

Memorandum of Understanding (MoU) / Service Level Agreement (SLA) Template

Approved: July 2025 | Review Due: July 2026

Parties to the Agreement

This Memorandum of Understanding (MoU) is made between:

Salt Training Limited
Registered Office: [Insert Address]
Email: info@salttraining.co.uk
Company Number: [Insert]

and

[Partner Organisation Name]
Registered Office: [Insert Address]
Email: [Insert]
Company Number (if applicable): [Insert]

Definitions and Interpretation

- "STL" refers to Salt Training Limited
- "The Partner" refers to [Partner Organisation Name]
- "Learner" refers to any participant referred, enrolled, or supported under this partnership
- "Programme" means any STL course or funded training offer covered by this agreement

Purpose of the Agreement

The purpose of this agreement is to outline the partnership between Salt Training Limited (STL) and [Partner Organisation] in relation to the delivery of adult learning and skills programmes, supporting learner engagement, delivery, and progression outcomes.

Roles and Responsibilities

Salt Training Limited (STL)

Provide funded training provision as agreed

Deliver high-quality teaching, learning and IAG

Track learner progress and progression outcomes

Ensure safeguarding, data protection and quality

[Partner Organisation]

Support learner recruitment and outreach

Provide access to facilities or co-delivery staff

Offer additional support or mentoring where agreed

Comply with STL's safeguarding and GDPR policies

Policy Owner: Managing Director
Stage of Approval: Approved
Date of Review: July 2026

Performance Monitoring and Review

- Both parties will agree key performance indicators (KPIs), such as:
 - Number of learners referred or supported
 - Learner retention and achievement rates
 - Progression into employment or further learning
- STL will share performance data termly and meet with the partner at least twice per year to review delivery.

Safeguarding

- Both parties will appoint Designated Safeguarding Leads (DSLs)
- All safeguarding concerns must be reported using STL's safeguarding policy and escalation procedures
- Safeguarding training must be in place for any partner staff working directly with learners

Health and Safety

- The Partner agrees to ensure that any activity carried out on its premises or with its staff complies with Health and Safety at Work legislation
- STL reserves the right to conduct risk assessments where appropriate

Marketing and Branding

- All publicity or promotional material using STL's name or logo must be approved in writing
- STL will co-brand learner-facing materials where appropriate and ensure clarity of provision ownership

Funding and Payment Arrangements *(if applicable)*

- [Insert funding agreement detail if relevant, or state "This MoU does not include financial exchange."]
- STL will retain full accountability for public funding compliance

Confidentiality and Data Sharing

- Both parties agree to comply with relevant data protection legislation (e.g. UK GDPR)
- Information shared for the purposes of learner support and reporting will be handled securely and lawfully
- A separate Data Sharing Agreement may be established if required

Audit and Compliance Access

- STL or its funders reserve the right to audit partner activities related to this agreement
- Reasonable access must be granted to relevant documentation, staff and learner records for audit or inspection purposes

Variation of Terms

- Any variation to this agreement must be made in writing and signed by both parties
- Significant changes to delivery or scope must trigger a review meeting

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Force Majeure

Neither party shall be liable for failure to perform its obligations where such failure results from unforeseen events beyond its reasonable control, including but not limited to pandemics, natural disasters, or significant policy changes.

Term and Termination

- This MoU is valid from: _____ to _____
- It will be reviewed annually or at the point of any major programme change
- Either party may terminate this agreement with 30 days' written notice.
Termination must not negatively impact any learners currently engaged on live provision.

Dispute Resolution

Any dispute arising from this MoU will be resolved through discussion between designated leads from both parties. If unresolved, the matter will be escalated to the respective senior leadership teams.

Annexes / Schedules

- **Annex A: Delivery Schedule (referral targets, delivery dates, location details)**
- **Annex B: Named Contacts and Designated Safeguarding Leads**
- **Annex C: Branding and Marketing Guidelines**

Signatories

By signing below, both parties confirm their agreement to the terms outlined above.

Signed for Salt Training Limited:

Name: _____

Role: _____

Date: _____

Signed for [Partner Organisation]:

Name: _____

Role: _____

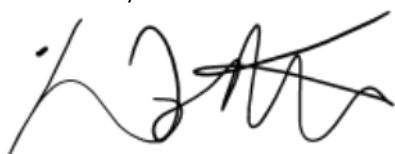
Date: _____

Owner: Managing Director

Approved by: Kurt Salter

Position: Managing Director

Date: July 2025



Policy Owner: Managing Director

Stage of Approval: Approved

Date of Review: July 2026