



SLQ Programme delivery 2020/2021

Delivery Agreement SLQ Delivery Centres

Partnership Agreement



About this agreement

This agreement is for the school you are representing to become an SLQ Programme Delivery Centre. Planning, delivery and training for the programme may commence on the date the Centre accepts this agreement and may continue until 31st July 2021.

About being a Delivery Centre

Your School agrees to deliver the purchased programme(s) as agreed and directed by SLQ, and will:

- 1.1. Agree to comply with relevant laws regarding safeguarding and health and safety and act within the policies of their organisation.
- 1.2. Be the data controller and SLQ be the data processor (in compliance with GDPR).
- 1.3. Work with SLQ and adhere to policies and procedures and any additional requirements from SLQ.
- 1.4. Appoint an individual to be the named point of contact for the purposes of any communications and feedback between the parties and this appointed person to manage the programme and update Centre information should it change during delivery of the programme(s).
- 1.5. Appoint personnel to undertake the delivery programme(s) and ensure they are appropriately trained/ to deliver.
- 1.6. Ensure that course plans, records of delivery and learner achievements are recorded and shared with SLQ in an appropriate manner as required.
- 1.7. Guard against fraudulent or mistaken claims for programme achievements.
- 1.8. Comply with all brand guidelines, style and consistency guidelines and any logo and brand use documentation supplied by SLQ.
- 1.9. Ensure that the resources provided are only delivered within the organisation's address that is provided. If multiple sites are required please contact SLQ by emailing talk@slqskills.org
- 1.10. Comply with the payment terms of invoices.

The role of SLQ

To support your programme(s) delivery, SLQ will:

- 1.1. Register your organisation to deliver the programme(s) as required.
- 1.2. Carry out the accreditation process to recognise as a deliverer of the SLQ programme(s) that works towards developing personal skills in their learners and to ensure that SLQ's standards of delivery are being met.
- 1.3. Provide the School with resources and training/orientation to deliver the programme(s).
- 1.4. If required arrange agreed intervention meetings to monitor progress and gather feedback on improvements that could be made.
- 1.5. Support the school with any issues that may arise.

Programme Fees

The selected programme(s) fee will be invoiced and sent to the email addresses provided on receipt of the completed online agreement form. Payment is required within the agreed terms of the invoice.

Agreement

This Programme(s) Agreement is part of the registration process to be an SLQ Programme delivery organisation. By completing the registration form the School you are representing and SLQ agree to meet the roles and the payment terms agreed as outlined above.