

SHORT-FORM SERVICES CONTRACT

Contracted Training Services (Transitional Arrangement)

THIS AGREEMENT is made on the ____ day of _____ 20__

BETWEEN:

[Name of ETB], having its principal place of business at [Address]
(the “ETB”)

AND

[Contractor Name], having its registered address at [Address]
(the “Contractor”)

1. Background

1.1 The ETB requires the provision of certain Contracted Training Services as described in Schedule 1.

1.2 The Contractor has represented that it has the necessary skills, experience and resources to provide the Services.

1.3 This Agreement is entered into as part of transitional procurement arrangements pending the establishment of a new national framework.

2. Definitions

In this Agreement:

- “Services” means the training services described in Schedule 1.
- “Commencement Date” means the date of signature or such other date as agreed in writing.
- “Term” means the period set out in Clause 3.
- “Fees” means the amounts set out in Schedule 2.

3. Term

3.1 This Agreement shall commence on the Commencement Date.

3.2 The Agreement shall continue for a maximum period of six (6) months and shall automatically expire at the end of that period unless terminated earlier in accordance with this Agreement.

4. Services

4.1 The Contractor shall provide the Services in accordance with Schedule 1.

4.2 The Services shall be delivered:

- In accordance with applicable NFQ level requirements;
- In compliance with relevant awarding body standards (where applicable);
- In accordance with all applicable legislation;
- With reasonable skill, care and diligence.

4.3 The Contractor shall provide the named tutor(s) identified in its tender submission. Substitution of tutors shall require prior written approval of the ETB.

5. Fees and Payment

5.1 The ETB shall pay the Contractor the Fees set out in Schedule 2.

5.2 The Fees are fully inclusive and include all costs associated with delivery of the Services, including but not limited to:

- Tutor fees;
- Administration;
- Overheads;
- Insurance;
 - Public Liability: €6.5m
 - Employer's Liability: €13m
 - Professional Indemnity: €1m
- Travel and subsistence (if applicable);
- Certification and Quality Assurance costs;
- Consumables (unless otherwise specified in Schedule 2).

5.3 No additional charges shall be payable unless agreed in writing in advance by the ETB.

5.4 Payment shall be made in accordance with the agreed milestone schedule and subject to satisfactory performance.

6. Contractor Obligations

The Contractor shall:

6.1 Maintain appropriate qualifications and experience for all tutors engaged.

6.2 Maintain appropriate insurance cover, including public liability and professional indemnity.

6.3 Comply with safeguarding and vetting requirements.

6.4 Comply with data protection legislation.

6.5 Maintain appropriate health and safety standards.

6.6 Provide reasonable reports as required by the ETB.

7. Variation

7.1 No variation to this Agreement shall be valid unless agreed in writing and signed by both parties.

7.2 Any variation must remain within the original scope of the Services and shall comply with applicable procurement legislation.

8. Termination

8.1 Termination for Convenience

The ETB may terminate this Agreement at any time on not less than thirty (30) days' written notice.

8.2 Termination Due to National Framework

The ETB may terminate this Agreement upon written notice if a new national framework for contracted training services becomes operational and the ETB determines that continuation of this Agreement is no longer required.

8.3 Termination for Breach

Either party may terminate this Agreement immediately where the other party commits a material breach and fails to remedy such breach within fourteen (14) days of written notice.

8.4 Consequences of Termination

Upon termination:

- The Contractor shall be paid for Services properly delivered up to the termination date;
- No compensation shall be payable for loss of future business;
- The Contractor shall cooperate in orderly wind-down arrangements.

9. Confidentiality

Each party shall keep confidential all information received from the other party which is designated confidential or which reasonably ought to be treated as confidential.

10. Data Protection

The Contractor shall comply with all applicable data protection legislation and shall process personal data only in accordance with ETB instructions.

11. Intellectual Property

Unless otherwise agreed in writing, intellectual property arising from the Services shall vest in the ETB upon payment of the Fees.

12. Indemnity and Liability

12.1 The Contractor shall indemnify the ETB against losses arising from negligence, breach of contract or breach of statutory duty.

12.2 The Contractor's liability shall not exclude liability for fraud, personal injury or death.

13. Assignment and Subcontracting

The Contractor shall not assign or subcontract this Agreement without prior written consent of the ETB.

14. Governing Law

This Agreement shall be governed by the laws of Ireland and subject to the exclusive jurisdiction of the Irish courts.

Schedule 1 – Description of Services

Agentic Automation Foundation Online

Course Details Overview

Start Dates (Provisional)	05/10/2026
Iterations	1
PLSS reference Numbers	525465
Reference No.	LC1ELS1999
Title	Agentic Automation (Online)
Duration	12 Weeks
Venue	On Line
Health and Safety Audit	The provider or sub-contractor must be able to provide on request, policies and procedures in relation to on-line delivery, identity validation, cyber bullying and data protection.
Recruitment	The recruitment process for this course will be carried out by the Recruitment Office in Raheen. The provider or sub-

	contractor may be required to answer any queries that arise and conduct interviews / initial applications with applicants to assess suitability.
Quality Assurance	The process of results approval will come under the quality system of Raheen Training Centre. Therefore, the provider will return a RCCRS generated F-12 to the Training Standards Office, which will be presented at Results Approval.
Certification	UiPath diplomas
Course Title	
Agentic Automation Foundation (Online)	

Approved course description for publication
Agentic Automation Foundation (Online) This full-time online foundation course for unemployed persons equips the learner with the basic skills and knowledge of Agentic Automation. Applicants from outside the EEA must have a GNIB Stamp 4 or a Labour Market Access Letter. Applicants, for whom English is not their first language, must be able to demonstrate proficiency in English to B2 level on the Common European Framework of Reference for Languages (CEFR) What is Agentic Automation (UiPath) • This is AI-powered software agents (bots) capable of making decisions, adapting to changing environments, and collaborating with humans and other systems. These agents go beyond traditional rule-based bots by using reasoning, learning, and goal-oriented behaviour to autonomously complete complex tasks across applications and workflows. Employability Statement The Agentic Automation Foundation equips learners with practical, industry-relevant skills in automation and AI-powered agentic systems. Graduates gain the ability to build, deploy, and manage intelligent automation processes using UiPath Studio and Studio Web, including error handling, data manipulation, UI automation, and agent configuration. These competencies are directly aligned with growing employer demand across sectors such as finance, healthcare, logistics, shared services, and manufacturing, where digital transformation and AI adoption are accelerating. By completing this programme, learners enhance their employability for entry-level roles in RPA support, automation development, digital operations, and AI-assisted process management, while also creating a foundation for higher-level qualifications and career progression in digital technologies.

Course Administration
The provider will be required to carry out the following course administration functions: 1. Time Keeping and Attendance reports for daily attendance and timekeeping. Contact the LCETB Contracted Training Officer (CTO), if a learner is missing. Follow up to determine if learner has dropped out of course and terminate if required. 2. Disciplinary Process. Report any issues to LCETB CTO. LCETB CTO to follow up in conjunction with provider. Joint decision process will be followed. 3. Invoicing, every four weeks. No invoicing in advance. The first two weeks of the course may be invoiced, then every four weeks thereafter.

4. Assessments. To deliver and maintain assessment records, submit results on RCCRS generated F-12 along with copies of certification to Raheen Training standards Office
5. Course Reports. Complete and return weekly training report and final training report.
6. Learner Feedback. Conduct and facilitate mid-course and end of course feedback.
7. End of course returns must be submitted one month after delivery is completed. These will include contractors report, Attendance logs, details of training materials and a learner outcomes report
8. TACS, where applicable, the provider will ensure timekeeping and attendance is recorded on TACs

Course Capacity (number of learners per course instance)

Max	15	Min	12
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Teacher/Tutor/Instructor Profile	
Required Qualification(s)	Required Experience
A tutor pack must be submitted to LCETB for all tutors on this programme, inclusive of a copy of their CV, outlining their qualifications and demonstrating their required experience in the delivery of the programme. Any change in tutor must be notified to LCETB and the new tutor pack submitted prior to the change.	A minimum of 4 years recent full-time instructional experience in the subject matter area.

Training Equipment Required

Delivery: Due to the specific nature of the course, the course may be delivered by the provider or by sub-contract. If provision is by a sub-contract the provider will need to demonstrate that the sub-contractor has a minimum of 4 years' experience in delivering this course on line. The provider or Sub-contractor must provide detail on the support they can provide to learners who have struggling with online provision.

Training Facilities Required

Online Delivery: The entirety of this course is delivered online. The provider or sub-contractor will need to submit detail on the process they use including the platform they use to deliver this particular course. They will also need to supply detail on how they manage and administer the assessments associated with this particular course.

Programme Overview:

- Programme Duration: 12 Weeks
- Delivery Mode: Full-Time Online Instructor-Led Training

- 31 hours per week (Monday – Friday)
- Purpose: Foundation programme in Agentic AI, Intelligent Automation, UiPath Development, Business Analysis, Programming, Data Concepts and Professional Skills.

