



## LIFELONG LEARNING SERVICES APPRENTICESHIP SCHEME TRAINING PROVIDER AGREEMENT

This agreement is made between the Lifelong Learning Services on behalf of the St Helena Government and [INSERT NAME OF PROVIDER HERE] (herein referred to as the Training Provider) to provide an Apprenticeship for [INSERT NAME OF APPRENTICE HERE] (herein referred to as the Apprentice) as an Apprentice in [INSERT NAME OF ESTABLISHMENT HERE] For the period commencing [DD September 2020 to DD September 2021] in accordance with the Apprenticeship Policy (Revised July 2020), whereby the following is agreed:

The Training Provider shall ensure that the work based training as detailed in the attached Training Development Plan is implemented as stated in the Plan.

The Training Provider shall provide the Apprentice with an 'Induction Programme' on health and safety and provide items of protective equipment appropriate to the nature of Training on which the Apprentice is engaged.

The Training Provider will ensure that the Apprentice is given the necessary instructions and information relating to the use of Personal Protective Equipment.

In the case of the apprentice being under the age of 18 years, the Training Provider will ensure that adequate safeguarding procedures are in place to include the following:

- that the apprentice is supervised at all times, or is in the presence of a responsible person
- that they are not exposed to any situation or persons who could potentially be a threat to the wellbeing of the apprentice

The Training Provider together with the Apprentice will participate in regular monitoring sessions, as stated in the Training Development Plan.

The Training Provider shall ensure that tasks are delivered in a timely manner in accordance with the Training Development Plan and that training is completed in the set time given.

The Training Provider shall report immediately to the Workforce Development Coordinator, any problems that may occur within the work place, in an effort to have them rectified.

The Training Provider shall assist the Apprentice with the completion of the time booklet and ensure that it is submitted to the Lifelong Learning Services Office, no later than the scheduled deadline.

At the end of the training the Training Provider will provide an assessment/report of the Apprentice as stated in the Training Development plan.

On successful completion of one year of the Apprenticeship including the completion of the relevant documentation, the training provider will be paid an incentive bonus of £200:00 (Two Hundred Pounds) per apprentice

Should the Training Provider fail to comply with any of the above then the Training Provider will be warned by the Manager, Lifelong Learning Services and can be withdrawn from the Register for the Programme.

This agreement is made this [DD] Day of [MONTH] 2020.

Signed by the Workforce Development Coordinator.....  
*For and on behalf of the Lifelong Learning Services: Ms Cynthia Bennett*

Signed by the Training Provider.....