

Trainee Agreement

This is an agreement between you as a HLF LEMUR beneficiary/trainee and (HOST NAME), the 'host organisation'. (HOST NAME), is a partner in the 'LEMUR Project run by Herefordshire Nature Trust. This project is supported by the Heritage Lottery Fund.

Your training will lead to you gaining Units of Competence from the National Vocational Qualification (NVQ) in Environmental Conservation or Units of the Open College Network (OCN) Biological Assessment Skills. During your period of training you are under the day-to-day management of the 'host organisation' - and thereby subject to any hours of work, conditions of service and health and safety regulations of that organisation. The host organisation will provide line management and on the job experience for you to train and work towards the vocational qualifications you have chosen.

You agree to make best use of the training provided and to work towards your vocational qualifications by collecting relevant evidence in a Portfolio that will be periodically assessed and verified. Together with your host organisation, you will set aside appropriate time during normal working hours to undertake qualification related activities (e.g. meetings with assessors/ verifiers, collecting evidence for the portfolio, writing personal testimonies relevant to the qualifications). In addition, you will be required to undertake Portfolio work outside working hours and in your own time.

Your period of training will be 36 weeks. Time off is at the discretion of the host organisation and is described in the Description of Training Sheet supplied with your application. Bank Holidays will be paid via the Training Allowance and up to 4 days unpaid holiday may be taken. Any additional time off may be added to the end of the training period to make up the 36 weeks of training.

The project provides the sum of £172 per week as a Training Allowance to help you support yourself during your period of training. This includes costs incurred for travel to work, hub review days and training courses also. This will be paid monthly in arrears. Subject to successful completion of your training and its outcomes you are then entitled to a £688 training completers allowance payment at the end of your 36 weeks.

This agreement is subject to a one-month 'satisfactory progress' probationary period. One month from the start date either party may decide to terminate this agreement.

This agreement is not a contract of employment or a contract for services and the payments are not subject to PAYE.

Signed (HOST ORGANISATION)

Date

Signed (Beneficiary/Trainee)

Date

Print Name _____