

## Modern Apprenticeship Training Agreement

**Note: This form should be completed for each candidate and placed on file. It is not required to send it with registration form and training plan when registering a candidate.**

This Training Agreement is entered into by:

Name of Employer:	
Name of Modern Apprentice:	
Name of Modern Apprenticeship Centre:	

The **Employer's responsibilities** are to:

1. Employ the modern apprentice subject to the employer's usual terms and conditions of employment.
2. Provide the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected framework outcomes specified in the apprentice's personal training plan.
3. Pay the modern apprentice an agreed salary which reflects the obligations of the employer and the opportunities for the apprentice.
4. In the event of the employer becoming unable to retain the apprentice after completion of the apprenticeship, to use reasonable endeavours to secure employment elsewhere.
5. In the event of the apprenticeship being terminated prematurely by either the employer or modern apprentice for any reason other than dismissal for unsatisfactory performance or misconduct, to use reasonable endeavours to secure employment and continuation of apprenticeship elsewhere.
6. Operate a formal Health and safety policy and undertake the necessary legal and contractual responsibilities for health and safety of the modern apprentice; and
7. Operate an Equal Opportunities policy, which meets all legal requirements.

The **Modern Apprentice's responsibilities** are to:

1. Work for the employer in accordance with the agreed terms and conditions of employment.
2. Undertake training, attend courses and carry out such work as may be required in order to achieve the selected framework outcomes specified in the apprentice's personal training plan.
3. Be diligent, punctual, behave in a responsible manner and in accordance with the requirements of Health and safety legislation relating to the apprentice's responsibilities as an individual; and
4. Promote at all times the employer's best interests.

The **Modern Apprenticeship Centre's** responsibilities are to:

1. Agree the content of the modern apprentice's personal training plan as confirming that the selected framework outcomes and training plans meet the criteria of the modern apprenticeship.
2. Contract with the employer to provide the training and assessment necessary to enable the modern apprentice to achieve the selected framework outcomes specified in the apprentice's personal training plan; and
3. Use its best endeavours to ensure that the employer provides the modern apprentice with the facilities, training and work place opportunities necessary to achieve the selected framework outcomes specified in the apprentice's personal training plan.
4. This agreement to be signed by all parties:

Employer:		Date:
Modern Apprentice:		Date:
Modern Apprenticeship Centre:		Date:

