

TERMS AND CONDITIONS

This document sets out the terms and conditions for membership of the Science Industry Partnership (SIP).

These Terms and Conditions are subject to variation from time to time. Variations will be notified on the members website and emailed to all members. The latest version of these Terms and Conditions will be available on the website or available on request from the Membership Desk.

The membership will be administered by Cogent Sector Skills Council Limited trading as Cogent Skills.

MEMBERSHIP

SIP Membership Year

Your membership starts on the date that you join and runs from 1st January to 31st December with your initial fees being pro-rata from 1st of the month after you join. Your membership will be continued unless a written confirmation (via letter or email) that you wish to leave is received by your membership Manager.

SIP Membership Benefits

Your membership benefits are split into two sections – Strategic Benefits and Membership Services.

Strategic Benefits: As a member you will have the opportunity to influence the skills arrangements for the sector, making sure that your business is able to benefit from access to a world class skills base in the UK. Employer SIP members will provide the leadership and the work will be undertaken by Cogent Skills as your expert partner.

Each SIP member will be allocated a Member Manager who will work with you to ensure the benefits of membership are maximized for your company. The member manager will ensure all relationships and points of contact between the company and Cogent Skills are managed and simplified

Membership Services Benefits: Members will get priority access to a range of skills services provided through Cogent Skill Services (CSS). These services have been designed to free up employer internal resources, provide increased value and be delivered at member rates.

The full list of all your benefits can be found in Appendix A.

PAYMENT

Subscription fees

Subscription fees are published on the members website. Fees vary depending on the size of your company (based on the number of your UK Staff). The subscription fees will be subject to annual review and will be updated on the website accordingly.

Paying for your membership

You can pay for your membership by BACS, Bank Transfer or debit/credit card.

Unpaid subscription fees

Unpaid subscription fees impact directly on the ability to provide services for members. If fees remain unpaid your membership benefits could be frozen until full payment is received.

If you anticipate any problems with the payment of your subscription, please contact your Membership Manager at the earliest opportunity to discuss.

RENEWING MEMBERSHIP

Renewal of your membership

Your membership will be continued unless a written confirmation (via letter or email) that you wish to leave is received three months prior of the renewal date by your Membership Manager.

Future subscription fees

Prior to the annual renewal date we will write to you to inform you of the subscription fees for your membership package for the forthcoming year, which will be based on the size of your company (based on number of UK staff) at the end membership year.

Leaving the Science Industry Partnership

If members leave the Science Industry Partnership they are not liable for a refund of their membership fee. To leave you must notify your Membership Manager in writing (by letter or email) three months' prior to renewal. If you decide not to renew, any outstanding balances should be paid.

If you decide to leave we would appreciate it if you would tell us the reason. Your Membership Manager may ask you to complete a short survey, which will help us improve our services and better meet your needs in the future.

MEMBERSHIP PREFERENCES

How we communicate with you

When you join you provide us with your personal details, including your address and email. By giving us this information you are agreeing that we may contact you from time to time with information related to our other services, products and events.

You may, at any time, opt out of receiving communications. To change your contact details or set your email preferences, please contact your Membership Manager.

Privacy

We take your privacy very seriously and will not pass on your details to any parties outside of the Cogent Skills group.

COMPLAINTS PROCEDURE

The Science Industry Partnership aims to provide all members with a high level of service and to deliver the benefits of membership. However, there may be times when, for whatever reason, the service provided does not meet members' expectations. Should this occur, in the first instance we encourage members to contact their Membership Manager to discuss the matter and to give us the opportunity to investigate and assess any complaint.

CONTACT US

Membership Desk
Cogent Skills
Unit 5 Mandarin Court
Centre Park
Warrington
WA1 1GG

