



12 Week Nature Conservation Training Course Terms and Conditions

This describes the terms and conditions for your training placement with Ambios Ltd. We hope it will be a very enjoyable and rewarding placement.

Training Course Payment Terms and Conditions

1. The 12-week training course fee of £3300 includes all training, accommodation, food and field trips.
2. To book your place on our training course a £1100 deposit is required. We can not guarantee you place on the course until we receive your deposit. This must be paid no less than 28 days prior to the arrival date.
3. If you cancel your place on the traineeship after making the deposit payment due to extenuating circumstances, your deposit will be refunded. This is done on a case by case basis. We encourage you to have open conversations about your situation and let us know as early as possible, so we can arrange for another trainee to take your place if needs be.
4. Course cancellations are rare, but if Ambios has to cancel a training course (e.g. due to Covid-19 restrictions) your deposit will be refunded.
5. The mid-term payment of £1100 is required in week 6, and the on-completion payment of £1100 is to be made before you leave. Alternatively, you can pay the full amount prior to arrival.
6. You are responsible for transfer fees and bank administration fees. Please check the amount of these fees with your bank at the point of transfer and add any transfer fees that might be incurred with your payment.

The organisation; what you can expect from AMBIOS

1. Induction and training

- To provide thorough induction on the work of the project, its staff, your role and the induction and/or training you need to meet the responsibilities of this role.
- At Ambios we believe that our learners learn best when:
 - They feel happy, comfortable and safe;
 - Their confidence and self-esteem are high and they enjoy positive, trusting relationships;
 - They are challenged, encouraged and supported by peers;
 - Trainers provide good role models as learners and members of the community;
 - The learning environment is stimulating and properly resourced;
 - Training is purposeful, positive, well-paced, varied and stimulating;

- They are actively engaged in the learning process;
- Our training takes account of their individual needs and interests

2. Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them
- To provide a named person who will meet with you regularly to discuss your placement and any successes and problems
- To do our best to help you develop your role with us.

3. Health and safety

- To provide adequate training and feedback in support of our health and safety policy, a copy of which will be provided upon your arrival.

4. Insurance

- To provide adequate insurance cover for you whilst undertaking your work approved and authorised by us.
- Accident insurance covers accidents during travels made for work purposes. It does not cover accidents on the way to the training course or way back.

5. Equal opportunities

- To ensure that all trainees are dealt with in accordance with our equal opportunities policy, a copy of which will be provided upon your arrival.

6. Problems

- To try to resolve fairly any problems, grievances and difficulties you may have while you engage with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with Ambios procedures.

The trainee; what we expect YOU:

- To help AMBIOS to achieve our aims
- To perform your trainee role to the best of your ability
- To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;
- To follow the guidance as laid out in below relating to housekeeping and weekly tasks
- To be prompt in terms of timekeeping
- Respect yourself, your colleagues and those around you
- To maintain the confidential information of the organisation and of its clients;
- To meet time commitments and standards agreed to and to give reasonable notice so other arrangements can be made when this is not possible;

- To provide referees as agreed who may be contacted, and to agree to a Disclosure and Barring Service check being carried out where necessary.
- To report any H&S issues, animal welfare issues and any items of concern

YOUR 12 WEEK TRAINEESHIP

- We ask that you are involved with the project for 35 hours a week
- This will be for 7 hours a day as far as is manageable for 5 days/week
- If you end up working for longer on any given day we will shorten a day later in the week to make up for the overtime. If you have overtime for any given week this will count as time off in lieu (TOIL) and will be rolled over to the next week – you can accumulate time off in lieu to count towards holidays/long weekends etc. Please let us know a week in advance if you will be taking time off.
- Activities that qualify for the placement will be decided amongst ourselves and form part of the weekly plan. This will occasionally include weekends.