

Nottinghamshire Training Network



Terms and Conditions

NTN is a not-for-profit Membership organisation.

The terms and conditions between Nottinghamshire Training Network (NTN) and Members/Partners covers what Members/Partners can expect from NTN and what NTN expects from the Members/Partners.

Duration of Membership

The minimum Member/Partner period is 12 months. Should a Member decide to terminate Membership within the 12 month period, then they remain liable for the full annual fee. No refunds can be given and Membership/Partnership is non-transferable.

Payment terms

30 days from date of invoice.

Termination of Membership

Members/Partners must give NTN at least one month's written notice if they decide to cancel their Membership.

NTN reserves the absolute right to terminate the Membership of any Member/Partner where it is reasonably considered that continued Membership is not in the interest of NTN or its Members/Partners. Should Membership come to an end for any reason the ex-Member will immediately forfeit all rights to access NTN services and benefits. Any advice sought following termination of Membership will be charged accordingly.

The aims of the terms and conditions are to:

- Ensure providers are aware of the services available from NTN
- Ensure that the level of service undertaken by NTN is met
- Ensure that Members are fully aware of their rights and any responsibilities attached to Membership of the network
- Ensure that Members are fully aware of all the activities undertaken on their behalf by NTN
- Ensure both organisations are in alignment aims with other local and regional initiatives where appropriate

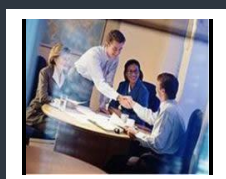
NTN will:

- Work to support and grow Work Based Learning (WBL) and support work based learning providers
- Provide Members with up-to-date information on activities taking place and new initiatives being launched in the WBL sector
- Research funding opportunities and offer Members the opportunity to be part of delivery plans or act as a subcontractor
- Organise 6 network meetings per annum
- Engage in reciprocal and collective marketing initiatives with Members to raise the profile of WBL
- Represent Members at a range of events
- Promote work based learning
- Represent Members on appropriate boards ensuring the voice of WBL is heard
- Organise and, where appropriate, lead a variety of support groups for Members to support staff development and achieving quality of delivery, for example, the Quality Group



Our Stakeholders

NTN staff
NTN Board
Our members
Our partners
Our learners
Our employers
Skills Funding Agency
YPLA
NAS
Local Authorities
Local communities



- Celebrate success by organising and hosting the annual Graduation and Awards ceremonies on behalf of Members and their learners
- Display the Members logo and accompanying marketing piece on the NTN website, with a link to the Members site
- Notify Members at least one month in advance if Membership is to be terminated and withdraw Membership benefits within one month of official termination
- Provide friendly, efficient and professional levels of customer service
- Agree to the terms and conditions

The Member/Partner will:

- Provide NTN with up-to-date information on contact staff changes
- Provide NTN with up-to-date information on changes to provision
- Provide NTN with at least 2 case studies during the year
- Provide NTN with a current logo and a short (not more than 100 words) outline of their services for display on the NTN website
- Promote NTN and/or engage in reciprocal and collective marketing initiatives to raise the profile of WBL
- Provide NTN with appropriate marketing materials for events and promotions
- Notify NTN at least one month in advance if they decide to cancel their Membership
- Respond to all reasonable requests for information from NTN by the response deadline
- Carry out user, provider and employer surveys as required by specific project/contracts
- Meet any contractual requirements where the Member is a sub-contractor, provide NTN with access for reporting and audit purposes to all appropriate learner journey documentation as requested
- Provide NTN with a copy of their latest Self Assessment Report or Quality Improvement Plan where appropriate
- Make every effort to attend Network Meetings during the year. (Partners attendance is by invitation only)
- Make every effort to attend NTN's Annual General Meeting (AGM)
- Agree to the Terms and Conditions

Nottinghamshire Training Network will review these terms and conditions annually.