**Temporary or Agency Worker request for access to book training**

Admin all Areas and Care Crew Staff will have accounts linked to Pier, [login here](https://shib-sp-cpd.webbased.co.uk/bhcc-cpd-adfs) to access the Brighton & Hove Learning Gateway

Temporary and agency workers would normally be contracted with already possessing the requisite knowledge and skills. However, there may be occasions where managers will consider it necessary for these workers to access the council’s learning and development programmes

This form provides the Workforce Development Team with the required information to set up a time limited account at the point the learning and development is required. Please do not request an account on an ‘in case’ basis.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full name: |  | | Job Title: |  | |
| Email address |  | | Tel no: |  | |
| Payroll number (if applicable) |  | | | | |
| Start date of assignment |  | End date of assignment\* | | |  |

\*access to accounts will expire at the end of the assignment. Requests for an account will not be accepted without an end date

|  |
| --- |
| Please tell us about the training or elearning you are looking to access and why you consider this to be essential: |

**Managers authorisation**

|  |  |
| --- | --- |
| Managers name |  |
| Managers email address |  |
| Cost Code  (for charges and non-attendance) |  |
| Directorate |  |
| Team Name |  |

**I authorise the above mentioned temporary worker to have access to the Brighton & Hove Learning Gateway as above**

Signed:

Dated:

Please save and email this completed form to [learning@brighton-hove.gov.uk](mailto:learning@brighton-hove.gov.uk)