

[redacted]

Appendix 2 to Annex M to Contract SACC/00018

Tasking Form for Training Courses

Part A.

Request for Training

The Authority has a requirement for the following training:

Training Task No:	Issue No:		Date:
Date raised:		Originator:	
Course Title:			
Training Requirement Description:			

[redacted]

Total Training Cost (Firm Price)
Completion required by date

Project Manager's Approval:

Signature:.....Name:.....

Post Title:..... Date:.....

Finance Officer Approval:

Signature:.....Name:.....

Post Title:..... Date:.....

Commercial Officer Approval:

Signature:.....Name:.....

Post Title:..... Date:.....

Part B.

Acceptance by Contractor

Signature:.....Name:.....

Post Title:..... Date:.....

Rejection by Contractor

Signature:.....Name:.....

Post Title:..... Date:.....

Reason for Rejection.....

Part C.

Task Completion report (To be completed by the Contractor)

Training Task: SACC TASK_____ is now considered to be complete. Any required evidence is also provided.

Signature.....Name:.....

Date.....Position in Company:.....

Part D.

Confirmation/Dispute of Task Completion by the Authority's Project Manager

On behalf of the Authority I,

- (a) Confirm completion of the training course
- (b) Dispute the completion of the training course **[delete as applicable]**

Signature.....Name:.....

Date.....Post title:.....

Details of reasons for dispute of completion (if applicable):

Upon signature Confirming completion of the training course in Part D, the Contractor can submit claim for payment.