

Schedule 4 - Change Procedure

1. Any discussions which may take place between the Employer and the Training Provider in connection with a possible change shall be without prejudice to the rights of either Party.
2. A request to amend this Agreement or the Agreed Services by either Party shall be made in writing to the other in the form of a note ('a Proposed Change Note').
3. Each Proposed Change Note shall state:
 - 1.1 the name of the Party requesting the change;
 - 1.2 the date of the request;
 - 1.3 the reason for the change;
 - 1.4 full details of the change;
 - 1.5 the price, if any, of the change;
 - 1.6 the likely impact of the change on other aspects of this Agreement including:
 - 1.7 the timetable for the provision of the Agreed Services;
 - 1.8 the effect on the Charges;
 - 1.9 the training to be provided;
 - 1.10 the use of sub-contractors;
 - 1.11 working arrangements;
 - 1.12 other contractual issues; and
 - 1.13 a timetable for implementation of the change.
4. The Training Provider and the Employer shall negotiate each Proposed Change Note in good faith and without any obligation on either Party to agree, both Parties shall sign the Proposed Change Note once it is agreed.
5. A Proposed Change Note when signed by the Employer and the Training Provider shall thereupon become a Change Note and shall constitute an amendment to this Agreement.