

## Terms & Conditions

"I declare that the information that I have given is correct and complete I undertake to abide by the regulations of Mediprospects Ltd"

### I confirm that

- a. My eligibility, qualification and financial needs have been assessed.
- b. I have received advice and guidance on my choice of course and on meeting the entry requirements.
- c. The information provided on this form will be passed to the Education & Skills Funding Agency (ESFA) and where required, the Education Funding Agency (EFA) and Student Loans Company (SLC) (all organisations are registered under the Data Protection Act 1998) to enable them to fulfil their statutory obligations, principally under the Apprenticeship Skills, children and Learning Act 2009.
- d. The information provided may be shared with other organisations for the purpose of administration, careers and other guidance, statistics and research. This will allow the SFA & EFA and its partners to monitor performance, improve quality and plan future provision. The SFA administers the Learner Registration Service (LRS) which uses learner's information to create and maintain a Unique Learner Number (ULN) which is required for all learners.
- e. I will inform the Centre of any change of circumstances that may affect my eligibility for tuition fee remission and funding.
- f. I have received assessment and guidance to assist in my choice of learning programme. I am satisfied that I fully understand entry and programme requirements.
- g. I understand that any Advanced Learner Loans taken from SLC (if applicable) is subject to **SLC Terms and Conditions**.
- h. In accordance with **SLC Terms and Conditions**, I am liable to repay any learning loans (if any) to SLC when and as applicable.

### I agree to

- a. Attend regularly and on time for training.
- b. Carry out all necessary tasks and assignment as directed by the Tutor / Assessor.
- c. Treat all members of the outreach centre, other trainees, people using the facilities and all premises where the training is carried out with respect.
- d. Work towards goals outlined in the ILP.
- e. Abide by the Centre rules, policies and Procedures.
- f. Comply with all Safeguarding and Health & Safety procedures set by the Centre.
- g. Uphold the Equal Opportunities Policies, work within its framework, challenging and reporting all and any form of discriminatory behaviour or language while in the Centre.

### Mediprospects Ltd agrees to

- a. Provide suitable facilities to enable all learners to take part in learning activities in a safe and healthy environment.
- b. Provide training / learning to a standard that allows learners to work towards their identified goals / qualifications.
- c. Treat all individuals fairly in our recruitment and training regardless of their sex, marital status, disability, race, religion, sexual orientation, class, age, previous convictions and HIV status.
- d. Treat all individuals with dignity and respect.
- e. Allow all learners the right to complain / appeal any decisions concerning themselves in line with the Complaints and Appeals Procedure which is also outlined in the **Mediprospects Welcome Pack**.

Learner Declaration: I have read, understood (or have had explained to me) and agreed with all information included within this document.

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