



This sample Return of Service Agreement is intended as an example only and is not a substitute for independent legal advice. A Return of Service Agreement is a supplement to and not a replacement of an Individual Employment Agreement.¹

Return of Service Agreement (Cadet)

Parties:

[insert Company name] (“Employer”); and

[insert name] (“I, Me, or My or the Employee”)

Background

- A. The Employee wishes to enter into a course of study towards **insert name of course** (“the Course”).
- B. While the Employee is employed by the Employer, the Employer will allow the Employee time away from work to attend the requirements of the Course and will meet the costs of the Course.
- C. The Employer will receive the benefit of the Employee’s training after the Employee becomes a qualified **insert name of trade position (e.g. electrician etc)**.
- D. If the Employee leaves their employment during training or soon after having qualified as an **insert name of trade position**, the Employee agrees to reimburse the Employer for the investment in their training.

Agreement

I agree to the following:

- My Employer will incur the cost of **insert time period (e.g. 3 years)** Study Fees required for the completion of the **insert name of qualification** on provision of a GST invoice from my training provider.
- My employer will pay my wages at the rate of _____ hours x \$_____ (“my Normal Wages”) for up to ___ weeks per annum while I am required to fulfil practicum teaching placements required as part of my study.
- My employer will pay my normal wages for up to ___ weeks, and reasonable and approved travel costs and accommodation as required, while I attend my block study weeks.

In return

- During the term of my in-training service toward my **insert name of qualification**, and for the **insert time period** Return of Service period following this I commit to working no less than **insert no. of hours (e.g. 32 hours)** hours per week, unless specific approval is granted to lesser hours.

¹ See clause 10.2 in the FAN Sample Cadet Contract available online for an example of how study entitlements can be incorporated into a standard employment agreement.



SELECT

- I am required to provide a Return of Service of **insert time period (e.g. three years)** to my employer (“the Bond Period”). The **insert time period** begins on the achievement of my **insert name of qualification** and the date I gain provisional registration as an **insert name of trade position**. I acknowledge that I will complete the **insert time period** qualification over a **insert time period** period.
- Should I be granted a period of leave without pay during the Bond Period, e.g. parental leave, the Bond Period is suspended for the period of leave without pay and recommences on my return to normal duties. I am required to actually work **insert time period** to fulfil the requirements of my Return of Service.
- If I fail to complete my course of study, or I fail to complete the full Bond Period, I will be required to pay my employer the full amount paid by my employer in respect of study fees, and gross wages paid for the practicum teaching placements and study weeks attended (“the Study Costs”). I will not be required to reimburse travel and accommodation costs while attending block weeks unless these costs are not reasonably incurred or properly approved. I agree to repay the Study Costs in one full payment. I understand that the amount of the Study Costs will not reduce based on having partially completed the Bond Period. I authorise deductions to be made from any monies owed to me to meet the cost of the Study Costs, including from my final pay on termination of my employment.
- I acknowledge that the hourly rate for wages I receive reflects the level of study I am currently active in. Should I drop out of study I acknowledge that my rate of pay will drop to that appropriate to an untrained Cadet rate.
- I consent to my employer exchanging information regarding my enrolment with the **insert name of training institute** and vice versa.
- I agree to comply with **insert name of training institute** programme requirements and regulations

The Employee

Signature: _____

Print full name: _____

Date: _____

On behalf of the Employer

Signature: _____

Print full name: _____

Title: _____

Date: _____