

FIS Tri-Training Agreement

What is expected from the Trainee or Apprentice?	What is expected from the Trainee or Apprentices Employer?	What is expected from the Training Provider?
Full Name:	Organisation:	Organisation
Provide information: 1. Your employer and Training Provider need information from you, ensure you provide accurate details and be truthful. Follow instruction: 2. You will be given instructions, some of which will keep you safe and healthy including some that are Law, you will be expected to: a. read the information you are given b. listen c. ask questions, what, why, who, how, when, where, what if, how well, how much d. maintain eye contact, unless you are taking notes e. own up if you do not understand before taking any action f. take all reasonable steps to meet the instructions given to you by your Employer and Training Provider Punctuality: 3. Not just being on time, but, being ready for Work and Training on time. 4. If through any circumstances, you are going to be late inform your Employer and Training Provider at the earliest opportunity. Tools and equipment maintenance: 5. You will be provided or given support to acquire tools for the job. Instruction on safe use and maintenance will be give, look after these tools. 6. You will be provided with Personal Protective Equipment keep it all clean and tidy.	Provide information: 14. Supply the Trainee or Apprentice (henceforth known as the Trainee) with information on: a. safe practices b. organisational Policies and Procedures c. safe use, maintenance and storage of tools, equipment and materials d. methods of work e. organisational reporting procedures. 15. Tell the Trainee who their Mentor(s) is, or are, and ensure the Mentor(s) has, or have, all the information needed to encourage the Trainee to learn. Give instruction: 16. Ensure instructions given to the trainee and Training Provider are clear and unambiguous. 17. Pass on information and instructions from the Mentor(s) and Training Provider to the Trainee and vice versa. Provide tools and equipment: 18. Provide tools, equipment and health and safety control equipment in accordance with current legislation. 19. Support the Trainee in the acquisition of tools for the job. Opportunities to learn: 20. Ensure the Trainee is given every opportunity to meet the criteria as defined in the qualification and/or apprenticeship standard.	Provide information: 29. Supply the Trainee and Employer with information including: a. full details of the qualifications being undertaken b. the programme, dates and timings c. dates and times the Trainee is required for off-the-job training d. details of specific activities that can only take place in the workplace and/or on site e. advice regarding the support the Employer is required to provide the Trainee. Give instruction 30. In accordance with the qualification and regulatory authorities' requirements. 32. To the trainee on how to maintain a Work and Training diary. Tools and equipment 33. Work with the employer to support the Trainee in the acquisition of tools for the job. 34. Provide instruction on the use and maintenance of tools and equipment Opportunities to learn 35. Maintain regular contact with the Employer to ensure: a. you give details of the next phase in the Trainees programme b. you can collect details on how the Trainee is progressing in the workplace

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<p>7. Treat tools and equipment that does not belong to you as if they were your own.</p> <p>8. You will be given learning materials, keep them tidy and bring them to your lessons as instructed.</p> <p>9. Maintain a Work and Training diary and record everything you do, it will all help towards gaining your qualifications.</p> <p>Behaviour:</p> <p>10. Act with integrity towards others. You will receive instruction on equality and diversity, fairness, inclusion and respect, apply these principles.</p> <p>11. Apply the highest standards of business practice and workmanship in everything you do.</p> <p>12. You control your own emotions, feelings, and attitude, you are not expected to become a robot, if you have concerns speak to your Mentor, Employer or Training Provider. These people want you to succeed.</p> <p>Remember:</p> <p>13. You have been selected by your employer because they believe you will complement their organisation. They are giving you an opportunity to acquire occupational skills and knowledge that will support you throughout your working life. Your training is essential to your future, what you put in will reflect what you get out.</p>	<p>21. Maintain regular contact with the Training Provider to ensure:</p> <p>a. you know what is next on the Trainees programme</p> <p>b. you know how the Trainee is progressing, report strengths and weaknesses, you have identified, to the Training provider</p> <p>c. you identify what employer support the Trainee may need</p> <p>d. you are aware of what work activities the Trainee is capable of undertaking</p> <p>e. you know what work activities the Trainee needs to practice</p> <p>f. you can report the Trainees work performance</p> <p>g. you can negotiate with the Training Provider in order to include specific training that may support the Trainee and contribute to your 'next contract'</p> <p>h. you know the Training Providers appeals procedure.</p> <p>Organisational:</p> <p>22. Hold the required levels of statutory insurance to protect the Trainee.</p> <p>23. Provide support via Managers, Supervisors and Administrators to Mentor(s) and Trainee.</p> <p>24. Apply the principles of equality and diversity, fairness, inclusion and respect.</p> <p>25. Request and record feedback from the Trainees Mentor(s), Supervisors, Managers and Administrators.</p> <p>26. Schedule chronological meetings with the Trainee to provide feedback on Work and Training performance, ask to see their Work and Training diary.</p> <p>27. Keep and maintain records on progress.</p> <p>28. Reward the Trainee as and when it is deserved.</p>	<p>c. report the strengths and weakness the Trainee shows during training</p> <p>d. you give details of what immediate employer support the Trainee may need</p> <p>e. you are aware of what work activities the Trainee has been and is about to undertake</p> <p>f. you give details of what work activities the Trainee needs to practice</p> <p>g. you can report the Trainees training performance</p> <p>Organisational</p> <p>36. Apply the principles of equality and diversity, fairness, inclusion and respect.</p> <p>37. Have a clear and robust appeals procedure that includes the Employer.</p>
Signature	Signature	Signature
Date	Date	Date