

## THINGS TO THINK ABOUT... DRAWING UP A CONTRACT WITH YOUR TRAINING PROVIDER



Your legal advisor will help you with the specifics of any contract you set up with your training provider. But as a starting point, here are some things to consider.

### **Define roles and responsibilities**

#### **Joint roles**

For example, you and your training provider both have a role to:

- > work with your employees before, during and after your programme in a way that is respectful and supportive of their learning needs
- > work in ways to protect and boost your employees' self esteem
- > agree that your employees have the right to keep confidential some of the personal information revealed in your assessment or programme
- > recognise that you have the right to know whether or not your employees are making progress toward achieving their learning goals.

#### **Your roles and responsibilities**

For example, it's your role/responsibility to:

- > identify appropriate employees to assist in the development and implementation of your programme
- > set the objectives of your programme and decide how they will be measured
- > recruit your employees to your programme in a non-stigmatising way
- > provide a good and safe learning environment conducive to learning.

#### **Roles and responsibilities of your training provider**

For example, your training provider has a role to:

- > help with funding applications (if required)
- > provide qualified trainers
- > devise, with your employees, individual and group learning plans based on your employees' learning needs for their jobs and everyday lives
- > provide a programme tailored to the needs of your employees
- > keep confidential records of attendance, learning plans and reviews for each employee
- > provide you and your employees with progress updates at agreed intervals.

#### **Practical arrangements**

For example, with input from your provider, you'll need to:

- > decide how many employees will be trained
- > decide the number of learning hours
- > decide how and where training will be carried out
- > work out what equipment you will supply
- > work out what equipment the provider will supply
- > gather contact details for key contacts and trainers.

#### **Costs**

For example you'll need to:

- > make sure you have details of all costs
- > agree the payment method with your training provider.



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