

Land Based Pre-Apprenticeship Training Agreement

Section 1: Participant Details

First Name	
Middle Name	
Last Name	
Date of Birth	
NI Number	
Mobile Phone Number	
Home Phone Number	
Email Address	
Preferred Method of contact	Email <input type="checkbox"/> Telephone <input type="checkbox"/>
Postcode	
Street 1	
Street 2	
Town / City	
Area of Scotland	Lowlands and Uplands <input type="checkbox"/> Highlands and Islands <input type="checkbox"/> South of Scotland <input type="checkbox"/>

Section 2: Training details

Name of Training Provider	
Start Date	
Expected End Date	

Planned Activity *(please write in full course name as detailed on certification)*

Section 3: Participant History and Status

Length of unemployment (before commencement of pre-apprenticeship programme):

< 1 month	<input type="checkbox"/>	1-3 months	<input type="checkbox"/>
4-6 months	<input type="checkbox"/>	7 months +	<input type="checkbox"/>

Highest level of SCQF held

Referred by

College

DWP

School/DYW

SDS

Training Provider

Other

Section 4: Work Placement

Planned work placement

Job Title

Work placement start date

Work placement end date

Employer contact name

Employer company name

Employer contact telephone

Address line 1

Employer contact mobile

Address line 2

Employer contact email

Address line 3

Post Code

Section 6: Declarations

INFORMATION FOR THE PARTICIPANT AND THE PARTICIPANT ACKNOWLEDGEMENT, COMMITMENT AND DECLARATION TO SDS

The Skills Development Scotland Co Ltd ("SDS") provides a contribution to the Land Based Pre-Apprenticeship programme.

*SDS strive to deliver excellent services and therefore are keen to know about any concerns you may have. If you are aware of activities that may have an adverse effect on SDS services, please use the [Customer Complaints Form](#) (www.sds.co.uk/complaints) to raise your concern.

This section explains:

- how SDS will use your personal data
- your requirement to co-operate with SDS, and
- the eligibility criteria you must meet to start as a Participant

Information Accuracy and Exchange

Some information about you must be passed to us by people like the Provider. We explain why in our Privacy Notice about the Programme on our website. The information includes the information set out in this Training Agreement, details of your learning plan progress towards completion, your records of work related to your training, and what you do after your training finishes. We call this the "relevant information". We may share it with other bodies, as described in our Privacy Notice (www.sds.co.uk/privacy).

- I confirm I have read and understood this section of the Training Agreement entitled "Information accuracy and exchange" and acknowledge that the relevant information will be passed to SDS and used as described in its Privacy Notice for the Programme, and
- I declare that the information in pages 1, 2 and 3 of this Training Agreement is accurate.

Co-operation

SDS or SDS's partners or agents may contact you by post, email or phone, or meet you directly to:

- monitor your Provider's compliance.
- monitor your Provider's quality assurance.
- develop policy about skills training.
- discuss matters connected with your training.

I confirm I have read and understood this section of the Training Agreement entitled "Co-operation" and;

- a. agree to co-operate with SDS and any of SDS's partners or agents who may contact me to assist SDS and SDS's partners in the monitoring, audit and evaluation of the Programme and its impact.
- b. agree to co-operate fully with SDS (and SDS's agents) in response to any reasonable request for information about my participation in the Programme, to help SDS to monitor the Provider's compliance and quality assurance, measure outcomes and to assist with policy development.

Eligibility for participation

To participate in the Land Based Pre-apprenticeship Programme, you must meet certain minimum criteria which are set out in this section. Your Provider must explain them to you.

I confirm I have read and understood this section of the Training Agreement entitled "Eligibility for participation" and declare that;

- a. the Provider's Representative named in Section below has explained and discussed the eligibility criteria that apply to me in the Programme.
- b. at the date I start the Programme, the following are true and accurate:
 - I am not in employment, education or training
 - I live in Scotland

I am not:

- subject to an employment restriction on my stay in Great Britain
- self employed
- subject to a funding restriction on my stay in Great Britain that would apply to the Land Based Pre-apprenticeship Programme
- in custody as a prisoner or on remand in custody
- on any other employment, education, training or enterprise programme funded by any UK and / or Scottish Government department and / or SDS (subject to any exceptions published by SDS from time to time). Among these programmes would be: the Pathway, Foundation and Graduate Apprenticeship Programmes, full time education at university, further education college or school or funded local training programme.

Participant Name	Date
Participant Signature	

INFORMATION FOR AND SIGNATURE OF THE PROVIDER

On behalf of the Provider, I:

- i. declare that this Training Agreement has been completed in consultation with the Participant, and that the details are correct.
- ii. declare that I have explained to the Participant all the eligibility criteria in the Land Based Pre-apprenticeship Programme Specification.
- iii. declare that I am satisfied that at the date of my signature below, the Participant confirmed that they met all the eligibility criteria.

Print Name	Signature
Position	Date