that person so they can discuss it with you.

☐ *If you are happy for your contact details to be shared to drive better value for money, please tick this box.*

### What are you enquiring about? Please tick the most appropriate option:

☐ *I want to configure an existing learning offer.*

☐ *I want help to understand our organisation’s learning needs, and/or develop our organisation’s learning strategy or approach.*

☐ *I want to configure an existing coaching offer.*

☐ *I want to access subject-matter experts.*

☐ *I want to access facilitators.*

☐ *I want to access guest speakers.*

☐ *I want learning that is not in the Service Catalogue.*

### If you have already discussed this with a Learning Frameworks account manager, please provide their details:

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| **Name** |  |
| **Contact email** |  |

# Your new requirement

### Please complete the below with your new requirement in as much detail as possible. This will help us to progress your request as quickly as possible.

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| **Background** | Please explain the purpose of the requirement. |
| **Target audience** | Please indicate the audience – for example, grade, department/profession/function and likely numbers |
| **Business outcomes** | Please indicate the desired business outcomes – for example, change in behaviour, understanding of learning needs or clear learning strategy. |
| **Learner outcomes** | Please indicate the desired learner outcomes. |
| **Budget** | Please advise on the learning budget for this requirement. |
| **Delivery location** | Please indicate where this requirement should be delivered – for example, London, Manchester or virtual/online. |
| **Timescale** | Please include desired start and finish dates. |
| **Delivery method** | For example, virtual, classroom, workplace learning, e-learning or action learning. |
| **Accreditation** | Please indicate if any qualifications or accreditation are required. |
| **Any further information** | For example, any courses you have already reviewed from the catalogue and why they did not meet your requirements, any contextual tailoring required to match the objectives of your department, profession or function. |

### \* Please confirm the total spend (excluding VAT) for the new requirement you are submitting using the checkboxes below.

☐ The spend exceeds £10,000 ☐ The spend does not exceed £10,000

If the spend is below £10,000, is your preference to purchase the learning through:

☐ The GSCU central L&D contracts ☐ Local procurement route

### Please confirm compliance with the Cabinet Office spend controls guidance.

The following are not included within the scope of this control:

* Any L&D requirements under £10k which are domain or sector specific; i
* Any Civil Service internally delivered training (such as by Government Academies, departments).

☐ \* By submitting this form, I can confirm that the request complies with the [Cabinet Office spend controls guidance](https://www.gov.uk/government/publications/learning-and-development-civil-service-learning-spend-controls) for Learning and Development (*please tick to confirm).*

Once you have completed this form, please send it to [support@governmentcampus.co.uk](mailto:support@governmentcampus.co.uk) with ‘New Requirement’ in the subject and we will respond within five working days to assist with your requirement.

1 ‘Domain’ relates to an L&D requirement which is relevant for a specific area of government or department, as opposed to one which is relevant across the Civil Service or numerous organisations. For more information about the definition of ‘domain’, please refer to the [New Curriculum and Campus for Government Skills](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952334/Campus_curriculum_Jan_2021.pdf).

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