

**AGREEMENT TO PARTICIPATE  
IN THE TRAINING LAYOFF SCHEME**



Case Number: \_\_\_\_\_

Date: \_\_\_\_\_

Commissioner: \_\_\_\_\_

In the matter between:

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Employer

and

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Trade Union / Employee(s)

The parties agree to participate in the Training Layoff scheme on the Terms and Conditions of the Training Layoff Scheme attached as Annexure A.

- [1] The training layoff commences on \_\_\_\_\_ (*insert date*) or any other date on which the training commences.
- [2] The relevant SETA is \_\_\_\_\_.
- [3] The training layoff shall last for a period of \_\_\_\_\_ (*number of months*) from the actual date of commencement.
- [4] The details of individual employees who will participate in the training layoff are listed in Annexure B.
- [5] The employer nominates the following person to be responsible for all administrative arrangements relating to training.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Details: \_\_\_\_\_

[6] In addition to paying the basic social benefit package, the employer will make the following payments on behalf of each employee participating in the training layoff:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[7] Every employee must report for duty at their normal place of work and at the starting time that the employee is normally expected to commence work on the first working day after the completion of the training layoff.

[8] The parties agree that the facilitation / conciliation process in which this Agreement was concluded –  
a. has been finalized; or  
b. is extended for the duration of the period of the lay-off; or  
c. is suspended and either party may re-invoke the proceedings by requesting a meeting.

[9] The Terms and Conditions of the Training Layoff Scheme (Annexure A) and the List of Employees participating in the Training Layoff (Annexure B) are attached and form part of this Agreement.

[10] This Agreement constitutes the entire Agreement between the parties and no variation of this Agreement shall be binding unless the variation is reduced to writing and signed by the parties.

Thus done and signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
EMPLOYER PARTY

\_\_\_\_\_  
EMPLOYEE PARTY

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS