

3. Terms and Conditions

By becoming a registered training workplace with ATTTO you accept the following obligations:

- My organisation has fully read and agrees to the terms and conditions set out in the 'You Need to Know' section of the ATTTO Employer Guide.
- My organisation agrees to fully complete and submit the forms and agreements detailed in the Employer Guide.
- My organisation agrees to work collaboratively with ATTTO to ensure the training delivered in our workplace is of a high quality.
- My organisation agrees to actively encourage and support employees during training to ensure they achieve a minimum of 20 credits per year and complete the qualification/s detailed in their Training Agreement within the specified duration.
- My organisation agrees to make all reasonable provision for staff to complete their training both within and outside of the workplace, and to ensure they have adequate opportunities for assessment.
- My organisation agrees to use any funding it may receive from ATTTO to meet obligations as set out in the 'You Need to Know' section of the Employer Guide and the Training Schedule.
- My organisation agrees to inform ATTTO if the organisation's or trainees' details change, or if trainees terminate their employment in a timely manner.
- My organisation consents to ATTTO sharing information about my organisation and training activities with the Tertiary Education Commission, as required for contractual and statutory reporting purposes. I understand that ATTTO will not release this information to any other third party without the permission of my organisation, or unless required by a court of law.
- My organisation is aware that any subsidy payments are only made as per the Fees Schedule and only for trainees who meet the criteria outlined in the 'You Need to Know' section of the Employer Guide.

4. Signatures

Signed on behalf of the organisation by:

Signature

Full name

Job title Date / / **2011**
Day Month

Signed on behalf of Aviation, Tourism and Travel Training Organisation Incorporated (ATTTO) by:

Signature

Full name

Job title Date / / **2011**
Day Month

5. ATTTO Details

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