Research Talent
External Trainer Agreement

[insert name of trainer]

Thank you for agreeing to deliver researcher development courses at King's
College London in [academic year]. Your course will be administered by the [CRSD, CDS, LISS, HSDTC, etc] and your lead contact will be [name, email].

Please review this *External Trainer Agreement* document, sign and date as prompted, and return to your lead contact.

1. **King's College London policies**

   Please familiarise yourself with the following King's College London policies:

   - Equality, Diversity and Inclusion Policy
   - IT Acceptable Use Policies
   - Digital Education Policy
   - Other Digital Education Policy
   - Lecture Capture and Recording Other Educational Activities Procedures
   - Data Protection Policy
   - Safeguarding Policy

   - Research Talent also employs its own Code of Conduct for learning and development activity, applicable to facilitators and participants

     You can view all of King's College London's policies in our Governance Zone.

2. **Course participants**
   Inclusive learning practices are important to King's. Please endeavour to manage workshops in an inclusive manner by ensuring that all learning materials are offered in a range of accessible forms and by being attentive to differences in culture, race, gender and other characteristics that may be represented in your audience.

3. **Data Sharing Agreement**
   a. It is the expectation of King's that when undertaking systematic data sharing with another organisation that will also be a data controller that there will be a data sharing agreement in place.
   b. The Information Commissioner states in the Data Sharing Code of Practice that an agreement should cover:
      - the purpose(s) of the data sharing arrangement
      - who will receive the data and the circumstances in which they will have access
      - the data to be shared
      - requirements around the accuracy of the data, how it will be updated and the format in which it will be transferred
      - data security
      - how long the data will be retained
   c. As part of your engagement with Research Talent at King's you may be provided with the personal data of participants including their name, academic affiliation within the institution, and email address. You may also through delivering a course have an opportunity to collect this or other personal data relating to participants.

d. This document will constitute a data sharing agreement with you that governs the protection of the personal data of participants in activity you are delivering. If we provide data to you, you are required to:
- use it only for purposes directly relevant to the activity you are delivering
- apply appropriate security measures to the storage of personal data
- promptly amend, transfer or delete the personal data if requested to do so by King's
- not share the data with another party without the prior consent of King's
- notify King's promptly if the personal data becomes the subject of a data request from the Information Commissioner's Office, and to not share the data in response without the prior consent of King's
- notify King's promptly of a suspected, threatened or actual data breach
- securely destroy data so that it is no longer retrievable upon the conclusion of the activity

e. If you intend to collect the personal data of individuals within the activity you are delivering on behalf of the Research Talent you should discuss this with your lead contact before the start of the course. You are required to obtain the express permission of any participants and should establish an agreement in accordance with the principles above.

4. Before sessions
a. So that we can advertise courses accurately to our researchers, you will provide us, where relevant, with up-to-date course titles and course descriptions.
b. You will deliver your sessions at the dates and times agreed with Research Talent. While we prefer to offer reliable learning and development opportunities to our researchers by not changing dates once published, please get in touch with your lead contact as soon as possible if you need to discuss options for rearranging sessions.
c. Please send us any online course materials, resources or handouts, and any pre-course instructions in good time and as agreed in advance with your lead contact.
d. If you have specific cancellation requirements please agree these in writing with your lead contact at the time we confirm our booking with you

5. Online delivery
a. Research Talent uses Zoom for the delivery of online learning and development activity. Please note the following:
- We will set up a Zoom meeting and provide you with a link in good time. Please get in touch with your lead contact if you would prefer to use your own digital platform.
- Your lead contact will inform you of any requirements in terms of monitoring attendance
- If you require any training or support with Zoom please speak to your lead contact – we have resources and expertise that may help
- Your lead contact or a nominated colleague will join the session early to transfer host rights to you ahead of the session start time. Please get in touch your lead contact directly if you have any questions.
b. Recording
- We do not record sessions for future viewing by default. If you would specifically like the session or parts of it to be recorded please speak to your lead contact for further guidance. The recording of sessions by non-King's staff is covered by the Digital Education Policy

6. Campus delivery
a. Space is at a premium at King's, and we will do our best to obtain a suitable room for your course. Please help us by:

- being flexible and willing to adapt your course to suit the room we have obtained for you.
- alerting us if you wish to request a preferred layout, so we can do our best to accommodate this.
- notifying your lead contact immediately in the case of problems with equipment, the training room or anything else that impinges on your ability to run your session(s) effectively.
- ensuring that any rooms are left tidy, with rubbish and unwanted materials thrown in the bin. Please ask participants to clear up after themselves.
- noting the relevant emergency evacuation procedures for the room that you are using and advising course participants accordingly should an emergency arise. In the event of an evacuation please ensure that all participants vacate the room quickly and safely.
- finishing your course on time unless you have notified your lead contact otherwise. Please be aware that other courses or lectures may be running after yours and continue conversations outside of the room if necessary.

b. You should hold your own appropriate insurances relevant to your services, including public liability cover.

7. **After sessions**
   a. **Course evaluation**
   We will usually distribute an electronic evaluation form to participants after the session, unless an alternative evaluation method has been agreed with us beforehand. Please remind participants to complete this feedback form at the end of your course.
   b. **Troubleshooting**
   You will discuss with us in confidence any problems that arise from a course you have delivered and refer to us any participants who may require further support services as provided by the College.
   c. **Invoicing**
   Please invoice us in good time for the work you have delivered and note that the College's normal payment terms are 30 days net month end. All invoices must be received by 1 July of the academic year in which the course took place. If this is not possible, please contact your lead contact as soon as possible.
   d. **Materials**
   Any post-course material will usually be shared with delegates via your lead contact, so please liaise with them for any materials that need to be circulated.

8. **Changes**
   Please inform us clearly and in writing of any changes to your rates, terms and conditions, or your cancellation policies.

In return we agree to:

- Abide by the same College policies.
- Provide you with the relevant information required for you to be able to deliver your course effectively.
- Produce all handouts, set up AV equipment and provide refreshments (where the room allows) in a timely fashion for your course, unless instructed otherwise.
- Ensure that College equipment is working properly before your course begins.
- Process your invoice in a timely manner.
- Discuss with you in confidence any problems that arise from a course that you have delivered.

Please confirm your agreement to the above in the space below:

Name	

Signature (typed is sufficient for electronic agreement)	
Date	