West Thames College,
77 Boundaries Road,
Feltham,
TW13 5DR

In partnership with

RAIL FUTURES
Network Limited

Mistral House,
Kingfisher Way,
Silverlink Business Park,
Wallsend
NE28 9NX

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About Us

At Rail Futures Network Ltd , we are dedicated to providing colleges with the best quality Railway Engineering and Personal Track Safety (PTS) training, each carefully designed to equip students with the skills and qualifications to have a successful career in the rail industry.

Courtesy of Stanmore College

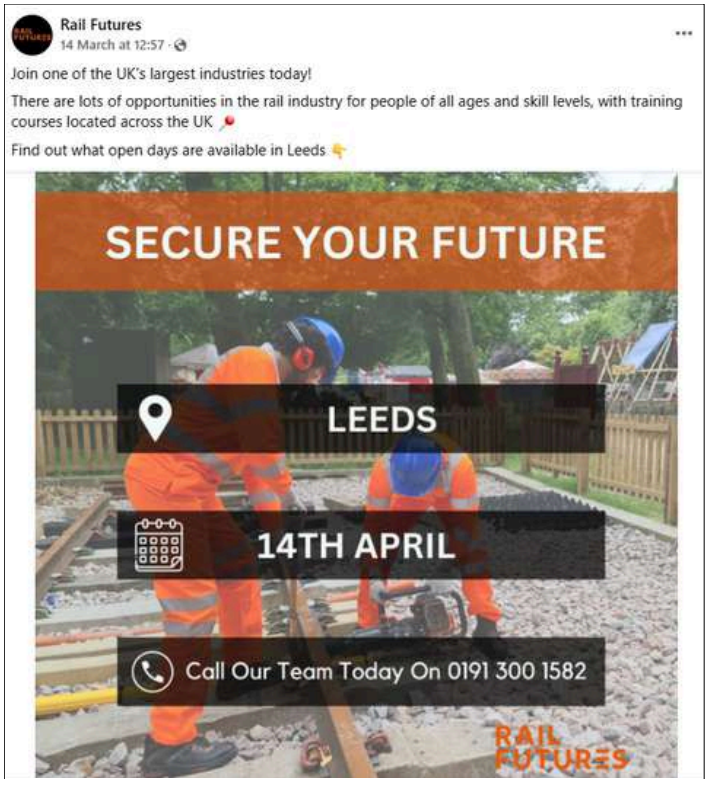
We work closely with colleges across England to offer industry-approved training programmes, with each of these offering hands on practical experience with an industry expert. Our goal is to ensure students gain the essential knowledge, certifications and confidence to thrive in this fast-paced and highly regulated sector.

This brochure highlights our training accreditations and each of the supporting services we will provide, each of these expertly tailored to help colleges enhance their curriculum and provide their students with direct career-focused learning.

Courtesy of Darlington College

Recruitment

The Recruitment team is responsible for gathering interest in every course that is hosted across the country, this is done in a variety of ways. One of which is our social media advertising where we use a strong online presence to provide visibility for upcoming courses to an audience who otherwise may miss these opportunities.

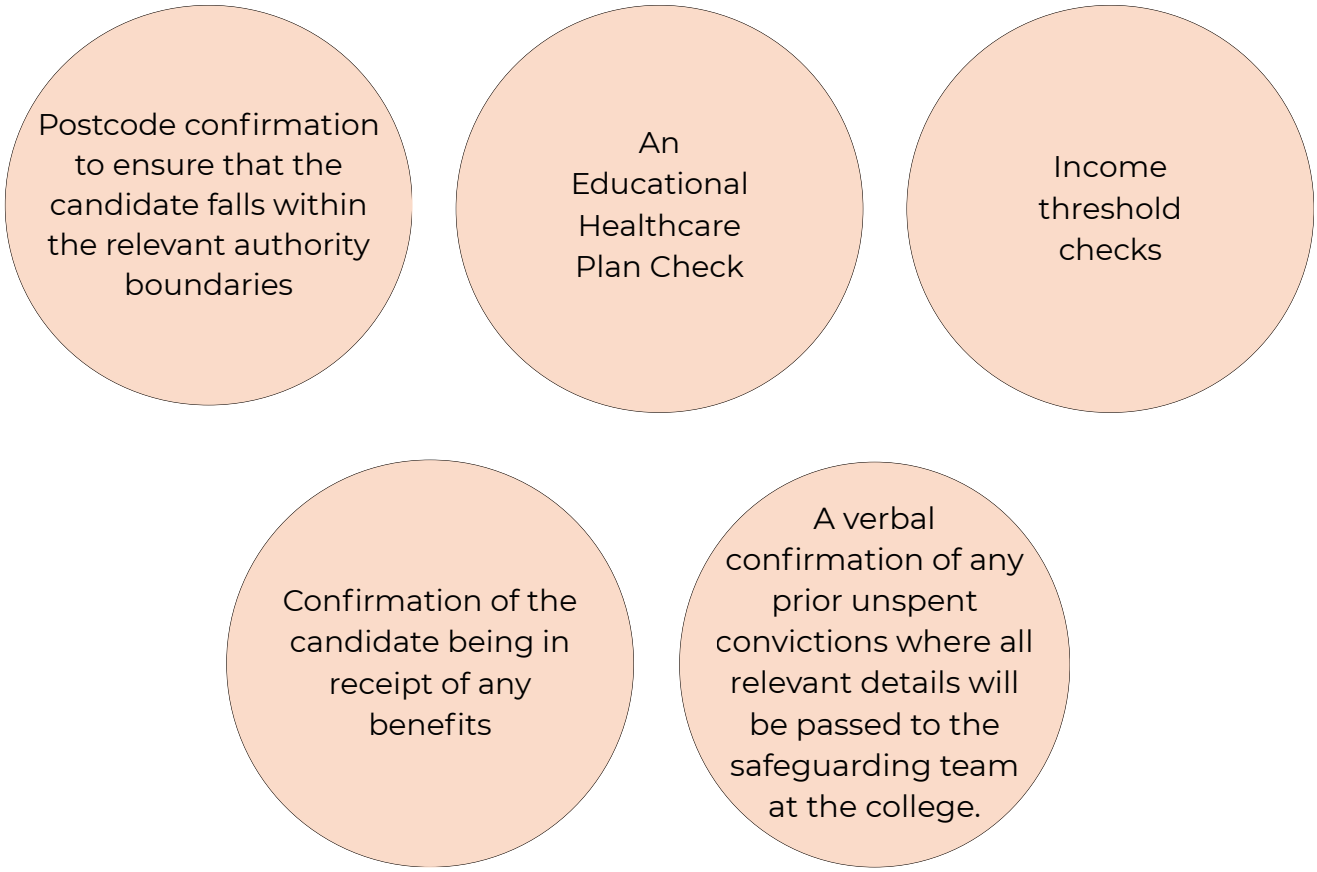


This advertising consists of both paid promotions and natural interest generated from interactions in events occurring in areas local to the hosting location. We also work alongside multiple Restart Programmes and job centres across England in an effort to help and assist potential candidates in getting back on track.

We often also see a lot of candidates who reach out to us directly via our website alongside some candidates who are referred directly by friends and family who have previously completed courses with ourselves.

Once an application has been received from a candidate or interest has been registered on our systems, we will contact the candidate directly by both telephone and email to confirm any required details and carry out all relevant eligibility checks in accordance with the related educational partnership.

These checks usually consist of a:



This information is then stored locally on our systems whilst the course is ongoing to allow for updates to be made accurately and all relevant details can be provided to the college where required or at request.

Once data capture has been completed for a candidate, they will then be put forward to attend an Information and Guidance session (IAG). This is a session hosted by the tutor of the course to provide a deep dive into the overall course layout and content.

This will provide each candidate with a better understanding of what they will experience and achieve during the course and assist with overall retention, as this will be completed prior to enrolments. It also allows for the course capacity to be gauged via a confirmation of attendance being issued to all candidates who have attended an IAG.

Rail Futures Network Ltd will provide all required templates to allow for internal IAG sessions to be competed where necessary.

Once the course has began and candidates are in daily attendance, they will be assigned a Business Support Consultant who will carry out weekly checks with the candidate to assist with any issues or challenges that they may face during the course.

This staff member will also serve as the main point of contact within Rail Futures Network Ltd. These check-ups with the candidate will take place ahead of any critical sections of the course such as the first contact with the Primary Sponsor and to confirm that any issued E-learning has been received.

Testimonials

Operations

At Rail Futures Network Ltd, the Operations Team plays a vital role in ensuring that each course runs smoothly and that every learner has access to the equipment, training, and support they need to succeed.

We work closely with colleges to deliver a high-quality, industry-relevant training experience that meets the standards required by Network Rail. Our support is structured, proactive and essential to the overall success of the course.

Network Rail Personal Protective Equipment (PPE)

During the first week of the course, our team will gather size information for each learner to provide a full set of Personal Protective Equipment. This is delivered to the college or specified training venue ahead of the first practical session, ensuring learners are fully prepared from day one. The PPE provided is Network Rail approved and compliant with all necessary ISO standards.

A complete set includes:

Network Rail approved Orange high-visibility waterproof jacket

Safety rating EN20471:2013 +A1:2016 class 3; EN343:2003 + A1:2007 3:1; RIS-3279-TOM Issue 1:2016 rail industry standard

Network Rail approved Orange high-visibility long-sleeve shirt

EN ISO 20471: 2013+A1:2016 Class 3, RIS-3279-TOM Issue 2

Network Rail approved Orange high-visibility trousers

EN ISO 20471: 2013+A1:2016, RIS-3279-TOM Issue 2

Network Rail approved Blue Safety Helmet

EN 397 and EN 50365

Network Rail approved Ear Defenders

CE EN352-1 SNR = 21db

Network Rail approved Safety Glasses

EN 166

Network Rail approved Cut-5 Safety Gloves

EN 388:2016 levels 4-X-4-2-D

Network Rail approved Safety Boots with toe and sole protection

EN20345 S3 FO SR

We manage the procurement and timely delivery of all PPE, giving learners and tutors peace of mind.

Track Stillage Provision

Hands-on experience is a critical part of the course. We offer two flexible options for track stillage:

Existing Site:
Our experienced team will assess proposed training sites, usually heritage railways, to ensure they meet course requirements. We look for varied track types and layouts that reflect real-world Network Rail infrastructure.

Temporary Site:
Where no suitable site is available, we can design and construct a temporary track setup at the college or another designated venue. This not only meets training needs but also offers learners the valuable experience of building a track panel from scratch.

In both cases, we handle logistics, including venue bookings and equipment transport, ensuring the setup supports the learning outcomes of the course.

Tools and Equipment

Learners are trained and assessed on a wide range of small plant tools commonly used in the rail industry. Upon successful completion, learners will receive a Small Plant competency card outlining the tools they are qualified to use and their future re-assessment dates.

We also supply and maintain all necessary tools and consumables for practical training, ensuring everything is kept in line with Network Rail's standards.

In addition, we support tutor development by offering ongoing competency assessments, allowing tutors to remain current and compliant in their instructional roles.

Network Rail Medical and Drugs & Alcohol Screening

All learners aiming to work on Network Rail infrastructure must pass a medical assessment and Drugs & Alcohol screening. Our team ensures every learner is fully informed of these requirements in advance and is booked onto a suitable date. We also offer guidance throughout the process and support learners who require medical referrals, helping to minimise delays in their training journey.

Network Rail Safety Critical Training

At the conclusion of the course, learners progress to a 10 day Safety Critical Training programme. This provides essential competencies, including:

- Personal Track Safety (PTS)
- Track Induction Course (TIC)
- Overhead Line Equipment Construction (OLEC1)
- and/or Direct Current Conductor Rail (DCCR)

These are aligned with employer needs in each region, and our team ensures every learner is enrolled onto the relevant courses for their area.

Network Rail E-Learning Setup

As a prerequisite to Safety Critical Training, learners must complete online modules in Manual Handling, Emergency First Aid at Work, and Fire Safety. The Operations Team sets up each learner's E-learning profile and ensures the training is distributed to their provided email addresses, enabling a seamless transition into the next phase of training.

Accounts

We streamline purchasing and financial management to ensure smooth operations for all courses and supplies.

Purchase Orders:

Purchase orders are created for essential items like PPE, track bookings, and more. These orders are directly sent to suppliers, ensuring that deliveries arrive on time for the college's needs, whether it’s PPE for safety or access to tracks for scheduled courses. The delivery dates are coordinated to match the requirements of your course.

Credit Control:

To ensure timely payments, our credit control team monitor due payments each week. A reminder email is sent to the finance department. We are here to help make the experience efficient and seamless.

Invoices:

Invoices are generated in line with the financial model, providing a detailed breakdown of all charges for the college. Some invoices will vary depending on the number of learners in the cohort, based on college information.

The following is a summary of the invoice dates for a:

Level 2

Week 1
· IQA
· Plant and Tools
· Track Access
· Network Rail Approved Personal Protective Equipment

Week 2
· 80% Management Fee
· Sentinel Registration
· Network Rail E-Learning

Week 4
· Network Rail Medicals

Week 5
· Network Rail Safety Critical Training

Week 6
· 20% Management Fee

Level 3

Week 1
· IQA
· Plant & Tools
· Track Access

Week 2
· 80% Management fee

Week 4
· Network Rail Sentinel Registration
· Network Rail E-Learning

Week 7
· Network Rail Approved Personal Protective Equipment

Week 10
· Network Rail Medicals

Week 14
· Network Rail Safety Critical Training

Week 15
· 20% Management Fee

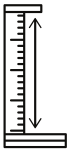
(See Invoicing Schedule for more details)

Medicals

When a booking form is received, names are passed over to our technician so they know who to expect.

During a medical assessment, the following tests are carried out:

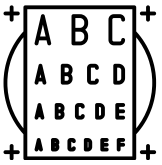
Weight



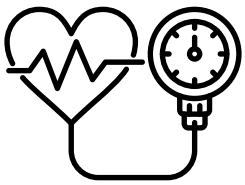
Height

Hearing Assessment

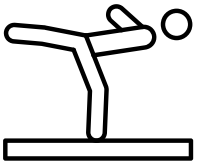
Colour Vision



Vision Assessment



Blood Pressure



Balance, Mobility and Co-ordination

Alertness & Psychological Wellbeing

Speech & Ability to Communicate

Network Rail Drug & Alcohol Screening

Medical assessments are carried out on candidates to ensure that their physical and psychological health complies with Network Rail standards. All our equipment is calibrated to ensure that medical assessments are as accurate as possible. Body Mass Index, blood pressure, mobility and hearing is tested, along with a triangulation of methods to test eye sight, including peripheral, colour and long distance vision.

Drug and Alcohol screening is the second component of medical assessment. This is assessed with both a breathalyser and a urine sample to detect for a multitude of drugs along with preventative measures such as temperature to ensure a valid reading of each candidate.

Our referral process ensures the quickest turnaround of results for our candidates. We collaborate with variety of healthcare professionals, including an Occupational Health Practitioner. We will contact the candidates GP to gather as much information as possible to give a fair, but reasoned outcome, ensuring the safety of all candidates.

Primary Sponsor

What is a Primary Sponsor?

