

## HOST LEARNING AGREEMENT

<b>This Agreement is made between:</b>
<b>Employer:</b>
<b>Learner:</b>
<b>Parent/Guardian (if aged under 18):</b>
<b>Training Provider :</b>
<b>Is made on :</b>

### 1 The Employer Responsibilities

- 1.1 To agree jointly with the Training Provider and Learner, a Learning Plan ensuring that satisfactory progress is maintained. Any changes to the plan to be agreed at review stages.
- 1.2 To provide, as far as is reasonably practical, the experience, facilities and training necessary to achieve the training objectives specified in the Learning Plan without loss of wages and to treat the Learner fairly and reasonably as with the rest of the workforce and not discriminate or act unfairly against the Learner.
- 1.4 If the Learner is terminated due to redundancy, to attempt, with the assistance of relevant organisations, to arrange employment for the Learner, for the duration of the Training Programme, with another company.
- 1.5 To undertake legal and contractual responsibilities for the Health and Safety of the Apprentice.
- 1.6 To ensure conformity with the employer's equal opportunities policy.

### 2 The Learner Responsibilities

- 2.1 To work for the Employer to the best of her or his ability and in accordance with the Employer's policies and procedures.
- 2.2 To observe the Employer's terms and conditions of employment.
- 2.3 In both working and training, to be diligent and punctual and to attend courses, keep records, take part in and contribute to the review process, undertake assessments in order to achieve Learning Plan objectives and keep the employer informed of progress towards those objectives.
- 2.4 At all times to behave in a safe and responsible manner and in accordance with the requirements of Health and Safety legislation relating to the individual's responsibilities and to promote and act in the Employer's best interests.
- 2.5 To advise the Training Provider should the Learner leave the employer's employment.

