|  |  |
| --- | --- |
| **Employee Name:** |  |

**Training Agreement**

Your Employer is committed to the ongoing development of employees and will always review requests for additional resources in regard to qualifications, training courses or other development tools relevant to the job and company.

**Please describe the development opportunity requested:**

|  |
| --- |
| **Development Need** |
|  |
| **Development Opportunity Related to the Development Need** |
|  |
| **Provider** |
|  |
| **Financial Cost to the Employer** |
|  |
| **Time Away From Work Requirement  *(if any)*** |
|  |
| **Any Supporting Information** |
|  |

If you resign during training for which the company is paying or within three months of the date of completion of training for which the company is paying, you will be required to repay the full cost of the training.

Following this period, the company operates a sliding repayment scale, so that the amount the employee is required to repay is reduced by one twelfth at monthly intervals. Once you have completed one year's service from the date of the end of the training, you will not be required to repay any of the costs of the training should you resign.

The company reserves the right upon your resignation, to require you to repay your employer for any training costs that you owe from your final salary payment.

I have read, understood and agree to the terms and conditions of this Training Agreement.

|  |  |
| --- | --- |
| **Employee Name:** |  |

|  |  |
| --- | --- |
| **Employee Signature:** |  |

|  |  |
| --- | --- |
| **Date:** |  |

**I authorise this Development Opportunity for the above employee under the terms of this Training Agreement.**

Signed on the behalf of the Employer by:

|  |  |
| --- | --- |
| **Name:** |  |

|  |  |
| --- | --- |
| **Job Title:** |  |

|  |  |
| --- | --- |
| **Signature:** |  |

|  |  |
| --- | --- |
| **Date:** |  |