A Primary Sponsor is an organisation, typically a railway employer or recruitment provider, that takes responsibility for an individual's employment on managed railway infrastructure. This includes:

- Sponsoring their Personal Track Safety (PTS) training
- Maintaining Personal Protective Equipment (PPE)
- Ensuring they maintain competencies and stay updated on industry rules and regulations

Sponsorship Process

1. Sponsorship Pack Distribution

In Week 2, a class list is received, and sponsorship emails are sent out with instructions and a deadline (usually two days before the medical date).

Candidates must complete the platform sponsorship pack and submit their Right to Work documents:

UK Citizens: UK Passport or Birth Certificate with proof of National Insurance (NI)
Non-UK Citizens: Share Code, proof of NI, and photo ID with proof of Date of Birth

2. Reminders & Profile Creation

After two days, reminders are sent to candidates who have not completed the process.

On the day of sponsorship, a user profile is created on the platform, where all shifts and personal details will be stored.

A Sentinel account is generated, providing a Sentinel number, which remains with the worker for life.

Candidates receive an email with their Sentinel number, login details, and instructions on setting up their Sentinel account.

3. Completion of Training

Upon completing training, candidates receive their Sentinel card and, if applicable, a Small Tools card.

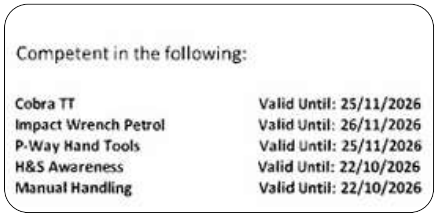
West Thames College London

This is to certify that: **Learner Name**

Sentinel number: **0000001**

Has successfully undertaken training and assessment for the Competencies listed overleaf

Example of a Small Tools Card


Competent in the following:

Cobra TT	Valid Until: 25/11/2026
Impact Wrench Petrol	Valid Until: 26/11/2026
P-Way Hand Tools	Valid Until: 25/11/2026
H&S Awareness	Valid Until: 22/10/2026
Manual Handling	Valid Until: 22/10/2026

Example of a Small Tools Card

Sentinel Database

Once sponsored, workers receive a Sentinel number and gain access to the Sentinel system.

The Sentinel database holds records of all railway workers, including competency status, Medical, and Drug & Alcohol (D&A) expiration dates.

Any sub-sponsorship requests must be submitted through Sentinel, for approval by the Primary Sponsor.

Example of a Sentinel Card

Interviews

After the Network Rail Medical, each candidate undergoes a telephone interview.

This interview covers:

- What is expected after PTS completion
- Next steps in employment
- Employment history and additional competencies
- Availability for shifts

Medical & Drug & Alcohol Testing (D&A)

Candidates are assigned a Network Rail Medical and D&A test, typically in Week 3 or 4 for a Level 2 provision and Week 10 for a Level 3 provision.

Failure of the D&A test results in a five-year ban uploaded to Sentinel, and sponsorship will be revoked.

The medical test determines the candidate's medical level, which may require the Primary Sponsor to conduct a risk assessment and implement a Safe System of Work for safety compliance.

Once both the medical and D&A tests are passed, Network Rail E-Learning is issued.

Sub-Sponsorship

In addition to their Primary Sponsor, Sentinel workers can have up to two Sub-Sponsors.

This allows flexibility for:

- Higher pay opportunities
- Shifts closer to home

Upon completion of training, workers receive a list of additional sponsor contact details.

- Adding or removing sub-sponsors can be done by request.
- Sub-sponsors must submit worker and shift details to the Primary Sponsor for approval due to fatigue management regulations.

Fatigue Management

The Primary Sponsor is responsible for monitoring workers fatigue levels and ensuring compliance with safety regulations. Fatigue scores are assigned based on shifts worked, travel time, and rest periods.

Key Fatigue Rules:

- 14-hour maximum shift (including travel time) – known as "14-hour door-to-door"
- 12-hour minimum rest period between shifts
- No more than 12 hours of work per day
- 60-hour limit within a rolling 7-day period (exceeding requires a risk assessment)
- Work performed outside of the railway must also be considered for adequate rest compliance

Fatigue Thresholds:

- Day shifts: Maximum 35 points
- Night shifts: Maximum 45 points
- RISQS fatigue limit: Cannot exceed 1.6 fatigue risk score

Railway Industry Supplier Qualification Scheme (RISQS)

Every year, Primary Sponsors must renew their RISQS certification, verified by an external auditor.

20% of the workforce is subject to random Drug & Alcohol screening as part of compliance.

White Hat Progression

Workers must have their logbook signed after each shift in order to progress to a White Hat status.

At least 8 signatures are recommended as guide line. Previous experience and shift nature are considered on a case-by-case basis.

Destination Data

All shifts are tracked and monitored, with reports sent monthly to colleges.

Sponsorship updates, including White Hat progression, are included in these reports.

De-Sponsorship

Sponsorship may be revoked under the following circumstances.

Repeated failure to accept or respond to shift offers after training.

Failure to attend training sessions or inability to pass required courses.

Destination Data

Sean

in → East Surrey Board

Group	Destination Data
Name	Sean
Referred By	DD
Status	Added to class
Phone	
Email	
Date of Birth	
Employment Stati	
Postcode	
Math's	L1
English	L1

Updates / 24 | Files | Activity Log | +

Mention | GIF

Jay Mckenna Jan 27

Emailed on 22nd January to offer shifts this weekend in West London.

1

Like | Reply

Write a reply and mention others with @

Stacey Marshall Jan 15

Working regularly as PTS trackman at W10 6AU

2

Like | Reply

PACE - TM - Week 6 - W10 6AU	-	Sean	-	May 3, 2025	May 4, 2025
PACE - Week 5 - Groundworker - W10 6AU	-	Sean	-	Apr 27, 2025	Apr 27, 2025
PACE - GW - Week 4 - BR6 6EU	-	Sean	-	Apr 22, 2025	Apr 25, 2025
PACE - TM - Week 3 - W10 6AU	-	Sean	-	Apr 17, 2025	Apr 18, 2025
PACE - Trackman - Week 2 - CM3 3HR	-	Sean	-	Apr 5, 2025	Apr 6, 2025
PACE - TM - Week 52 - EN10 6TD	-	Sean	-	Mar 22, 2025	Mar 23, 2025
PACE - Groundworker - Week 51 - W10 6AU	-	Sean	-	Mar 16, 2025	Mar 16, 2025
Pace - Week 48 - Groundworker - W106AU	-	Sean	-	Feb 23, 2025	Feb 23, 2025
PACE - Trackman - Week 47 - E15 2PJ	-	Sean	-	Feb 16, 2025	Feb 16, 2025

Schedule of Event Dates - Level 2

RF0914 - 12/01/2026 - 20/02/2026

Theory Location	77 Boundaries Road Feltham Middlesex TW13 5DR		
Practical Location	77 Boundaries Road Feltham Middlesex TW13 5DR		
Trainer	Ian Clancey	**Medical and D&A Date**	05/02/2026
Start Date	12/01/2026		
End Date	20/02/2026	**Safety Critical Date**	02/03/2026

Schedule of Event Dates - Level 3

RF0950 - 23/02/2026 until 02/06/2026

Theory Location	Online
Practical Location	TBC
Trainer	TBC
Start Date	23/02/2026
End Date	02/06/2026
Medical and D&A Date	25/05/2026
Safety Critical Date	06/07/2026

West Thames College London

In Partnership With

RAIL FUTURES Network Limited

West Thames College, 77 Boundaries Rd, Feltham TW13 5DR

Walking to Site (Local Landmarks)

- From Ashford Hospital - 60 Minutes
- From Allianz Stadium- 45 Minutes

Public Transport

No. 285 - Heathrow Central - Hampton Hill
No. 490 - Richmond - Twickenham

Feltham Station (All Connecting Services)

0191 300 1582

recruitment@railfutures.co.uk

Internal Quality Assurance

The Internal Quality Assurance (IQA) is the one of the key drivers of quality assurance in qualifications, both within national frameworks and within each approved centre. The role, in terms of managing assessment, is key in ensuring the validity and reliability of qualifications.

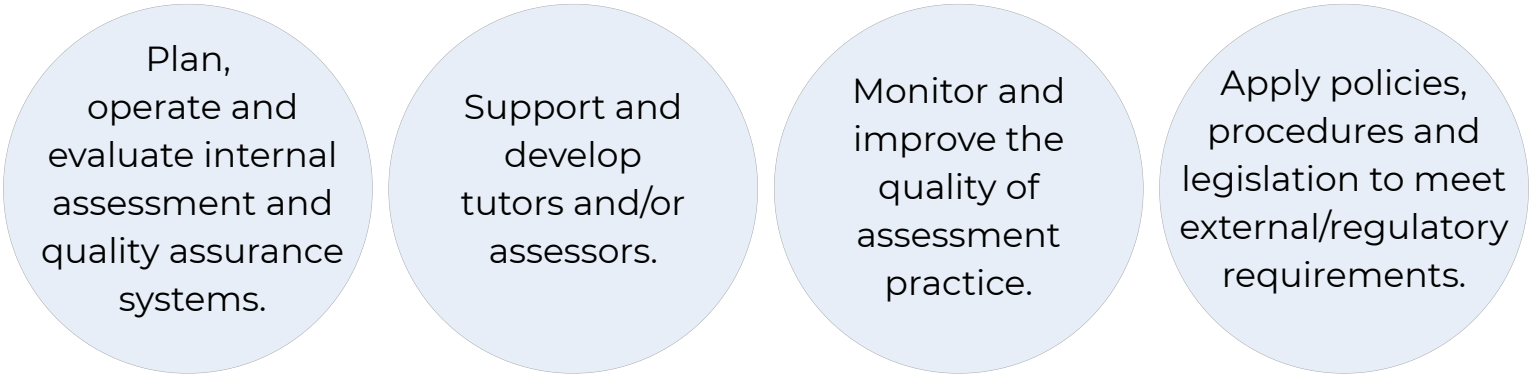
Therefore, internal quality assurance is a key factor in managing ‘risk’ and ensuring that when certificates are claimed for learners, the requirements of the national standards have been reliably met.

For all qualifications, Rail Futures Network Ltd will develop a sampling strategy and plan which will be implemented by all those undertaking the internal quality assurance role.

The internal quality assurance system will contain documented evidence of:

- A set of written internal quality assurance procedures.
- Scheme Of Work validation.
- RAG rating of assessors through a comprehensive and documented assessor risk ranking process.
- Sample planning based on the principles of ‘CAMERA’.
- Effective communication strategy.
- Site or remote visits to conduct all IQA activity including.
- Interim sampling.
- Summative sampling.
- Monitoring of assessor practice (including observation).
- Monitoring of training practice (including observation).
- Standardisation activities.
- Learner discussions.

There are four main aspects to the Internal Quality Assurer (IQA) role:



This is achieved through The Rail Futures Network Ltd IQA team's provision of the following functions:

- Provision of expertise and assistance to our partners to secure centre and qualification approval.
- Tutor/Assessor suitability screening.
- Provision of up-to-date training materials for all courses.
- Development of trainee assessors to achieve their assessor qualification fully managed by The Rail Futures Network Ltd.
- Conducting training risk assessments and the compilation of site-specific method statements.
- Liaison with EQAs for scheme approval and EQA visits to expedite Direct Claims Status for qualifications efficiently.
- The management and maintenance of assessor capabilities including small plant training and assessment.
- Provision of, and where necessary, the administration of the appeals procedure.

Financials - Level 2

Please find below funding draw down per learner for the Level 2 NVQ Diploma in Rail Engineering Track Maintenance (C&G No. 7597-52) (Accreditation No. 600/1076/9) and Level 2 Certificate in Rail Engineering Underpinning Knowledge (C&G No. 7597-01) (Accreditation No. 501/2174/1) Please note this draw down does not include any geographical uplift in funding. Any additional funding will be included in the college management fee

Paid direct by the college	Trainer	**£9,000.00**	£300 Per Day for 30 days
Paid direct by the college	C&G Registration Cost	**£100.00**	Per Learner
Paid to RFN	IQA	**£1,440.00**	Per Cohort
Paid to RFN	Plant & Tools	**£3,600.00**	Per Cohort
Paid to RFN	Track Access	**£3,120.00**	Per Cohort
Paid to RFN	PPE	**£110.00**	Per Learner
Paid to RFN	Medicals	**£175.00**	Per Learner
Paid to RFN	E-Learning	**£75.00**	Per Learner
Paid to RFN	Sponsorship	**£150.00**	Per Learner
Paid to RFN	SCT	**£9,000.00**	Per Safety Critical Course based on a maximum of 12 learners
Paid to RFN	RFN Management Fee	**£550.00**	Per Learner

***** RFN = Rail Futures Network**

Note 1: Course costs where relevant include VAT

Please find below an illustrated example based on a cohort of 18 learners (cohort size will be agreed by the college prior to a course starting).

	£££	%
Total Funding Per Learner	**£4,378.00**	**100**
College Management Fee	£1,515.00	34.60
Trainer	£500.00	11.42
C&G Registration Cost	£100.00	2.28
College Total	**£2,115.00**	48.30
IQA	£80.00	1.83
Plant & Tools	£200.00	4.57
Track Access	£173.00	3.96
Network Rail PPE	£110.00	2.51
Network Rail Medicals	£175.00	4.00
Network Rail E-Learning	£75.00	1.71
Sponsorship	£150.00	3.43
Network Rail SCT	£750.00	17.13
RFN Management Fee	£550.00	12.56
RFN Total	**£2,263.00**	51.70
Total	**£4,378.00**	

Note 2: The candidate must successfully complete the Network Rail Sentinel Registration (Sponsorship), PTS e-learning, Network Rail Medical plus Drug & Alcohol screening in order to be booked onto the Network Rail Safety Critical Training

Financials - Level 3

Please find below funding draw down per learner for the EAL Level 3 Diploma in Engineering and Technology (QCF) (QUALIFICATION CODE: 501/1130/9). Please note this draw down does not include any geographical uplift in funding. Any additional funding will be included in the college management fee

Paid direct by the college	Trainer	**£9,000.00**	£300 Per Day for 30 days
Paid direct by the college	EAL Registration Cost	**£100.00**	Per Learner
Paid to RFN	IQA	**£2,400.00**	Per Cohort
Paid to RFN	Plant & Tools	**£4,050.00**	Per Cohort
Paid to RFN	Track Access	**£1,000.00**	Per Cohort
Paid to RFN	PPE	**£110.00**	Per Learner
Paid to RFN	Medicals	**£175.00**	Per Learner
Paid to RFN	E-Learning	**£75.00**	Per Learner
Paid to RFN	Sponsorship	**£150.00**	Per Learner
Paid to RFN	SCT	**£9,000.00**	Per Safety Critical Course based on a maximum of 12 learners
Paid to RFN	RFN Management Fee	**£950.00**	Per Learner

***** RFN = Rail Futures Network**

Note 1: Course costs where relevant include VAT

Please find below an illustrated example based on a cohort of 18 learners (cohort size will be agreed by the college prior to a course starting).

	£££	%
Total Funding Per Learner	**£5,421.00**	**100**
College Management Fee	£2,186.00	40.32
Trainer	£500.00	9.22
EAL Registration Cost	£100.00	1.84
College Total	**£2,797.00**	51.38
IQA	£133.33	2.46
Plant & Tools	£225.00	4.15
Track Access	£55.55	1.23
Network Rail PPE	£110.00	2.03
Network Rail Medicals	£175.00	3.23
Network Rail E-Learning	£75.00	1.38
Sponsorship	£150.00	2.76
Network Rail SCT	£750.00	13.84
RFN Management Fee	£950.00	17.52
RFN Total	**£2,623.88**	48.60
Total	**£5,421.00**	

Note 2: The candidate must successfully complete the Network Rail Sentinel Registration (Sponsorship), PTS e-learning, Network Rail Medical plus Drug & Alcohol screening in order to be booked onto the Network Rail Safety Critical Training

Invoicing Schedule - Level 2

Week 1:

IQA (Internal Quality Assurance)

IQA costs cover all IQA standards and procedures. This involves understanding the quality assurance protocols within the workplace, covering both the theoretical framework and practical applications, ensuring all operations meet industry standards.

Plant and Tools

Familiarisation with the various machinery, equipment, and tools that will be used in daily operations. This includes learning how to safely handle, maintain, and operate the plant and tools required for the job. Rail Futures Network Ltd will provide the tools and equipment necessary for the college course and if required, provide a container on site for the tools to be stored in.

Track Access

Track access is a fixed cost for each cohort and will allow the candidates to gain access to a track to familiarise themselves with the environment they will be working in. Rail Futures Network Ltd book this track access with a nearby track to the college.

Personal Protective Equipment (PPE)

A PPE form will be filled out by each learner on the course detailing all sizes they require for each item of PPE that is provided through Rail Futures Network Ltd. We order this from a Network Rail RISQS approved supplier and get this directly delivered to the college in time for their first week of on track practical training.

Week 2:

80% Management Fee

This is where the college will be invoiced for 80% of the management fee based on how many learners are attending the second week of the course. This will be invoiced once a class list is received from the college to confirm how many learners are attending in the second week of the course.

Sentinel Registration

Completing registration for the Sentinel system, which is a database for workers in the rail industry. This ensures that workers are certified, trackable, and able to access work sites according to their qualifications and roles. The invoice is based on how many learners are attending the course in week two

E-Learning

Network Rail PTS E-learning will be issued to the learners. The invoice is based on how many learners are attending the course in week two.

Week 4:

Medicals

This invoice is based on how many learners are attending the course in week four undergoing medical assessments to ensure fitness for work. This will include physical exams such as vision and hearing assessments, drug and alcohol testing and assessments of mental health and fitness. This ensures all workers meet the necessary Network Rail standards for work.

Week 5:

Safety Critical Training

A fixed fee for a maximum cohort of 12 learners who will undertake their Safety Critical Training in order to gain the competencies required to access and work on Network Rail controlled infrastructure including where appropriate, access to areas with 3rd Rail DCCR lines and access to Overhead Line Construction sites.

Week 6:

20% Management Fee

This is where the college will be invoiced for 20% of the management fee based on how many learners are attending the final week of the course. This will be invoiced once a class list is received from the college to confirm how many learners are attending.

Invoicing Schedule - Level 3

Week 1:

IQA (Internal Quality Assurance)

IQA costs cover all IQA standards and procedures. This involves understanding the quality assurance protocols within the workplace, covering both the theoretical framework and practical applications, ensuring all operations meet industry standards.

Plant and Tools

Familiarisation with the various machinery, equipment, and tools that will be used in daily operations. This includes learning how to safely handle, maintain, and operate the plant and tools required for the job. Rail Futures Network Ltd will provide the tools and equipment necessary for the college course and if required, provide a container on site for the tools to be stored in.

Track Access

Track access is a fixed cost for each cohort and will allow the candidates to gain access to a track to familiarise themselves with the environment they will be working in. Rail Futures book this track access with a nearby track to the college.

Week 2:

80% Management Fee

This is where the college will be invoiced for 80% of the partnership fee based on how many learners are attending the second week of the course. This will be invoiced once a class list is received from the college to confirm how many learners are attending in the second week of the course

Week 4:

Sentinel Registration

Completing registration for the Sentinel system, which is a database for workers in the rail industry. This ensures that workers are certified, trackable, and able to access work sites according to their qualifications and roles. The invoice is based on how many learners are attending the course in week two.

E-Learning

Network Rail PTS E-learning will be issued to the learners. The invoice is based on how many learners are attending the course in week two.

Week 7:

Personal Protective Equipment (PPE)

A PPE form will be filled out by each learner on the course detailing all sizes they require for each item of PPE that is provided through Rail Futures Network Ltd. We order this from a Network Rail RISQS approved supplier and get this directly delivered to the college in time for their first week of on track practical training.

Week 10:

Medicals

This invoice is based on how many learners are attending the course in week four undergoing medical assessments to ensure fitness for work. This will include physical exams such as vision and hearing assessments, drug and alcohol testing and assessments of mental health and fitness. This ensures all workers meet the necessary Network Rail standards for work.

Week 14:

Safety Critical Training

A fixed fee for a maximum cohort of 12 learners who will undertake their Safety Critical Training in order to gain the competencies required to access and work on Network Rail controlled infrastructure including where appropriate, access to areas with 3rd Rail DCCR lines and access to Overhead Line Construction sites.

