

## Keeping in touch...

### Key Information

Once you have recruited your trainee it is important that you inform us of any changes which then take place.

We must be informed if the following change:-

- Your address/contact details
- Your LSC account number
- Any of the trainee's details
- The start date of the training contract
- The trainee's supervisor

We must also be informed if there is a breach of the Three-Way agreement or Rules of the scheme.

Please see the Rules of the Scheme and the Three-way agreement enclosed in this pack for further information.

If any issues do arise between you and the trainee which may impact on the contract/look likely to lead to any variation in the contract please keep us informed. If you or your trainee require any clarification or guidance on any aspect of the scheme please do contact us.

### Regular contact

We are keen to keep in regular contact with trainees on the scheme, to find out how they are getting on, and get any feedback on the Training Contract Grants Scheme. To find out how things are going we will contact trainees every 6 months during their training contract, and commission period and ask for answers to some short questions. All answers will be confidential and will be used to help the future development of the scheme. We hope to remain in contact with former trainees once they have completed their commission period to get updates on their careers.

As a recipient of a grant from the LSC we also encourage trainees to work in partnership with us and join us occasionally in promoting the Training Contract Grants and/or visiting external organisations to widen their knowledge.