**RCT Source New User Form**

Please complete the following form in order for the Council’s People Development Team to create an account for your new employee on Rhondda Cynon Taf’s Learning Management System platform, the RCT Source, which is externally hosted by Learning Pool. Enrolment on the RCT Source is a mandatory requirement as part of the employment contract.

If you would like to learn more about how RCT use workforce information for training purposes, please see our Workforce Administration Privacy Notice/paper: Please see our Workforce Administration Privacy Notice on the Council’s website at www.rctcbc.gov.uk/serviceprivacynotice or contact TheSource@rctcbc.gov.uk or telephone (01443) 570040. You can also visit Learning Pool’s privacy notice at <https://www.learningpool.com/privacy-policy-and-cookies/>

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| First Name |       |
| Surname |       |
| Email address |       |
| Date of Birth |       |
| Employee/Staff Number |       |
| Network id (log-in)(if applicable) |       |
| Welsh Speaker | Yes [ ]  | No [ ]  |
| Post Ref Number (if known) |       |
| Job Title |       |
| Organisation (Service Area)Subsection (Team/Department) |  |
|       |
| Pay Grade |       |
| Hierarchy Path | HR |
| Will the person named on this form have line management responsibility? | Yes [ ]  | No [ ]  |
| Is the person currently employed by RCT? (i.e., already currently has an existing job role) | Yes [ ]  | No [ ]  |
| Date starting employment  |       |
| Name and email address of Line Manager  |       |

Please return the form to thesource@rctcbc.gov.uk