

TRAINING AGREEMENT TERMS AND CONDITIONS

1. The Employer agrees to pay FeRFA the Training Fee per individual trainee as detailed on the FeRFA website, which are not refundable.
2. The Employer commits to releasing the trainee from employment duties to attend mandatory modules throughout the duration of the training course.
3. The Employer agrees to provide adequate insurance cover for the trainee for the duration of the course.
4. The Employer agrees to set rates of pay at or above minimum wage. If a trainee is under 18 the Employer must meet its statutory rights in accordance with the law.
5. The Employer agrees to monitor and check trainee records and activities aligned to the training criteria and objectives of the course.
6. The Employer agrees to conduct supervised training on each mandatory module, record and retain records for final assessment of the trainee.
7. The Employer agrees to nominate a dedicated manager or supervisor who will be responsible for onsite training and compliance.
8. The Employer to provide all trainees with the correct PPE for training and onsite activities.
9. The employer to communicate the trainees' responsibilities to gain the NVQ qualification and formalise their own training agreements.
10. On completion of all training modules, the Employers will liaise with the FeRFA Assessor to co-ordinate final onsite assessments.
11. When a trainee fails to attend any module, FeRFA will endeavour to re-schedule to align with another training group. Non-attendance may affect the trainee's obligation to complete training within the set timescale for assessment and reclaiming grant funding. FeRFA reserves the right to re-charge fees at such times whereby external providers and extra trainer commitment are necessary.
12. It is the responsibility of the employer to apply to the CITB for any CITB grant applicable to the training scheme. Visit [CITB Website](#)

13. The Employer and FeRFA agree to independent and CITB audits for offsite and onsite training for compliance and quality purposes.

14. All materials and literature supplied to trainees and Employers by FeRFA is confidential and should not be communicated to any third parties at any time, during the course, on completion of the course, or thereafter.

15. The Employer to arrange all travel and accommodation for trainees attending each module for the course duration.

16. Modules 1-12 are mandatory, if the Employer cannot support on-site training for Module 13: Screeds and Coving or Module 14: Flowable screeds they must inform FeRFA prior to enrolling trainees.

Payment

FeRFA will issue an invoice for the enrolment and course fees payable no later than 7 days before the start date.

Cancellation or Postponement

FeRFA reserves the right to charge a cancellation fee for confirmed bookings or enrolment. If notification of cancellation is received in writing less than two weeks before the start date a fee of 50% of the total course will be charged. If notification of cancellation is received less than one week before the start date the total cost will be charged. If for any reason beyond their control, FeRFA cancels a course without notice, FeRFA will not be held liable for any costs. If the trainee fails to complete the training program, FeRFA fees are non-refundable and CITB Grant funding cannot be claimed.

I/We agree to the terms and condition for provision of training for the company’s nominated trainee.

Name	
Position	
Signature	
Date	