

# Learner Laptop Loan Agreement 2023-2024



## Learner Laptop Loan Agreement 2023-2024

### Document version control

<b>Document title:</b>	Learner Laptop Loan Agreement 2023-2024
<b>Document status:</b>	Final
<b>Version number:</b>	1.2
<b>Date:</b>	05/01/2023
<b>Author:</b>	Chief Finance Officer
<b>Approved by:</b>	Board
<b>Review date:</b>	January 2024

## Learner Laptop Loan Agreement 2023-2024

### Contents:

<b>Section</b>	<b>Section Title</b>	<b>Page</b>
1	Introduction	2
2	Agreement	2
3	Loan and Return of Equipment	2
4	Damage or Loss to the Equipment	2
5	Learner Responsibilities	3
6	Signature Block	3

# Learner Laptop Loan Agreement 2023-2024

## 1. Introduction

For the Welsh Government contract year commencing August 2020 to July 2021 Educ8 Training Group Limited ("Educ8") is implementing additional services to support learners by introducing a Learner Laptop Loan Agreement ("3Ls").

This scheme provides eligible learners with the opportunity to receive a laptop on loan from Educ8 for a specific period of time, and at no charge, to assist with their Apprenticeship learning.

## 2. Agreement

- 2.1 This Agreement is made between Educ8 and [Name] ("the Learner") of [Employer] for the loan of a laptop/ PC and any associated equipment ("Equipment").
- 2.2 To be eligible to apply for this scheme, the Learner must fall into the following categories:
  - Be a current Learner with Educ8, and
  - Does not own or have the use of a laptop or PC for their studies, or
  - Has a laptop/PC but it is shared with others in the home, or
  - Has a laptop/PC but it needs repairing or upgrading, or
  - Does not have sufficient funds to purchase a laptop/PC.
- 2.3 The Learner agrees to use the Equipment for their Apprenticeship Framework purposes only and in accordance with the terms of this Agreement.
- 2.4 The Learner signature to this Agreement will be accepted as his application for the 3Ls.
- 2.5 The Agreement becomes effective on the date that this Agreement is signed by Educ8.
- 2.6 Once eligibility has been confirmed, Educ8 will arrange for the delivery of the Equipment which will include:
  - \* Office 365 activation instructions
  - \* Mouse
  - \* Laptop bag

## 3. Loan and Return of Equipment

The Equipment must be returned to the Learner's Trainer Coach immediately on withdrawal from, or completion of, their Apprenticeship, or where the loan is no longer required or on demand from Educ8 (whichever comes first).

The Equipment must be returned to Educ8 in the same condition as the Learner received it, except for reasonable wear and tear. The Learner will return the Equipment in person so that it can be inspected for any visible damage.

## 4. Damage to or Loss of the Equipment

- 4.1 The Learner accepts full responsibility for any loss or damage to the Equipment caused by their negligence or improper use. "Improper Use" includes (but is not limited to):
  - 4.1.1 using the Equipment otherwise than in accordance with the manufacturer's and/or Educ8's instructions,
  - 4.1.2 using the Equipment for a purpose other than intended,
  - 4.1.3 allowing the Equipment out of their control and custody, or
  - 4.1.4 failing to protect it from loss or damage.

## Learner Laptop Loan Agreement 2023-2024

- 4.2 If the Equipment is lost or damaged, the Learner must advise their Trainer Coach immediately, failure to do so may render the Learner liable for the cost of replacement or repair.

### 5 Learner Responsibilities

By accepting Educ8's 3Ls Agreement, the Learner agrees to abide by all the terms and conditions as set out below:

- 5.1 The Equipment remains the property of Educ8 at all times.
- 5.2 The Learner will return the Equipment by the due time and date to Educ8 and if necessary, report any damage on return to the Trainer Coach.
- 5.3 The Learner warrants that the Equipment is for their sole use, and will not borrow it on behalf of a third party or family member, or loan it to any third party or family member, or use it for a purpose which is not related to their Apprenticeship journey.
- 5.4 Any files saved onto the Equipment by the Learner remains the sole responsibility of the Learner and are not backed up by Educ8. On return of the Equipment, it will be factory reset, removing all saved files.
- 5.5 The Learner warrants that no third-party software that is not included in the software specifications provided will be downloaded or installed onto this Equipment.
- 5.6 Educ8 is not responsible for any damage to the Learner's data storage device(s), loss of data caused by software, hardware, battery failure or computer viruses.
- 5.7 The Learner will adequately insure the Equipment against loss, damage and theft and understands that if the Equipment is lost, stolen or damaged in their care, that the Learner may be liable to pay repair or replacement costs.
- 5.8 Learners who lose or damage their Equipment will become ineligible for the scheme and will not be able to receive a replacement.
- 5.9 The Learner must inform Educ8 by contacting their Trainer Coach as soon as possible of any faults with the Equipment. Where the fault occurs on a weekend or in the evening the Learner must inform their Trainer Coach on the next available working day, making it clear that the Equipment is a loan item. The Learner must not attempt to fix any hardware problems themselves as this could invalidate any warranty in place and leave the Learner liable for any damage/ replacement costs.

Educ8 reserves the right to terminate this Agreement without notice if the Learner is found to be in breach of any of the conditions in Clause 5 above.

**Learner Name** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Learner Signature** \_\_\_\_\_

**Employer Name** \_\_\_\_\_

## Learner Laptop Loan Agreement 2023-2024

### Application Approved on Behalf of Educ8 Training Limited:

Name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

### Equipment Loaned:

Make \_\_\_\_\_

Model \_\_\_\_\_

Serial Number \_\_\_\_\_

ITCS Tag \_\_\_\_\_