

AAN - apprentice ambassador membership

Terms and conditions of membership

- 1. Application for membership**
 - 1.1 The Education Skills Funding Agency (hereafter “The Agency”) welcomes current and former apprentice’s applications to the Apprenticeship Ambassador Network (AAN) from new members who wish to promote apprenticeships positively.
 - 1.2 By submitting an application form, a new member thereby agrees to these Conditions and will be deemed to accept these Conditions on each Membership Renewal Date, unless membership has been terminated in accordance with clause 7.
 - 1.3 Submitting a membership application for the Apprenticeship Ambassador Network does not guarantee membership of the network.
 - 1.4 The Agency reserves the right to refuse any application for membership.

- 2. Interpretation**
 - 2.1 In these conditions, the following definitions apply “Agreement” means this agreement between The Agency and the apprentice Member of the Apprenticeship Ambassador Network.
“Conditions” means these terms and conditions as amended from time to time in accordance with clause 3
“Member” means an individual whose application for apprentice ambassador membership to the Apprenticeship Ambassador Network has been accepted.
“Membership” means the rights and obligations of a member, arising out of this agreement and the membership benefits.

- “Membership benefits” means the benefits accorded to a member in relation to membership.

- 3. Incorporation of terms**

These conditions and the membership benefits shall form the entire agreement between The Agency and the member.

 - 3.1 No variation to the conditions shall be effective unless agreed in writing by The Agency.
 - 3.2 The Agency reserves the right to amend these conditions as it sees fit from time to time and shall communicate such amendments to the member in writing. Your continued use of your membership benefits shall be deemed to constitute acceptance by you of any amendments to these conditions.

- 4. Membership subscription**
 - 4.1 All members will opt in and renew their membership in an exercise conducted every summer.
 - 4.2 The Agency operates a system of rolling membership. The Agency will contact the member every summer to renew their membership.
 - 4.3 Renewal of the membership will be subject to The Agency’s receipt of confirmation from the member that they wish to continue apprentice ambassador membership of the Apprenticeship Ambassador Network.
 - 4.4 In the event of no confirmation from the member to renew is received then the membership subscription will lapse on the date advised in their communication.

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- 5. Terms and conditions of membership**
- 5.1 The Agency has the following terms and conditions that have to be adhered to, to become and remain a member.
- 5.2 Join your regional and local network
- 5.3 Watch the pre-recorded training films (these will be emailed to you) and participate in the online training programme where appropriate
- 5.4 Seek approval from your line manager/person of responsibility at work on the commitment required to become a member
- 5.5 Remain on the group for a minimum of 12 months / one year
- 5.6 Volunteer approximately 0.5 days per month/6 events per year to support AAN activity. If your activity falls below this threshold, your membership will be reviewed and may cease
- 5.7 Renew your membership every summer
- 5.8 Advise The Agency or Amazing Apprenticeships if you would like to cease membership
- 5.9 The Agency reserves the right to vary, amend or withdraw the membership terms and conditions at any time.
- 6. Confidentiality**
- 6.1 The member undertakes that they shall not at any time disclose to any person any information that has been received from The Agency or Amazing Apprenticeships which may be of a confidential nature.
- 7. Termination of membership**
- 7.1 A member can terminate their membership at any time by contacting The Agency or Amazing Apprenticeships. Former member details and activity log will be deleted.
- 7.2 The Agency reserves the right to terminate a member's membership with immediate effect if
- they fail to comply with the terms and conditions set out in paragraph 5
 - they breach the AAN apprentice ambassador member code of conduct as set out in the [AAN apprentice ambassador member Handbook](#)
 - a serious complaint against them is upheld. This could include but is not limited to instances of racial, ethnic, sexual, physical, disability discrimination, consuming alcohol or drugs whilst representing the network.
- 8. Contact details**
- Please email: Apprentice.ambassador@education.gov.uk