

Focus on Forestry First Ltd.

Terms & Conditions -

Skills Development Training Agreement



The Terms and Conditions below apply to all Focus on Forestry First Ltd. Training Agreements.

1. This Training Agreement is only valid whilst you are registered with Focus on Forestry First Ltd. If your registration has lapsed, you are no longer eligible for support.
 - a. If your registration ends on 31 March 2023, all courses must commence by 28 February 2023 with the latest assessment date 17 March 2023.
 - b. If you have renewed your registration from 1 January 2023 booked courses must start from 1 March 2023 and be completed by 31 December 2023.
2. You agree that the courses itemised in the Training Agreement are your current requirements.
3. Support is only available for the employees and courses detailed in your Training Agreement. Funding is not transferable between employees or courses.
4. It is your responsibility to arrange training direct with your preferred Training Provider. Focus on Forestry First Ltd. does not arrange Skills Development Training.
5. You will also be bound by the Terms and Conditions of your preferred Training Provider. Cancellation and non-attendance charges are your responsibility and will not be paid by Focus on Forestry First Ltd.
6. Your Training Provider will notify Focus on Forestry First Ltd. that you have booked a training course with them that is on your Training Agreement. This notification will provide the relevant information we need to invoice you for your contribution.
7. Funding is only guaranteed when you have paid your contribution fee to Focus on Forestry First Ltd. Payment of your contribution must be made at least 3 working days before the start of the training course.
8. The Training Provider will be supplied with a Purchase Order Number by Focus on Forestry First Ltd. when the funding has been secured by payment of the contribution fee.
9. The Purchase Order is specific to the course, on that date. Purchase Orders are not transferable. If the course is cancelled, rearranged or if you are unable to attend for good reason, the Training Provider must submit a new Notification Form and get a new Purchase Order.
10. If you or your employees fail to attend any course in your Training Agreement without good reason, Focus on Forestry First Ltd. may terminate your Training Agreement.
11. Focus on Forestry First Ltd. will pay the Training Provider 100% of the course costs on completion of the course and submission of the correct evidence and invoice.

Produced by: Focus on Forestry First Ltd.
C/O Coed Pwllacca, Builth Wells, LD2 3SE
www.focusonforestryfirst.co.uk
01982 448 110
info@focusonforestryfirst.co.uk

Last updated: December 2022



12. If you or your employees fail to attend the first day of any course in your Training Agreement without good reason, Focus on Forestry First Ltd. may not return your contribution to the training course.
13. You are responsible for ensuring attendance on any course. If you or one of your employees does not attend the course, Focus on Forestry First Ltd. will not make any payment to the Training Provider. You will be liable for any cancellation or non-attendance charges.
14. You agree to notify Focus on Forestry First Ltd. as soon as possible if your training requirements change during the timescale of this Training Agreement. Any unused funding will be offered to other beneficiaries that currently do not have a Training Agreement.
15. You agree that Focus on Forestry First Ltd. may share the contents of your Training Agreement with a Training Provider when appropriate
16. In the event that any changes are made, we will inform you of the revised terms and conditions which will also be posted on the Focus on Forestry First website immediately.

Complaints and Appeals

Any concerns or issues regarding any services provided by Focus on Forestry First Ltd can be raised in conjunction with the Complaints and Appeals Policy & Procedure

Produced by: Focus on Forestry First Ltd.
C/O Coed Pwllacca, Builth Wells, LD2 3SE
www.focusonforestryfirst.co.uk
01982 448 110
info@focusonforestryfirst.co.uk

Last updated: December 2022

