



AHUA ACTION LEARNING SET

SCOPE OF WORKING ARRANGEMENTS

This Scope of Working Arrangements establishes some ground rules for learning set relationships and outlines the expected contribution of members. It is for Set members and their facilitator to tailor their way of working together within this framework; this will be agreed at the first meeting.

Purpose

The purpose of an Action Learning Set is to offer an ongoing process of learning and reflection as part of a group of peers. The members of the group work with each other on 'live' issues, offering challenge and support to one another as they explore these issues. It is a collaborative learning approach which builds on the relationship between experience (action) and reflection.

As a member of an AHUA Action Learning Set, you are agreeing to participate in the agreed format of the session. It is expected that members will come to each session with an issue that they wish to explore. This might be related to a current project, an aspect of performance management, or something connected with your own development. No other preparation is required.

During the check in process, the facilitator will ask participants to share their issues and create the agenda. There is likely to be space for 2-3 issues to be explored at each session, with equal opportunity being provided over the course of the 5 sessions.

Logistics

All Action Learning Set members will have complex diary commitments, and as such once dates are agreed it is anticipated that the meetings will go ahead on these dates. Meetings can only be successful if all members attend: late notice drop-out does impact on the success of the group dynamics and the outcomes for those whose issues are being explored.

As these sessions are being held online, members are asked to ensure that they are somewhere quiet, comfortable and private, in order to be able to participate fully. The sessions will run from 9.30am to 1pm, with short comfort breaks as and when required.

Confidentiality

All discussions that take place within the group are confidential and can only be repeated with the consent of both parties. This may only be breached in exceptional circumstances e.g. issues that may endanger client safety.

I confirm that:

- **I wish to participate in an AHUA Learning Set;**
- **I commit to attending the five meetings of the set;**
- **I understand that the set is provided free of charge.**

Name:

Institution:

Signature:

Date:

Please return a copy of this agreement to: Tracey.murray@ahua.ac.uk