

**FOR INTERNAL USE ONLY**

**If you can't fill in this form on line please just send us a word document with the relevant information.**

Department	
Nominee's name	
Nominees email	
Band/Grade	
Telephone Number	
Manager's name	
Manager's email	

**Before completing this application** - Have you read the [Academy document](#)? Please ensure that you read this very carefully. It will help give you an idea of the commitment you'll need to make to be successful at the Academy.

Successful candidates will be expected to attend two learning and development events (one lasting three days and a one day event) and commit to working on a business focused project over the following twelve months to help future proof and equip middle managers for the demands of the 21<sup>st</sup> century, make them more resilient and encourage collaborative leadership across all attending departments and agencies.

On the final page of this form there is some extra guidance to help you and your line manager.

The answers given below will be used to choose which delegates will be successful in joining this year's Academy cohort.

**Information which is comprehensive, concise and which gives illustrative examples will score higher.**

- DELEGATE** – complete the boxes below, then email it to your line manager to endorse the form and submit it to CS Local.

The Academy's objectives are aligned to the cross-governmental Success Profiles and drivers for Civil Service Transformation, Workforce Plan and the Leadership Statement.

<b>Behaviours</b>	<b>Answer (150 word max for each behaviour)</b>
<b>Changing &amp; Improving</b>	
The Academy is looking for	



<p>people who would love an opportunity to have a platform to voice their thoughts and project their ideas, and have the drive and passion to progress potential projects supporting Civil Service Reform.</p> <p>Describe how you have shown your commitment to change and creative solution-generation to constructively challenge 'the way things are done'.</p>	
<p><b>Leadership</b></p> <p>The Academy is looking for people with the potential to 'lead beyond their authority' and who can role-model the qualities of 'a leader of the future', inspiring change in others.</p> <p>Describe how you have shown yourself to be a 'leader of the future'?</p>	
<p><b>Developing Self &amp; Others</b></p> <p>The Academy is looking for people who are self-motivated, prepared to work hard to develop themselves and continuously improve, despite possible setbacks.</p> <p>Describe how you have demonstrated these qualities, what behaviours you will gain or improve through the Academy and how you will demonstrate these on your return to your business area.</p>	

2. **LINE MANAGER** – complete the boxes below

Development suitability	Comment
After discussion with your team member, what specific behaviours and/or skills do you want them to	



<p>develop/learn?</p> <p>What would these look like and how would they be used back in the workplace?</p> <p>Please also add a few words about your perception of the person's potential and the tangible support they will receive from you and their management team.</p>	
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<b>Line manager's endorsement</b>	
As the delegate's manager I will support them by committing to the following (please x the boxes):	
<input type="checkbox"/>	Agreeing to release them for attendance at the notified events.
<input type="checkbox"/>	Allowing agreed time for project work for the twelve months following the main event.
<input type="checkbox"/>	Covering all T&S costs for the Academy events in July/August and September and any subsequent activities.
<input type="checkbox"/>	Ensuring they understand they must fully record their experiences before, during and after the events.
<input type="checkbox"/>	Enabling them to undertake any pre-course work required.
<input type="checkbox"/>	Enabling and allowing them to experience situations which will let them practice new behaviours and skills.
<input type="checkbox"/>	Providing updates on their progress as requested e.g. blogs, case studies and evaluation.
<input type="checkbox"/>	Guiding, supporting and helping them through their project.
<input type="checkbox"/>	Encouraging them to make the time to complete their project report at the end of the project period, identifying successes, business benefits and learning achieved.

Manager's name	
Date	

Please now email the form to :

East, South East & London – [susan.coles2@cabinetoffice.gov.uk](mailto:susan.coles2@cabinetoffice.gov.uk)

West Midlands - [andrea.charity@cabinetoffice.gov.uk](mailto:andrea.charity@cabinetoffice.gov.uk)

South West – [ruth.weeks@cabinetoffice.gov.uk](mailto:ruth.weeks@cabinetoffice.gov.uk)

### Notes for managers:

- Please remember this event is for middle managers in the department. If you do not think your team member can realistically meet this requirement, then you should not recommend them.

### Notes for delegates:

- This programme runs over twelve months, and is not just the single events. You must be highly motivated, be able to use your initiative and be proactive in your outlook.
- The Academy's objectives are aligned to the Civil Service Competency Framework. Your involvement in the Academy and subsequent development activities form part of the working week and should be reflected in your Key Work Objectives and Personal Development Plan.
- Your manager has agreed to release you to take part in the post-event business-focused programme working with specific business units, middle and senior managers. You and your manager, in conjunction with the CS Local Academy Team, will agree the timing of your programme activities to ensure your business area's needs continue to be met.
- The cross-departmental programme you will participate in will incorporate personal and professional learning supported by practical application to addressing challenges faced by our middle managers. It will be of benefit to the business, produce a change, challenge the individual and fit in with the Civil Service values, objectives and future health of the organisation in line with Government priorities.