



Training and Development Agreement

This agreement is made between:

(Learner)	of	(Address)
(Employer/Workplace)	of	(Address)
(LSC Representative)	of	(Address)
Vocational Training Services	of	Chalkwell Lawns, 648-656 London Rd, Westcliff on Sea, Essex, SS0 9HR

The purpose of this Agreement is to form a partnership between the Learner (Apprentice), Vocational Training Services (VTS) and the Employer (workplace), by setting out the individual responsibilities of those within this partnership towards the successful training and development of the NVQ candidate.

The Learner will agree to:

Observe and comply with the employer's terms and conditions of employment.	
Co-operate with the employer and training provider in respect of Health and Safety, and take reasonable care in all activities to safeguard the health and safety of self and others.	
Co-operate with the employer and training provider in respect of equality of opportunity, ensuring that behaviour is not discriminatory or pressuring others to discriminate.	
Maintain a commitment towards the Apprenticeship programme and to complete unit assignments within the agreed time-scale	
Promptly notify the assessor should any problems occur which may hinder progress towards completing Apprenticeship assignments within the agreed time-scale	
Maintain a neatly organised portfolio of evidence which may be presented on request to the assessor, VTS internal verifier, the Awarding Body's external verifier and outside organisations who are undertaking a quality audit of VTS	
Attend all appointments made with the VTS assessor/internal verifier or provide adequate notice should an appointment need to be cancelled and further arrangements made	
Follow the correct appeals procedure should a situation occur which cannot be resolved with help from the assessor e.g. disagreement of an assessment decision, discrimination, etc.	
Continue with the Apprenticeship NVQ programme if moving from one workplace to another (within the same occupation) and promptly notify VTS of this change	
Give adequate notice to VTS should the Apprenticeship programme need to be terminated prior to completion and attend an 'exit' interview with the VTS assessor/internal verifier	

Signed
(Learner)

Date



The Employer will agree to:

Ensure the health and safety of the Learner and that they receive health and safety training as part of their induction and ongoing work-based training, particularly in regard to: moving and handling and food safety	
Allow the VTS assessor or internal verifier to visit the Learner at the workplace on a regular basis (4–6 weekly)	
Integrate the Learner’s Apprenticeship programme, training & assessment with their day-to-day work activities, including the release of the learner to attend training sessions & tests agreed in the learning plan, or at subsequent reviews.	
Support the Learner with identifying an appropriate member(s) of staff who could undertake the role of an assessor, mentor or be a witness to the candidate’s competent performance	
Take an interest in the Learner’s progress with their Apprenticeship programme and inform VTS should problems be identified which may hinder their progress	
Demonstrate a commitment to Equal Opportunities (EO) and comply with all relevant EO legislation	
Develop a good working partnership with VTS so that the candidate’s Apprenticeship programme can be co-ordinated between both the workplace and the VTS training centre	
Pay the learner a minimum of £80 pro rata per week (where employed and receiving funding) and provide the learner with a contract of employment.	

	Signed		Position
	E-mail		Date

Vocational Training Services will agree to

Support the Learner with selecting an appropriate Apprenticeship level & provide guidance with choosing optional units	✓
Agree with the Learner a time-scale for completion of the Apprenticeship programme and set targets for the completion of NVQ, Key Skill and Technical Certificate units	✓
Ensure that the Learner receives a programme of assessment which meets the individual needs of the candidate to support them with the achievement of their Learnership objectives	✓
Ensure that the Learner understands the different training methods, how to build their portfolio of evidence, the resources and support available to them, the assessment process, the roles of all those involved and the performance and knowledge requirements of their chosen Apprenticeship programme	✓
Ensure that the Learner receives regular supportive visits from committed VTS staff who hold professional occupational qualifications as well as the assessor/internal verifier awards	✓
Ensure that unit assessment are rigorous and fair, that assessment records are complete and to internally verify a minimum of 4 units contained within the Learner’s Apprenticeship award	✓
Issue the candidate with a certificate of achievement for each unit successfully completed, which may then be entered in the Learner’s portfolio or Record of Achievement	✓
Ensure a prompt response to notification of any problems which may hinder the Learner’s progress	✓
Demonstrate a commitment to equal opportunities following a policy which respects the rights of all individuals to be free from harassment and discrimination of any kind	✓
Provide guidance at the request of the Learner & to support the Learner with achieving their career objectives	✓
Ensure that the learner receives initial and ongoing Information, Advice and Guidance (IAG)	✓
Maintain good communications and opportunities for feedback within this partnership agreement	✓
Conduct surveys, evaluate and act upon responses in order to improve/maintain a quality service delivery	✓
Comply with the VTS Confidentiality Policy	✓
Conduct surveys, evaluate and act upon responses in order to improve/maintain a quality service delivery	✓

	Signed		Date
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(VTS on behalf of Essex LSC)