T. 01925 515220

E. kate.hutchins@cogentskills.com

APPENDIX A

SIP MEMBERSHIP BENEFITS

Key Strategic Area	Benefits for employers
<p>Employer Leadership A Skills Strategy for the science industries setting out the skills required through to 2025 and an annual Skills Plan. This plan will set out the skills actions needed to address the skills gaps and challenges faced by the sector.</p>	<p>Ability to ensure that the challenges you face are included in the overall Skills Strategy and Skills Plan. Direct engagement in setting the sector priorities. Influence over Government Policy through a clear sector voice. Priority access to and information on national and local skills funding. For example: through the £32m Employer Ownership Project (EOP) companies have directly accessed funding for both training and apprentices. Over 5500 individuals have received training and 1200 Apprentices have been recruited through the funded project.</p>
<p>Apprenticeship Levy Making the Apprenticeship Levy work for Companies in the sector.</p>	<p>Getting maximum value and return from your levy contribution, expected to be set at 0.5% of payroll. Getting back at least what you put in. Having influence on any sector arrangements such as funding levels for different Apprenticeship Standards and quality arrangements for training delivery.</p>
<p>National Standards A science industry sector standards plan including apprenticeship standards (Trailblazers), based on the sector occupations.</p>	<p>Opportunity to make sure that Apprenticeship Standards for the sector meet the needs of your business so that apprentices coming into your organisation can add value and make a contribution quickly because their training is relevant. Having a say through setting the industry Gold Standards and Occupational Standards upon which the vocational qualifications available at colleges are based.</p>
<p>New Skills Solutions New skills products and solutions essential for employers in the sector to develop their staff.</p>	<p>Direct involvement in any new skills solutions to meet the needs of your business. Working with other employers and partners to win and access funding at a national and local level to support development and delivery of skills. Examples include: Process Safety Training, Gold Standards and in-company assessment of competence, Modular Masters in Formulation Technology, end Assessment of Science Industry Apprentices, New Apprentice Trailblazers.</p>
<p>Careers A strong recruitment pipeline through the growing SIP ambassador network.</p>	<p>Through the continued growth of the SIP STEM Ambassadors programme, your company will benefit from the direct engagement with schools and promotion of careers in the science industries. Your company will have a much greater impact on the attraction of the sector to young people than through your individual investment. The bespoke materials specifically developed to support engagement with schools are available to member companies to use in their local engagements. Training is provided for new member company SIP Ambassadors meeting legal obligations of engaging with young people as well as training on the science industry interactive careers resources.</p>
<p>Training Providers A Quality Assured network of Training Providers.</p>	<p>The SIP has a Quality Assurance process for Training Providers which means you do not need to carry out this quality process, so removing cost, time and effort. You can be confident that training has been assessed to sector standards. Decisions to source quality assured training are therefore made easy. You can identify a training need and be given a recommended training provider to meet this need saving you the detailed search and sourcing activity.</p>
<p>Member Networking and Communications An essential network of science industries working together.</p>	<p>Members will have an allocated member manager and receive regular communications covering skills policy updates, funding opportunities and networking events. An annual members' meeting will be held to enable interaction with other members. In addition members will also receive a SIP newsletter to inform and outline activities and opportunities. There will be a SIP web presence with member access and links to the products and services available.</p>

APPENDIX A Cont'd

SIP MEMBERSHIP SERVICES

Skills Health Check	The free Skills Health Check is designed as a dialogue for the employer and Cogent Skills Services to establish the overall training and skills requirements of an organisation. It is the first step for an employer to identify their skills and competence needs and will help to ensure that you have all the systems and processes in place to comply with any regulatory requirements associated with people and competence.
Apprenticeship Service	Apprenticeship professionals will support you in analysing your needs, designing specific programmes including company bespoke Apprenticeship Training Plans (ATPs) and arranging high quality delivery. CSS will provide expert advice on navigating your way through the apprenticeship landscape to ensure: <ul style="list-style-type: none"> • Your apprentices are on the right programmes for your business. • You get the most from any levy you pay, maximizing the return on your investment. • You benefit from industry-wide negotiations with providers on price and lower provider costs. • You benefit from the sourcing of • training providers in the knowledge that they have been quality assured. • You can access services including recruitment and employment of Apprentices, saving you the direct cost of this activity at member rates.
Industry Graduate Service	You can benefit from a dedicated and expert service directed at bringing the best graduate talent into the sector. The service focuses on summer and “year out” placements, identifying undergraduate talent and bringing them into companies through a placement. Undergraduates are matched to company needs securing the best fit for your organisation. You benefit from access to undergraduate talent early and the opportunity to review candidates over a placement enabling better recruitment decisions. In addition the placement is structured using our unique Graduate Output Profile to add value to the company and the student.
HR and Recruitment services	We source high quality candidates for your talent pipeline and can employ apprentices and placement students on your behalf. The service covers recruitment and employment.
Competence Management Service	Expert consultants will support you to assess, define/refine and implement your competence management system including Company Gold Standard development: <ul style="list-style-type: none"> • You benefit from independent benchmarking against industry standards. • It will support you to meet the needs of regulatory bodies including the Health and Safety Executive (HSE) and the Medicines and Healthcare products Regulatory Agency (MHRA). • A Competence Development Plan will ensure training investment is targeted to add real value to the business and the person. • Having an effective Competence Management System will reduce risk and support staff motivation and improved performance.
Training courses	Bespoke courses designed specifically for your company using a range of delivery methods including e-learning/distance learning. Examples include a company specific Process Safety programme delivered globally, through multi-delivery channels through to tailored blended learning programmes: <ul style="list-style-type: none"> • Trainers approved by independent employer panels. • Courses developed with employers and trade bodies to meet industry and regulator standards. • Courses rated as good or better by 85% of delegates. • Delivery to suit employer needs including shift patterns. • Process Safety courses cited by the HSE as best in class.