Delivery Requirements:

- Microsoft Office 365 account (Teams account/Outlook account)
- Learning Management System access
- Internet-connected laptop/PC
- UiPath Academy access
- UiPath Automation Cloud / Studio license
- IBM Bluework Live / SkillsBuild account
- Virtual machine/lab environment
- Qualified trainers with UiPath and automation expertise and certifications

Certification Requirements

- Successful completion of UiPath diplomas
- Attendance and participation requirements
- Completion of practical labs and project work
- Completion of final assessment/capstone project

Tutor Requirements

- UiPath-certified or equivalent industry experience.
- Experience delivering automation, AI and software development programmes.
- Experience supporting remote learners through Microsoft Teams.
- Ability to deliver and support UiPath Academy content & assessments.

Module Structure

- 1. Induction and Digital Learning Skills (Week 1)
- 2. Programming and Technical Foundations (Week 2)
- 3. UiPath Development Fundamentals (Weeks 3,6,7,8)
- 4. Database and Data Foundations (Week 4)
- 5. Business Analysis and Process Discovery (Week 5)
- 6. Integration and API Fundamentals (Week 9)
- 7. Agentic AI and UiPath Agent Builder (Weeks 10-11)
- 8. Professional Skills and Employability (12 days integrated)
- 9. SOA Capstone Project and UiPath Final Assessment (Week 12)

Invoicing

Invoicing:	All invoicing must be for services supplied. LCETB cannot pay in advance. All payments are on a reimbursement basis only. The overall cost of the course will be divided by the number of months delivery and the cost of delivery for the month will be invoiced at the end of each month.
Receipted Expenses:	Additional, unforeseen costs may be accommodated under receipted expenses but must be <u>preapproved</u> by LCETB CTO. Procurement for expenses must adhere to LCETB procurement policy. When quoting please add an additional 10% under “Other Costs” as a contingency fund for unforeseen costs.

Insurance

Insurance:	Copy of valid insurance details must be submitted prior to contract being issued. The provider's insurance policy must comply with the following: Employers Liability: Min. Limit of indemnity of €13 million Public Liability: Min. Limit of indemnity of 6.5 million Professional Liability: Min. Limit of indemnity of €1.0 million
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Tax Clearance

Tax Clearance Certificate:	Proof of Tax clearance must be submitted prior to contract being issued.
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Data Protection

Data Protection:	Provider shall comply with all applicable requirements of the Data Protection Laws. The LCETB CTO must be notified of any suspected breaches of data protection.
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Quote (Per Course Instance)

Quote:	Please supply quote for the delivery and assessment of the content listed below, per course.
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Quote to include all costs based on delivery and assessment of a maximum of 20 learners.

Outline how costs will reduce if:

- Numbers are less than 15
- If learners drop out within first 4 weeks

The course will run with a minimum of 12 learners.

Please provide breakdown of costings for the course, to include where applicable:

- Tutor Costs
- Recruitment Costs
- Cost of laptop hire
- Cost of delivery of individual modules listed below
- Registration costs
- Software costs
- Certification costs
- 10% contingency fund under "Other Costs" (which may or may not be required)
- Management and Administration costs and number of days involved.
- Cost of Sub-Contract
- Breakdown on costs of sub-contract

Course Modules:

Course Modules:

Module Structure

- 1. Induction and Digital Learning Skills (Week 1)
- 2. Programming and Technical Foundations (Week 2)
- 3. UiPath Development Fundamentals (Weeks 3,6,7,8)
- 4. Database and Data Foundations (Week 4)
- 5. Business Analysis and Process Discovery (Week 5)
- 6. Integration and API Fundamentals (Week 9)
- 7. Agentic AI and UiPath Agent Builder (Weeks 10-11)
- 8. Professional Skills and Employability (12 days integrated)
- 9. SOA Capstone Project and UiPath Final Assessment (Week 12)

Schedule 2 – Fees and Payment Schedule

- Total Contract Price:
- Cost Per Learner (if applicable):
- Milestone Payment Structure:
- Consumables (if separately treated):

Appendix 1 - PRICING SCHEDULE TEMPLATE

Sample Pricing Schedule:

Agentic Automation Online					
	Description	Daily Cost (excl. of VAT)	VAT (where applicable)	No of Days (where applicable)	Total Ultimate Cost (excl. VAT where applicable)
1	Recruitment Costs				€ -
2	Tutor Costs				€ -
3	Cost associated with delivery of listed modules				€ -
4	Associated registration, software and certification costs				€ -
5	Cost of laptop hire				€ -
6	Cost of sub contract, if applicable, include breakdown of subcontract costs				€ -
7	Management and Administration costs and number of days involved.				€ -
8	10% Contingency Fund				€ -
9					€ -
10					€ -

Total Cost Per Course
Overall Cost

€ -
€ -

Declaration

We confirm that:

- The price submitted is fully inclusive of all costs required to deliver the programme as specified.
- No additional charges will be applied unless expressly agreed in writing.
- Pricing remains valid for the duration of the contract (maximum six months).

Signature:

Date: