**Learner Contract and Release**

**NLP Qualifications Course Title and Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I, the undersigned, understand that this training is for the purposes of personal development and that the techniques taught can be used when working with others to achieve their personal positive outcomes. Completion and certification in this training will be for the stated course only.

I have agreed to participate in this training of my own free will and accept complete responsibility for my wellbeing at all times. I acknowledge that I am physically and psychologically fit to participate in the training. I agree that [COMPANY NAME} and their agents, employees and other course participants shall have no liability for negligence or in contract for the results of any portion of the training in which I voluntarily participate.

All written, presented and other material included as part of the training are the sole property of [COMPANY NAME] and are protected by their intellectual property rights and may not be used without obtaining prior written permission. As a participant, I agree not to audio/video tape this training or coaching or any part thereof.

I agree to filming or recording during training sessions by [COMPANY NAME] for sales, marketing, promotional or quality assurance or assessment purposes. I accept that [COMPANY NAME] retain all Intellectual Property Rights arising from any resulting media. If I wish to be excluded from any filming or recording, I must make this known to [COMPANY NAME] prior to the commencement of the course.

I agree that [COMPANY NAME] can hold my details on file and on computer and use the data for contact and update purposes in accordance with the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR) 2018, I understand I am able to view my individual file by giving at least 7 days’ written notice. (For more information please review the [COMPANY NAME] Privacy Policy (DPA2018 and GDPR 2018).

This does not exclude my statutory rights or my rights under the Consumer Protection Act 1987. If this agreement does not accurately reflect my situation I will notify [COMPANY NAME] before participating in the training.

**Responsibilities**

**[COMPANY NAME] Responsibilities**

* Treat learners fairly, respectfully, and without bias related to their age, race, gender, sexual orientation, disability, religion or national origin.
* Give learners timely, clear, constructive and accurate feedback and opportunities for improvement.
* Be prepared and start Guided Learning Hour (GLH) sessions on time.
* Provide learners with current learning resources and information.
* Ensure the course learning outcomes are explained and training sessions run to cover all the relevant aspects of the relevant qualification specification.
* Run training sessions using a range of different training methods to encourage active learning.
* Provide support for training and assessments if learners have a specific needs for access arrangements, reasonable adjustments and/or special considerations.
* Investigate any complaints reported by learners and ensure any reported incidents of disruption are recorded and dealt with to the satisfaction of the learner or escalated to the Awarding Organisation (AO) if the learner remains unsatisfied with the outcome.
* Aim to deal with issues directly with those concerned. [COMPANY NAME] retain the right to remove a learner from a training session if they are disrupting the study of others or behaving in an unacceptable manner which causes problems to the study of other learners

**Learner Responsibilities**

* Act responsibly with due regard for the learning environment
* Attend punctually
* Participate appropriately in all sessions
* Complete and submit all coursework for assessment at the agreed times on the agreed dates
* Inform [COMPANY NAME] if unable to attend a training session or assessment session in advance if possible.
* Behave in a mature and appropriate manner throughout training sessions and treat all other learners respectfully and without prejudice.
* Respect [COMPANY NAME] staff at all times and behave in a manner that is appropriate and conducive to learning.
* Not to carry alcohol, drink alcohol or be under the influence of alcohol whilst attending training sessions or on [COMPANY NAME] premises
* Not to carry or use any illegal substances or be under the influence of illegal substances whilst attending training sessions or on [COMPANY NAME] premises
* Not to carry any offensive weapon whilst on [COMPANY NAME] premises
* Not to cheat or deliberately copy another person’s work
* Not access, send or store unlawful or inappropriate material on any [COMPANY NAME] electronic device or using the [COMPANY NAME] network.
* Abide by all Health and Safety procedures as explained at the beginning of the course
* Identify and tell [COMPANY NAME] premises about any support that you need arising from a disability or related issue
* Inform [COMPANY NAME] of any change to your details including contact, address or name changes
* Report any accidents or hazards to [COMPANY NAME]
* Read and comply with [COMPANY NAME] policies, rules and guidance given in the [COMPANY NAME] Learner Handbook.

I confirm I have received and read the [COMPANY NAME] Learner Handbook.

I confirm I have read the qualification specification for the qualification I have registered for and understand what is required to pass and what the Total Qualification Time and Guided Learning Hours are for the course.

I understand that all my work for this qualification will be assessed by internal and external assessors.

I understand that, upon successful completion of the course assessments, [COMPANY NAME] will apply for certification from NLPQ. This process may take at least 6 weeks.

I understand that if I choose not to complete the course, I may still be eligible for a certificate of unit credit for the full units of the course I completed that were fully assessed.

I acknowledge that I have carefully read, understood and will abide by this agreement:

Learner Signature:

Learner Name: (Print in Full)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On behalf of [COMPANY NAME]**

Signature:

Name: (Print in Full)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_