

L2 - Induction / Contract

	Learner	Project Worker
Name		
Home tel no:		N/A
Work mobile no:		
And can be contacted between the times of:		
Outside of these times you can contact:		
We agree to this contract (signed)		
Date		

Welcome to the ESF Back to Business Project. This agreement explains what you can expect from your ESF Project Worker and what your ESF Project Worker will expect from you whilst you are on the project which will be your induction on to the project including the terms and conditions of your learning..

Project Workers will	Learners will
<p>Explain the B2B programme including content, delivery assessments and contact details.</p> <p>Explain that B2B is funded by European Social Fund/ Skills Funding Agency to help you achieve your goals.</p>	<p>Want to stay in employment, education and training.</p>
<p>Help you assess what you need, and how to get it and help make a tailored programme designed just for you to help you succeed.</p>	<p>Be willing to explore new possibilities and be keen and willing to try new things.</p>
<p>Ensure you are kept up-to-date and clear about what is happening and contact you at least every week.</p>	<p>Actively participate in planning and agreeing their next steps and regularly review and evaluate your progress and carry out tasks agreed in Action Plans or meetings.</p>
<p>Explain what support funds are available to you including hardship and rewards.</p>	<p>Maintain regular contact with your PA/Project Worker during working hours, at least every week.</p>
<p>Respect you, your time and your commitments; be non-judgemental, and treat you as an individual with respect and honesty ensuring equality and diversity.</p>	<p>Respect your PA/Project Worker, their time and their commitments, and be honest and truthful..</p>
<p>Explain health and safety, disciplinary appeal and grievance procedures.</p>	<p>Let us know if you have any feedback, comments or suggestions.</p>
<p>Ensure that all information is confidential within Central London Connexions and ask permission if information is required elsewhere.</p>	

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Provide a suitable environment for you to be able to talk about what is on your mind if you want to and explain the health and safety, quality, complaints and suggestions procedure to you.

Show respect for the facilities, users and staff and to ensure that you help ensure that there is a safe environment for all in the Connexions Centre or when meeting elsewhere.

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