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| New requirements form  Last Updated: February 2025  This document and the information in it are provided in confidence, for the sole purpose of commissioning Learning and Development requirements in the Learning Frameworks contract. These details may not be disclosed to any third-party, which includes and not limited to subcontractors of Suppliers. |

# 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) and [Prospectus Online](https://prospectus.governmentcampus.co.uk/) 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.

Prior to completing this form, please check the ‘What doesn’t need a new requirement form?’ section of the [New Requirement Handbook](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcontent.governmentcampus.co.uk%2Fnew-requirement-handbook.docx&wdOrigin=BROWSELINK).

**(\*) Questions are mandatory**

*\* Please note, you must have approval from your budget holder and/or local finance team to explore the learning need in this form. The new requirements process does not decide if the learning need will be approved, as authority and spend accountability remain with the commissioning departments, professions, and functions.*

*By entering approver details, you confirm that you have obtained financial approver for the learning needs detailed in the form, and 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.*

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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

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| **\* Name** |  |
| **\* Department** |  |
| **\* Sub-department** |  |
| **\* Contact number** |  |
| **\* Contact email** |  |
| **Profession or Function** |  |
| **\*\*Secondary Contact Name and Email address** |  |

**\*\*Suppliers may use the secondary contact details to make enquiries about this commission when you are unavailable**

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 learning that is not in the* [*Booking Portal*](https://leaplogin.kpmglearningservices.co.uk/dba8939a-4bd9-493d-ad7a-7cd43c8fb82b) *or the* [*Prospectus Online*](https://prospectus.governmentcampus.co.uk/)*.*

### 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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| **Description** | For example, topic name (if known) and a summary of the learning required. |
| **Background** | Please explain the purpose of the requirement. |
| **\* 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. |
| **\* Timescale** | Please include desired start and finish dates. Please note, New Requirements should be submitted at least 8 weeks prior to the expected delivery start date. If your desired start date is within 8 weeks, please state the reason for the urgency. |
| **\* Aggregated demand** | Please indicate the target audience – for example, grade, department/profession/function, likely numbers, and whether this is a one-off request or has ongoing demand. |
| **\* Delivery location/method** | Please select all that apply:  ☐ Closed (group) ☐ Public (individual) ☐ Both  ☐ F2F ☐ VLE ☐ Digital ☐ All |
| **\* Budget** | Please advise on the total learning budget for this requirement – for example, if it is expected to go over a period of 3 years, please state the aggregated spend and expected budget per year.  If the amount is not known, please provide an estimation/maximum budget approved to spend. This is to help with Spend Control decisions and is not commitment to spend. |
| **Accreditation** | Please indicate if any qualifications or accreditation are required. |
| **Any further information** | For example, any courses you have already reviewed from the [learning website](https://identity.learn.civilservice.gov.uk/login) or [Prospectus Online](https://prospectus.governmentcampus.co.uk/) 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 Civil Service central L&D contracts ☐ Local procurement route

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

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

‘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://www.gov.uk/government/news/strand-5-domain-knowledge).

A full list of requests that don’t require a new requirement form can be found in the [New Requirement Handbook](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcontent.governmentcampus.co.uk%2Fnew-requirement-handbook.docx&wdOrigin=BROWSELINK).

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.

For more information on this process, including tips to prevent delays, and next steps, please see the [New Requirement Handbook](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcontent.governmentcampus.co.uk%2Fnew-requirement-handbook.docx&wdOrigin=BROWSELINK).

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