

Heat Pump Training Incentive Support Scheme (HITSS) Training Provider Terms and Conditions

These terms and conditions apply to wholly define the relationship between a supplier applying to deliver services under the HITSS scheme and the scheme administrator (GTEC Training Ltd).

The scheme, through its administrator, will commit to paying the supplier **up to** 70% of the eligible net costs.

You will be responsible for charging the applicant for the full amount including any VAT, we will meet the above costs net of VAT.

For example:

Training cost is £100 + VAT = £120

HITSS meets 70% of the net cost = £70

The applicant is invoiced for £120, £70 will be paid by HITSS and the remaining £50 will be paid by the applicant.

The supplier will be paid by GTEC Training Ltd on receipt of a validated claim processed through the HITSS website. This will need to be accompanied by an in-date voucher, and if required any supporting evidence requested by the administrator (such as signed attendance registers and proof that the candidate has paid their contribution etc.).

Payment will be made to the training provider by BACS in accordance with the administrator's standard terms.

To be eligible to deliver training and assessments under the scheme you the training provider must be able to satisfy all of the following criteria, in full:

For training providers:

1. Be approved as an assessment centre by an organisation recognised under the scheme. For all technologies the approval must be by an Awarding organisation to deliver the relevant RQF qualifications.
2. Only deliver learning and assessment materials that have been validated by the HITSS scheme administrator.

3. Be able to demonstrate that all staff involved in the training or assessing of candidates under the scheme have been suitably trained in the latest standards applicable to the technology concerned.
4. Have sufficient physical resource and personnel to meet the expected demand under the scheme for your centre.
5. Commit to your centre scheduling to run at least one course of each of your selected technologies in the 6 weeks from registration.

By registering as a training provider under the scheme you are agreeing to the following terms and conditions listed below:

You agree to

1. Ensure that your centre does and will continue to meet the eligibility criteria in (1) through (5) above.
2. Uphold the aims and objectives of the scheme to positively promote the HITSS scheme itself
3. Not bring the scheme or any of its participants or stakeholders into disrepute.
4. Submit accurate pricing for individual courses that is in line with your current advertised rates.
5. Complete the applicants' progress tracker on the HITSS website as required for each candidate and / or company as they progress through your service.
6. Verify that potential candidates hold the necessary pre-requisites for the qualification concerned and keep a record of these pre-requisites that can be shared with the scheme administrator if required.
7. Be prepared to be audited by the scheme administrator to ensure the ongoing satisfactory provision of training and assessments receiving funding under the scheme.
8. Ensure that a candidate can complete the course that they book onto, and if for any reason the course does not run, allow that voucher to be transferred to another provider refunding in full to the candidate any deposit that the candidate may have paid.
9. Abide by any required actions determined by the administrator and accept their decision as final in any matters where any disputes arise.
10. Take fully responsibility for the accurate reporting of candidate attendance and achievement through the HITSS portal including date of attendance and achievement etc.
11. Ensure that the candidates attending your centre complete the feedback form provided to them in a link by email.

Uses made of the information you provide

We may use your information, or disclose it to our agents, representatives, or successors, or to other public bodies or third parties, for the following purposes:

- to enable us to inform you about, or provide literature or services about renewable heat and/or the Scheme
- to carry out Ofgem's administrative functions in relation to the Scheme

- to carry out statistical analysis or research and development in relation to the Scheme
- to meet our legal obligations in relation to periodic provision of information to the relevant Government department or its appointed agent
- to maintain a register of Scheme participants
- to notify you about changes to our service

We may also provide third parties with aggregate and non-attributable information about Scheme participants