



Training Leave

Training agreement template

(Institution Name) have written this template for a training agreement between you (setting) and your staff members. Please adapt this template to meet the needs of your setting.

This contract is between _____ (name of employee) and
_____ (name of employer/setting name).

_____ (name of employer/setting name) agrees to support your completion of the following course:

Course title: _____

Start date: _____

Expected duration of the course: _____

_____ (name of employer/setting name) will provide funding of
_____ (insert amount) to complete the above course, paid directly to your training provider.

Terms and conditions

_____ (name of employer/setting name) agrees to fully support and mentor you through your course, in return we require you to meet the following conditions:

1. I understand that I am responsible for any additional costs relating to the course such as travel and materials.
2. I agree to commit the required time and effort required to complete the above course and meet the responsibilities outlined by the training provider.
3. I agree to work at _____ (name of employer/setting) as per the terms of my employment contract.
4. To the best of my ability I will continue to work at _____ (name of employer/setting) for _____ (insert time frame) after the completion of the above course.
5. I will give a copy of my certificate to _____ (name of employer/setting) on completion of the above course.
6. Should I not complete the above course or be able to meet any of the above conditions, I will inform _____ (name of employer/setting) in writing immediately and understand that I may be required to pay back the amount awarded.

Signed (employee): _____

Printed name (employee): _____

Date: _____

Signed on behalf of _____ (employer/setting):

Printed name: _____

Date: _____

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