

Contract for Services Template

Version: April 2025 | Review Due: April 2026

CONTRACT FOR SERVICES

This agreement is made between:

Salt Training Ltd

Registered Office: Salt Training Limited, Unit 13 West Industrial Estate, Herne Bay, Kent CT68JZ

Company Number: 15145438

Contact: Info@salttraininglimited.co.uk

("The Client")

AND

[Insert Service Provider Name]

Address: [Insert Provider Address]

Company Number / UTR: [Insert if applicable]

Contact: [Insert Email / Phone]

("The Contractor")

1. Purpose

This Contract for Services sets out the terms under which the Contractor agrees to provide specified training or professional services to Salt Training Ltd on a freelance or self-employed basis.

2. Description of Services

The Contractor agrees to deliver the following services:

- [Insert summary of services, e.g., delivery of Functional Skills sessions, assessment, internal verification, consultancy, etc.]
- At the following location(s) or delivery method: [Insert location or online]
- Between the following dates: [Insert start and end dates]

3. Fees and Payment

- The Client agrees to pay the Contractor a rate of £[Insert] per hour/day/session (plus VAT if applicable).
- Invoices must be submitted to [Insert contact/email] on a monthly basis.
- Payment will be made within 30 days of receipt of an undisputed invoice.

4. Status of the Contractor

- The Contractor is engaged as a self-employed person or business and is responsible for their own tax and NI.
- Nothing in this agreement shall render the Contractor an employee, worker, or agent of Salt Training Ltd.
- The Contractor confirms responsibility for determining their tax status under IR35 and the off-payroll working rules and agrees to indemnify Salt Training Ltd against any liabilities arising from non-compliance.

Policy Owner: Managing Director

Stage of Approval: Approved

Date of Review: April 2025

5. Responsibilities and Conduct

The Contractor agrees to:

- Comply with all Salt Training Ltd policies, including Safeguarding, Prevent, Health & Safety, EDI, Data Protection, and Anti-Bribery.
- Deliver services professionally and in accordance with sector standards and awarding organisation requirements.
- Maintain accurate records of work and report on learner progress where applicable.
- Conduct work in a safe and inclusive manner aligned with Salt's Health and Safety policy.
- Maintain public liability and professional indemnity insurance and provide evidence on request.

6. Confidentiality and Data Protection

- Both parties agree to treat all information shared during the delivery of services as confidential.
- The Contractor agrees to comply with the UK GDPR and Salt Training Ltd's Data Protection Policy.
- Learner personal data must not be retained, disclosed, or transferred without authorisation.

7. Safeguarding and Prevent

- If the Contractor's work involves regulated activity with learners:
 - They must provide an enhanced DBS certificate issued within the last 3 years.
 - Complete Salt Training Ltd's safeguarding and Prevent induction.
 - Immediately report any safeguarding or Prevent concerns in line with Salt Training Ltd's referral procedures.

8. Intellectual Property

- All materials, resources, and documentation developed under this agreement will be the intellectual property of Salt Training Ltd unless agreed otherwise in writing.

9. Termination

This agreement may be terminated:

- By either party with 14 days' written notice.
- With immediate effect for gross misconduct or serious breach of contract, safeguarding, data protection, or policy terms.

Policy Owner: Managing Director

Stage of Approval: Approved

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10. Disputes

In the event of a dispute, both parties agree to seek a negotiated resolution. If unsuccessful, they will pursue mediation before considering formal legal proceedings.

11. Agreement and Signatures

Signed on behalf of Salt Training Ltd:

Name: _____

Position: _____

Signature: _____

Date: _____

Signed by the Contractor:

Name: _____

Signature: _____

Date: _____

Annex 1 – Schedule of Work / Deliverables (optional)

Date	Task / Delivery	Location / Method	Notes