

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.