



TRAINING AGREEMENT

Interswitch Skillbase offers a broad spectrum of training programmes on **Digital Payments, Technology, Transformation, Data Analytics, Customer Experience Management, Product Innovation, Security, Compliance & Risk Management.**

Registration and attendance of course programme(s) is confirmed by a **completed training agreement** and **full payment** at least 10 working days before course commencement, unless otherwise agreed.

Please send completed and signed Training Agreement to **skill_base@interswitchng.com**

TRAINING FEES

Course fees are exclusive of Value Added Tax (VAT) and cover training **ONLY**.

Expenses such as logistics, travel, etc that may be required for the delivery of specific courses will be communicated to clients and agreed.

The Clients undertake to pay 100% of the training fees on or before the training date.

Failure of the Company to pay Interswitch 100% of the training fee will automatically disqualify the Company's staff or delegate from partaking in the training.

TERMS AND CONDITIONS FOR THE CONFIRMATION AND CANCELLATION OF TRAINING:

Training will be confirmed only on:

- Training Agreement being signed by both parties, and
- Prescribed minimum number of attendees is reached.

Cancellation/postponement fee of 100% applies once Training Agreement has been confirmed.

RESPONSIBILITIES OF PARTIES

It is the responsibility of **Interswitch Skillbase** to ensure that

- The venue:
 - For physical trainings, the trainees should be provided with information on the training venue on the day before training commences.
- The necessary equipment:
 - For technical courses, the training computers have all the prescribed software installed (as specified in the Software and Hardware Requirements document) as trainees will not be able to do the programming exercises without the correct environment.
- Meals for the trainer & trainees are provided during the training programme:
 - Tea and lunch
- Review and accept a completed training agreement and provide invoicing on the communicated course.
- Provide certificates of completion to participants who have completed all training requirements.

COURSE AGREEMENT

Please indicate the required Course Title and Organisation (**PLEASE MAKE A COPY IF MORE THAN ONE COURSE**)

Title of Training	
Name of Organisation	

Training fees for the course(s) are agreed as follows: _____ Per delegate.



PARTICIPANT NOMINATION

Please indicate the required Delegates, Respective Roles, Division & Contact Details **(Please make a copy if more trainees)**

S/N	Delegate Name	Key Role	Division	Email
1				
2				
3				
4				
5				

We, _____

(The company name) understand that the onus is on us to ensure that we are fully informed as to:

- who the target audience for each course is,
- what our expectations of the course can be.
- Mode of delivery for each course.
- there are not more trainees than the agreed number with Interswitch Skillbase
- the trainees have been briefed as to the purpose of the course in view of their job description.
- the trainees are free to concentrate on the course and are not expected to do other company work/complete other projects during the course.
- Trainees refrain from copying, reproducing, creating derivative works, publishing or further distributing training materials provided by Interswitch Skillbase.

We understand that it is also our responsibility to ensure that we

(Tick to indicate acceptance)

- Notify Interswitch Skillbase of any participant who will not be available to attend training prior to training dates.
- Notify Interswitch Skillbase via email, **skill_base@interswitchng.com**, if we wish to move training dates. This should be done at least 10 days in advance for moving once and at least 14 days in advance if we wish to move for the second time.
- Notify Interswitch Skillbase via email, **skill_base@interswitchng.com**, if we wish to cancel training. This should be done at least 14 days in advance before training dates.

AGREEMENT

- I accept that by signing this agreement we are liable for the total cost of training booked, and in the case where the nominated staff do not attend the training, we will abide by the agreement as specified in the terms and conditions for confirmation and cancellation of training in the section above***

Name:
Position: **Group Head**
Department:
Signature:
Date:

Name:
Position: **Group Head L&D**
Department:
Signature:
Date:

