



31 Greenhey Place, Gillibrands, Skelmersdale, Lancashire. WN8 9SA

SERVICE LEVEL AGREEMENT

**BETWEEN THE CLIENT
AND
BDS TRAINING LTD**

**FOR THE PROVISION OF
Training and Development in A VOCATIONAL SETTING**

Prepared by:
Toni Rowlands

Academic Year 2025 - 2026

TABLE OF CONTENTS

Page

1. SERVICE LEVEL AGREEMENT

2. TABLE OF CONTENTS

3. THE PARTIES

Times

Transport

Cost

Payment

4. COURSES

5. THE AGREEMENT

Duration

Termination

Alteration

6.UNDERTAKINGS

The Client

7. UNDERTAKINGS

BDS Training Ltd

8. ENTIRE UNDERSTANDING
SIGNATORIES

1. PARTIES

This Service Level Agreement is made between BDS Training for the provision of training pupils of the CLIENT.

Times

The course is based over 1-4 days per week Tuesday to Friday between the hours of 9.30am – 2.30pm based over the academic year of September 2025-July 2026.

Transport

It is important for BDS Training to hold transport information for each pupil. How do Pupils get to BDS at the beginning of the day and how they get home at the end of the day.

This is to ensure the Pupil/s are safe getting to and from this provision and to inform BDS if they have shared transport.

A transport form will be issued upon referral for completion by the client. It will be the client's duty to notify BDS of any changes to the transport provision.

Training Cost

The cost is based on reserved places per day at the agreed amount of

£95.00 per day, for each new pupil.

This is inclusive of:

This is inclusive of:

- City and Guilds Registration
- Exam and certificate Fees
- All products and electrical equipment on site.

Short Course/Respite – Mindful Art - The Holistic Approach

£810 per six-week course, for each pupil

This is inclusive of:

- All Materials, Equipment and Keepsakes

Additional Costs

Uniform – this is an additional, one-time payment which can be met by school, parents, or guardian dependent on school policy.

Food and Beverages on site - £3.00 per day, per pupil.
This covers the cost of breakfast, lunch, and unlimited drinks.
Payment

**BDS Training will invoice on the 1st day of each month,
*Invoices will be given 30 days to reach BDS Trainings
bank account on or before the pay dates stated.***

***Once the invoice is paid money will not be reimbursed if
the placement discontinues, the client can use
that place and can be transferred to another
bursary (transfer only after a 10-week block)
with a charge of £35.00 (re registration and
administration charge)***

***If this is not agreeable, please write to Toni Rowlands at
admin@bdstraining.org.uk within two weeks of
receiving this Service Level Agreement.***

Courses undertaken at present are:

Hairdressing and Beauty Therapy

Award in an Introduction to the Hair and Beauty Sector – Entry 3
Learning hours 70

Certificate in an Introduction to the Hair and Beauty Sector – Entry 3
Learning hours 130

Award in an Introduction to the Hair and Beauty Sector – Level 1
Learning hours 80

Certificate in an Introduction to the Hair and Beauty Sector – Level 1
Learning hours 140

Diploma in an Introduction to the Hair and Beauty Sector – Level 1
Learning hours 330

Additional Units from September 2025

- ⇒ The art of dressing hair - Level 2
- ⇒ The art of colouring hair – Level 2
- ⇒ Provide nail art – Level 2

Health and Social Care

↓ **Employability Skills**

Certificate in Skills for Working in the Healthcare, Adult Care and Child Care Sectors
Level 1 – Learning Hours 170

↓ **Employability Skills**

Certificate in Employability Skills – Learning hours approximately 138
In conjunction with Hairdressing and Beauty Therapy.

↓ **Mindful Art – The Holistic Approach**

In House Certificate – Learning hours approximately 18 hours over six weeks
(3-hour sessions)

THE AGREEMENT

Agreement duration

This agreement will be based upon the school's academic year from September 2025 to July 2026 and will be reviewed at a minimum once per fiscal year, however, in lieu of a review during any period specified, the current Agreement will remain in effect.

Alterations

Both parties shall undertake no alteration, modification, or addition to this agreement, unless it is made valid in writing and signed by duly authorised representatives of both parties.

Termination

This Agreement cannot be cancelled once the training is undertaken unless there is a written agreement between both parties. On written cancellation of a placement either place can be transferred to another bursary with administration cost stated on page 3, reimbursement of monies cannot be given.

UNDERTAKINGS

The Client shall undertake.

1. To meet the client's reasonable requirements for delivering the training as agreed annually.
2. To ensure attendance and timekeeping on arrival to BDS Training Centre under this agreement.
3. To take all reasonable precautions to ensure confidentiality of the data provided by the client.
4. To monitor and review the pupils progress termly (visit when possible) Key worker, mentors, or a representative of the school to attend Open Days, Service Days and Innovative Events
5. To comply with Health & Safety and other statutory requirements and to indemnify the client against any claims arising from those statutory duties, which may arise from the occupation and use of the premises.
6. To advise and inform BDS Training of students academic and behavioural needs when enrolling, any change of circumstances throughout the programme and non – attendance to the Training Centre on the agreed days of the week.
7. To inform BDS Training of home-to centre Transport or Free school transport arrangements
8. exam dates already paid for are not refundable.
9. Inform BDS Training who is eligible for free school lunches.
10. Inform BDS Training of payment for trips/ equipment/ uniform is it to be paid by Pupil or School.
11. Any other last-minute dates are non-refundable.

UNDERTAKINGS

BDS Training Ltd shall undertake.

1. To maintain a database for the tracking and monitoring of Pupils and to provide to the client any monitoring information they may reasonably request.
2. To take all reasonable precautions to ensure confidentiality of the data provided by the client.
3. Manage day to day training and administration of the pupils of the client.
4. Produce regular feedback in the form of reports on performance / activity.
5. Supervise planning, development, and implementation of future activities in partnership with the client.
6. To comply with Health & Safety and other statutory requirements and to indemnify the client against any claims arising from those statutory duties, this may arise from the occupation and use of the premises.
7. Both parties will agree to attend regular review meetings (Key workers/Mentors) on an agreed schedule to measure and monitor the performance of the contract as detailed in this Service Level Agreement.
8. All meetings will be recorded, actions noted, and copies distributed to authorised representatives of both parties.
9. To inform The Client on pupils leaving the building without permission or when asked to leave by the staff at this point, BDS Training liability to these pupils will cease with immediate affect.
10. BDS Training will inform The Client of the course attendance daily before 10.00 am.



ENTIRE UNDERSTANDING

This agreement embodies the entire understanding of the parties in respect of the matters contained or referred to in it and there are no promises, terms, conditions, or obligations oral or written expressed or implied other than those contained in the Agreement.

SIGNATORIES

On behalf of the client

SignDate:

Print Name.....

Position.....

On behalf of BDS Training Vocational Centre

T Rowlands

Date: 1st September 2025

Mrs. Toni Rowlands

Head of Centre/MD

(PLEASE PRINT, AND SIGN THIS PAGE AND SEND OR EMAIL TO BDS TRAINING BEFORE 30th September 2025)

Email: admin@bdstraining.org.uk

Telephone: 01695 555911

Thank you!