

Intec Charter

Employer Name	
Learner Name	
Qualification Title and Level	

Employer – Commitment

- Provide the Learner with the facilities, training and work place opportunities necessary to achieve the selected Framework outcomes specified in the Learner’s personal training plan.
- Line Managers will support staff taking S/NVQ or Apprenticeship qualifications towards successful achievement.
- Line Managers will make themselves available on a quarterly basis to discuss the S/NVQ or Apprenticeship programme at their relevant site.
- Line Managers will inform Intec if a learner is not available at least 48 hours in advance of their arranged monthly visit. *(Please note that although we will endeavour to book a replacement appointment as soon as possible, we may not be able to revisit the learner for a 4/5 week period. This may result in the qualification not being completed in a timely manner.)*

Learner – Commitment

- The learner will commit to the S/NVQ or Apprenticeship programme, which could take anything from 6 – 24 months to complete. Whilst the time taken to complete the S/NVQ or Apprenticeship programme is primarily driven by the learner, timescales will be dependent on the specific qualification and the learner will be advised of this at the beginning of their programme.
- The learner should be expected to make provision to complete some of the S/NVQ in their spare time.
- Learners will agree to be prepared for all assessment visits as agreed on the previous visit.
- Learners unable to attend a pre-arranged assessment visit must notify their Assessor/Tutor by phone or email at least 48 hours in advance. *(Please note that although we will endeavour to book you a replacement appointment as soon as possible, we may not be able to revisit again for a 4/5 week period. This may result in the qualification not being completed in a timely manner.)*

Intec – Commitment

- Intec Assessor/Tutors will be available to learners throughout their working day/night and can also cover weekend shifts if required to provide assessment services.
- Intec Assessor/Tutors will make themselves available to learners at monthly intervals to carry out a variety of assessments and discuss their progress.
- Intec Assessor/Tutors will provide impartial, accurate and relevant information at all times.
- Intec Assessor/Tutors will observe professional standards at all times including Health & Safety, Safeguarding and Equal Opportunity obligations.
- Intec Assessor/Tutors will endeavour to respond to any learner enquiries within 48 hours.
- Intec will inform the employer, if requested, when the proposed learner visits will take place.

Signed: _____ **Date:** _____

(Employer)

Print Name: _____

Signed: _____ **Date:** _____

(Direct Line Manager)

Print Name: _____

Signed: _____ **Date:** _____

(Learner)

Print Name: _____

Signed: _____ **Date:** _____

(Intec Business Colleges)

Print Name: _____