

**ACCREDITED CERTIFICATION SCHEME
("ACS") GAS COURSE TRAINING AND ASSESSMENT IN SAFETY**

AGREEMENT
Between

(name and address of employee)

(name and address of employer)

The Employee acknowledges that the Employer [intends to pay] [is paying] [has paid] the full cost of the Employee's training in ACS elements in gas safety including the cost of the Employee's tuition fees, materials, residential accommodation and VAT (delete "residential accommodation" and VAT where not appropriate) and the Employee (1) agrees that it is fair and reasonable that the employer should be entitled to reimbursement of the said cost in certain circumstances and (2) undertakes that he will reimburse the employer in accordance with the table set out below but only if:-

- a) The Employee terminates his employment with the employer; or
- b) The Employer terminates the Employee's employment for gross misconduct; or
- c) The Employee does not complete his ACS training.

Months of employment after completion of ACS Training or, if training not completed, after date of last attendance at ACS training	Amount to be repaid by the Employee to the Employer
3 Months or less	100%
More than 3 months but less than 6	85%
More than 6 months but less than 9	65%
More than 9 months but less than 12	50%
More than 12 months but less than 15	45%
More than 15 months but less than 18	30%
More than 18 months but less than 36	15%

In the event of reimbursement becoming due to the Employer in terms of this Agreement the Employee authorises the Employer to deduct the amount due to be reimbursed to the Employer from any wages, salary, holiday pay, sick pay or other sums of any nature due by the Employer to the Employee. If the amounts so due to the Employee by the Employer are insufficient to meet the reimbursement required in accordance with the above table the Employee undertakes to pay any outstanding balance to the Employer no later than 14 days after the termination of the Employee's employment unless the Employer agrees otherwise in writing.

In consideration of the foregoing acknowledgement and undertaking the Employer undertakes to pay the cost of the Employee's ACS training.

Signed by the Employee **Date of Signature**

Signed by the Employer **Date of Signature**