

# TRAINING MATERIALS AGREEMENT

## SCHEDULE A – COURSE LIST

Agreement # \_\_\_\_\_

The Contractor agrees that the following course(s), location(s) and date(s) herein described define the full scope of use of training materials authorized under this agreement.

Course Name	Location of Delivery	Dates of Delivery

Contractor's Initials

Ministry Contact's Initials

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## SCHEDULE B – Administrative Particulars

Agreement # \_\_\_\_\_

Training Materials may be obtained from the following sources:

Course Name	Source

All costs incurred by the contractor in obtaining the materials are the sole responsibility of the contractor.

All unused materials obtained directly from the Ministry are to be returned to the ministry office from which they were obtained within 15 days of course delivery completion as authorized under this agreement.

Where the contractor wishes to modify ministry owned training materials for any reason, the Contractor must first apply for and be granted in writing authority to do so by the Ministry Representative.

It is understood that course delivery may be cancelled at the contractor's discretion due to insufficient demand or similar factor. Any rescheduling of course delivery must be authorized in advance through amendment of Schedule A approved in writing by the Ministry Representative.

Contractor's Initials

Ministry Contact's Initials

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## SCHEDULE C – Curriculum Agreement # \_\_\_\_\_

Course name: \_\_\_\_\_

The Contractor agrees:

1) To utilize the following training materials and equipment in the delivery of this course:

Manuals & References	Equipment	Ministry Property or Copyright (Y/N)

2) To provide instruction in accordance with the following schedule of contact hours:

Module #	Title	Lecture Hours	Lab Hours	Field Hours

3) To assess the competency of trainees utilizing the following materials:

4) To record and report trainee participation and competency to the ministry representative within 30 days of course delivery. The report shall include the following attributes:

- Course/Module Name,
- Date of Examination,
- Location of Examination,
- Student Name, Student Address,
- Score on each examination (field and classroom),
- Score on each assignment,
- Recommendation of instructor (Pass or Fail).

Each score will be shown as a ratio of actual over potential (E.g.: 10/15).

Contractor's Initials

- Ministry Contact's Initials