

# Birmingham Electrical Training Limited

## Employer's Agreement

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Agreement between Birmingham Electrical Training Ltd

and

Company .....

With effect from .....

Agreement renewable on an annual basis.

## Checklist

Evidence of employed status

Health and Safety Compliance

Equal Opportunities policy

Range of evidence for NVQ3

Provision of adequate level of supervision

## **Administration**

- The Employer agrees to complete with Apprentice(s) the Host Company Induction Checklist.
- The Employer agrees to provide BET with evidence that the Apprentice(s) have been issued with a contract of employment.
- Notify BET of absence due to sickness, holiday or unauthorised absence. Also if the Apprentice(s) leave(s) the programme and the reason for leaving.
- Complete Evidence in Training forms provided by BET and return to BET offices every four weeks.
- Ensure Apprentice Attendance Records are completed correctly and returned to BET offices every four weeks.
- Return 12 weekly progress reviews.

## **Training**

- Agree to release the Apprentice(s) for Technical/Vocational training when required.
- The Employer may be required to release the Apprentice(s) for any outstanding Technical Certificate assessment.
- The Employer agrees to offer a full range of tasks within the workplace to enable the Apprentice(s) to achieve NVQ Level 3.
- Agrees to provide adequate supervision at all times by competent designated persons (Supervisors/work based recorders should be suitably qualified in the electrical industry).
- Agrees to give access to the workplace for BET staff to assess and review Apprentice(s) progress at least every 10 weeks.

## **Legislation**

- Apprentices must receive an induction to include rights and responsibilities under the Health and Safety at Work Act.
- Name of person responsible for Induction .....
- All necessary PPE must be provided free of charge.
- Allow BET to monitor Health and Safety processes to ensure ongoing compliance is maintained.
- The Company has an Equal Opportunities Policy and complies with legislation and approved Codes of Practice.
- The Employers named person for Equal Opportunities is .....
- The Apprentice(s) is prohibited from and should not be involved in any activities such as operating dangerous machinery, handling hazardous substances, unless appropriate training and adequate control measures have been put in place.
- The Employer must ensure that all relevant accidents and occupational diseases (RIDDOR 95) are reported to the Manager at BET on 0121 359 5979 within 24 hours.
- The Employer agrees to the requirements and satisfactory completion of BET's Health and Safety Assessment, which is renewed annually.

**Financial Commitments**

- Agrees to employ and pay the Apprentice(s) for the duration of the Apprenticeship(s), including all off the job training.
- BET will pay for first time examinations fees for the technical certificates and key skills and up to 1 resit. The subsequent cost or re-sits and revision fees will not be met by BET.
- For learners aged 19-24 reduced Government funding may be available. Employers may be expected to make financial contributions. Details can be provided on request.
- Agrees to the administration charge as detailed in **Annex 1**.

**General**

- No liability is accepted by BET for any loss, expense or damage arising from or connected with the provision of the services.

Name (Caps): .....

Signature: .....

Position: .....

Company: .....

Date.....

BET Representative's Name: .....

Signature: .....

Position:.....

Date.....

## Annex 1

# Financial Terms and Conditions

**This agreement is between Birmingham Electrical Training Limited (BET)**  
**and the Employer.....**

### ***Terms***

The employer agrees to complete and return to BET the Evidence In Training form, on a monthly basis, thus indicating that the apprentice(s) is(are) still on the training programme. These records form part of an audit trail and are therefore required to be available for inspection by the local Skills Funding Agency or BET staff on a regular basis.

BET's administration charge of £180.00 + VAT per annum, per apprentice will be invoiced twice yearly at £90.00 + VAT on 30 April and £90.00 + VAT on the 31 October for the duration of the apprenticeship. If JIB registration is required by the company a charge of £65.00 plus VAT will be invoiced separately.

The administration charge may need to be reviewed from time to time by bet. The employer will be given four weeks notice of any change occurring.

### ***Employer benefits***

- 1 Assistance with recruitment, including initial assessment, candidate interviews and suitability grading.
- 2 Dedicated support from our Employer Liaison Officer.
- 3 Full framework technical certificate and key skills delivery and study notes.
- 4 All apprentices will undertake 1 day first aid (Appointed Persons) training, course dates offered outside of blocks.
- 5 All apprentices are issued with the current IEE on-site guidance
- 6 As part of their training all apprentices have the opportunity to undertake a 2 day AM2 refresher course (worth £250).
- 7 All apprentices must have achieved all the required criteria for their apprenticeship in order for them to be entered for the Achievement Measurement Test (AM2) skills test. BET will fund up to 2 attempts per apprentice.

The 2<sup>nd</sup> attempt will need to be booked and funded by the apprentice/company. Upon satisfactory completion BET will refund the 2<sup>nd</sup> attempt.

Subject to the following conditions BET will offer a C&G 2391 (Inspection & Testing) training course worth £480.00.

**Conditions to be met to qualify for these benefits:**

This offer will only apply to employers who have ensured payment of the appropriate administration fee for the apprentice(s) has been made within a period not exceeding 30 days after the date of invoice.

Any late payments or outstanding administration charges by the employer will render all the above benefits null and void.

To qualify for the 2391 course employers must ensure that the apprentice(s) on and off the job apprenticeship training framework is complete within their planned completion date. The AM2 test must be taken prior to the apprentice planned completion date.

The claim for the 2391 is made within 1 year of the advance apprenticeship completion.

The training will be undertaken by BET

BET will fund the tuition and exam fees for the 2391 for one attempt only, any re-sits must be funded by either the company or the candidate.

**This agreement will take effect from (date):**

.....

**Employer details**

Name (in caps): .....

Signature: .....

Position: .....

Company: .....

Address:.....

.....

.....

.....

Tel. no: .....

Email address: .....

Contact name for invoicing: .....

Date: .....

**Birmingham Electrical Training**

Name (in caps) .....

Signature:.....

Position: .....

Tel. no: .....

Email address:...

Date:.....