

Workforce Upskilling Agreement

Date: _____

Agreement No.: _____

Parties

Employer Name: _____

Address: _____

Employee Name: _____

Employee Position/Title: _____

Agreement Overview

This Workforce Upskilling Agreement (‘‘Agreement’’) outlines the terms under which the Employer will provide upskilling or training opportunities to the Employee, and the commitments of both parties in relation to such training.

1. Description of Upskilling

Training Program/Course: _____

Provider/Institution: _____

Duration: _____

Start Date: _____

End Date: _____

2. Employer Obligations

- Provide access to the training/development program as described above.
- Cover the costs/fees associated with the program, as specified:

Total Cost: _____

Cost Covered by Employer: _____

- Allow time off work (if applicable): _____

3. Employee Obligations

- Participate fully in the training program.
- Achieve satisfactory progress and completion.
- Provide certificates, transcripts, or proof of completion upon finishing the training.
- Repay costs (if applicable) under the following conditions: _____

4. Term and Termination

- This Agreement is effective from the date signed below until completion of the upskilling program, unless terminated earlier according to mutual agreement or breach of terms.

5. General Provisions

- This Agreement does not alter the terms of the employee's contract of employment unless expressly specified herein.
- Any amendments must be in writing and signed by both parties.

Employer Signature	Date	Employee Signature	Date
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