**Strategic Partnership Agreement**

YOUR

LOGO

PARTNER

LOGO

**2002-2005**

**Vision/Mission statement**

***“Careers Scotland is ambitious for the people of Scotland, supporting all individuals in developing and realising their career aspirations throughout their lives.”***

***We the undersigned declare our organisation’s commitment to the following Strategic Partnership***

**Director**

**Careers Scotland** ***Partner***

1. **Purpose**

The aim of this document is to establish effective cooperation between ----------------- and Careers Scotland. The document is based on mutual understanding of the values, roles and responsibilities of each organisation and provides a framework for developing genuine partnership. The agreement covers the period 2002-2005 and will have an annual operating plan and review mechanism.

Its objectives are;

* To establish clearly defined processes and procedures for engaging with each other across a range of issues;
* Increasing shared understanding of how ---------- and Careers Scotland work, and their policy priorities;
* Extending opportunities for each partner to contribute their experience and ideas to the development and implementation of the others policy;
* Achieving a consistency of approach across Scotland with regard to relations between --------- and Careers Scotland
* Working in partnership in areas of mutual interest;
* Informing longer-term planning and strategic thinking;
* To provide a reference point for members, customers and staff of both organisations and interested parties as to the shared strategic priorities and agreed actions of both organisations.

1. **Partnership Values**

Our relationship is based on:

* mutual respect and trust;
* openness and transparency in communications;
* commitment to being positive and constructive;
* commitment to work with and learn from others;
* a continuing dialogue on policy and priorities;
* ensuring high quality outcomes; and
* making the best use of resources

1. **Strategic Aims and Responsibilities**

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| --- | --- |
| **Careers Scotland** | ***Partner*** |
| Its strategic aims are:   * To improve the employability and enterprise skills of the people of Scotland * To increase participation in learning and employment * To be the leading national advocate for the guidance and employability sector   Careers Scotland delivers, and continuously develops, an integrated range of high quality guidance services, information resources, learning experiences and employability services. Careers Scotland aims to enable individuals of all ages to maximise their career potential, to support employers and to improve the operation of the labour market.  Careers Scotland will, both directly and working with other agencies, assist individuals to:   * understand the changing labour market, understand their own career options and routes and develop their personal career planning skills * recognise their own potential to become the innovators and entrepreneurs of the future * acquire and upgrade the skills they need for their ongoing career change and development * raise their career expectations and aspirations to match their potential * overcome barriers to the achievement of their potential |  |

1. **Context**

*(This should refer to national or local policies/strategies/initiatives, which relate to both organisations)*

1. **Related Performance Targets**

*(to be inserted where partners can contribute to each other’s targets)*

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| --- | --- |
| **Careers Scotland** | *Partne***r** |
| * By end of academic year 2004/5, an additional 6,000 young people with additional support needs will be continuing in post-compulsory education or full/part-time training. * By the end of 2004/5, 85% school leavers will understand the world of work, their place in it, and have a positive approach thereto. * By 312 March 2004, increase the number of disadvantaged disengaged adults (19+), actively engaged in learning and training by a minimum of 35,000. * By March 2004, reduce numbers of young people for whom being NEET (not in education, employment or training) is a negative experience by 25% (5,400) |  |

1. **Agreed Areas of Mutual Interest**

The following areas of mutual interest and potentialcollaboration have been identified and agreed:

# ACTION PLAN 2002-03

1. **Shared Actions**

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| --- | --- | --- | --- |
| **Priority 1:** | | | |
| **Action/Task** | **Performance Measure/Target** | **Careers Scotland Responsibility** | **Partner Responsibility** |
|  |  |  |  |
| **Priority 2:** | | | |
| **Action/Task** | **Performance Measure/Target** | **Careers Scotland Responsibility** | **Partner****Responsibility** |
|  |  |  |  |
| **Priority 3:** | | | |
| **Action/Task** | **Performance Measure/Target** | **Careers Scotland Responsibility** | **Partner Responsibility** |
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| --- | --- | --- | --- |
| **Priority 4:** | | | |
| **Action/Task** | **Performance Measure/Target** | **Careers Scotland Responsibility** | **Partner****Responsibility** |
|  |  |  |  |
| **Priority 5:** | | | |
| **Action/Task** | **Performance Measure/Target** | **Careers Scotland Responsibility** | **Partner****Responsibility** |
|  |  |  |  |
| **Priority 6:** | | | |
| **Action/Task** | **Performance Measure/Target** | **Careers Scotland Responsibility** | **Partner****Responsibility** |
|  |  |  |  |

1. **Planning and Reviewing Arrangements**
   1. **Relationship Managers**

The nominated lead person for each organisation and contact details are:

|  |  |
| --- | --- |
| **Lead Contact Careers Scotland** | **Lead Contact/s Partner** |
|  |  |
|  |  |

* 1. **Planning, Monitoring and Reviewing Opportunities**
* Joint planning between -------- and Careers Scotland will take place annually for the purpose of exchanging views and information about policy issues and how these strategic matters can be addressed within the Partnership Agreement.
* \_\_\_\_\_\_\_\_\_\_\_\_ will meet with \_\_\_\_\_\_\_\_\_\_, as necessary to discuss specific issues around their portfolios. In addition, either may request an ad hoc meeting on a specific subject at any time.
* Numbers and composition at meetings will be such as to contribute to meaningful discussion and debate on the issues outlined in the agenda which will lead to agreed outcome
* ------------ and Careers Scotland will meet annually to review the agreed mutual priorities and report on the achievement of the performance’s measures and targets.
* In addition to meetings, consultation and dialogue will continue across a range of policy areas and planning mechanisms.

* 1. **Consultation**
* ---------and Careers Scotland will undertake to carry out any consultation process in accordance with the Executive's *Good Practice Guidance on Consultation,* including;
* Both parties will undertake to provide a considered, coordinated and timely response to issues on which they are consulted;
* Both parties undertake to respect confidentiality where that is required or requested; And otherwise, to conduct their dialogue openly;
* A mechanism will be established to feedback findings from consultations.

**9. Internal and External Communications**

* ---------- and Careers Scotland will promote this document through their respective website to members, customers and staff of both organisations and interested parties.
* ---------- and Careers Scotland will seek each other’s permission prior to publishing or releasing any material referring to the other partner.