



Divisions of HIT Training Ltd.



HIT Training Student Contract

Congratulations on your offer to study a higher education programme with HIT Training.

Please read the information below carefully and then complete the relevant sections of this form to confirm acceptance of your offer to study with HIT Training.



Responsibilities of apprentices

I agree to the following responsibilities as a student/apprentice on the programme of study:

I will make all reasonable efforts to attend all elements of the apprenticeship and adhere to the attendance schedule outlined on my programme.

I will be punctual, diligent and dependable in both work and education and training.

I will demonstrate a willingness to learn and dedicate appropriate time to studying. This will include completing assignments and any other assessment tasks set by HIT Training.

I will notify my employer in a timely fashion if I am unable to attend any element of the programme.

I confirm that I will observe the Employer's terms and conditions of employment as detailed in my Contract of Employment or Employment Statement as appropriate.

I will behave in a responsible manner, taking care for my own health and safety and that of others who may be affected by what I do. I will act in accordance with the requirements of Health & Safety legislation relating to an individual's responsibilities and co-operate with my Employer or HIT Training on all health and safety matters.

I will report any accident at work to my immediate supervisor / vocational trainer, and also report anything that I think may be a health and safety problem.

I will complete assessments set by my vocational trainer and hand in by the deadlines given, making any amendments as highlighted during feedback.

I will attend review appointments arranged with the HIT Training vocational trainer

I will ensure that I attend and prepare for any pre-arranged visits to the workplace by the vocational trainer

I will notify HIT Training as soon as possible if I cease employment or do not attend my normal place of work for an extended period of time.

I am aware that as the Degree Apprentice Programme is sponsored by the ESFA that my Employer can be given details of my attendance and progress by HIT Training

I will be subject to the policies and procedures of HIT Training

I confirm that I will comply with the HIT Training Academic Regulations in place and with the requirements of the Programme Student Handbook.

I give consent that data relating to me (held by the employer) may be transferred to HIT Training for the purposes of registration and in connection with the degree apprenticeship programme such consent to include the right for HIT Training to transfer data and information (held by HIT Training) relating to me or the employer.



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To be completed by Applicant:

Apprentice Name	
Course	

I wish to accept my place on the above mentioned course/intake.

I wish to defer my place on the above mentioned course until:

I wish to decline my place on the above mentioned course.



Declaration

By accepting an offer to study at HIT Training and by signing this declaration I confirm the following:

1 I accept the terms and conditions of business for HIT Training which were provided to me with my offer.

2 I agree to abide by the HIT Training regulatory framework as set out within the offer provided to me.

Signature	
Full Name	
Date	