Week 15:

20% Partnership

This is where the college will be invoiced for 20% of the partnership fee based on how many learners are attending the final week of the course. This will be invoiced once a class list is received from the college to confirm how many learners are attending.

SUPPLY AGREEMENT

This Supply Agreement (the "Agreement") is effective from 1 August 2025 until 31 July 2026

BETWEEN: **The Rail Futures Network Limited of Mistral House, Kingfisher Way, Silverlink Business Park, Wallsend, NE28 9NX** (the "Supplier")

AND: **West Thames College** (the "Purchaser")

INTRODUCTION AND RECITALS

WHEREAS:

A The Supplier will supply specialist support services, consultancy, equipment and goods (the "product").

B The Supplier for the price and subject to the terms and conditions contained herein is prepared to sell and deliver to the Purchaser the services, goods and equipment as outlined in Schedule A to this agreement, on an ongoing basis and the Purchaser is prepared to buy on this basis from the Supplier the Purchaser's product requirements.

IT IS AGREED AS FOLLOWS:

1. The Supplier's Responsibilities

1.1 To advise where appropriate any initial curriculum design, development of learning materials and Awarding Body approval requirements.

1.2 To identify suitable specialist rail engineering trainers and internal verifiers, matching CVs to the Purchaser's vacancies.

1.3 To support the Purchaser's rail engineering provision through advertising, promotional activities, and engagement with intermediary organisations such as Job Centre Plus to ensure a minimum viable learner cohort of 18 is achieved for each course.

1.4 To support and co-ordinate specialist educational visits (track access) for the Purchaser's rail engineering programmes including sourcing, approving, and managing a suitable practical venue at the prices set out in Schedule A.

1.5 To supply specialist industry resources, plant, tools and equipment at the prices set out in Schedule A.

1.6 To support and co-ordinate the booking of specialist industry requirements (medicals, PTS TIC) out with the fundable training delivered by the Purchaser.

2. Fees and Invoicing

2.1 In consideration of the provision of the services, goods and equipment the Purchaser shall pay to the Supplier such amounts, and in accordance with the procedures, as are set out in Schedule A hereto. The said amounts are inclusive of Value Added Tax, which shall be charged and paid unless otherwise agreed at rates then current.

2.2 The Parties agree that services, goods and equipment shall be on a fixed price basis and will not be subject to any adjustment for any increases or decreases in costs other than as determined in accordance with this Agreement.

2.3 The Supplier shall submit to the Purchaser an invoice for all payments due. The Purchaser will pay in full correct invoices 30 days from the date that the invoice is issued.

2.4 The Partner Management Fee shall be invoiced 80% following candidate enrolment (week 2) and 20% at week 6, upon a register from the college. The Supplier will charge for 24 candidates if the Purchaser has not notified the actual candidate numbers by the end of week 1. Note that if a learner completes but fails the qualification then the final 20% Partner Management Fee will still be charged.

2.5 The Purchaser shall order consumables at the agreed price from the Supplier at a timing set out in Schedule B. The Supplier shall invoice the Purchaser once consumables have been supplied.

2.6 The Supplier reserves the right to charge interest on invoiced amounts overdue at the statutory rate as prescribed pursuant to Section 6 of the Late Payment of Commercial Debts (Interest) Act 1998 as amended from time to time (and as may be calculated using the calculator on the website: **www.payontime.co.uk**).

2.7 The Purchaser shall provide a venue for the programme delivery and when required, for the Safety Critical delivery. If the Purchaser cannot provide a classroom facility, then the Supplier will source a suitable venue at the Purchaser's cost.

3. Termination

3.1 This Agreement shall become effective from 1 August 2025 and shall continue until 31 July 2026 unless earlier terminated by agreement of the parties to this Agreement. Upon termination of this Agreement in accordance with this Section 3.1, all rights and obligations under this Agreement shall cease except for (i) obligations that expressly survive termination of this Agreement, (ii) liabilities and obligations that have accrued prior to such termination, including the obligation to pay any amounts that have become due and payable prior to such termination, and (iii) the obligation of the Purchaser is to pay any portion of the services, goods and equipment fee that has accrued prior to such termination, even if such portion has not become due and payable at the time of termination.

3.2 Either party shall be entitled to terminate this Agreement.

3.2.1 If either party breach any term of this Agreement, including terms as to payment and fail to remedy such breaches within 7 days after notice has been given to the other party requiring remedy; or

3.2.2 any action, application or proceeding be taken in respect of either party for (i) a voluntary arrangement or composition or reconstruction of its debts; (ii) the presentation of an administration petition; (iii) its winding-up or dissolution; (iv) the appointment of a liquidator, receiver or similar officer or (v) any similar action, application or proceeding in any jurisdiction to which it is subject or if it is unable to pay its debts as they fall due.

4. Confidentiality

4.1 Neither party shall, either during this agreement or at any time thereafter, for whatever reason divulge or communicate to any person or persons, except in the proper performance of its responsibilities under this Agreement, or with the other party's consent, any confidential information relating to the businesses of the other party or its subsidiaries or associates or related parties which may have been disclosed to the other or which may otherwise have come to its attention including, without limitation, any confidential information relating to: -

4.1.1 Lists and details of customers and potential customers of or suppliers and potential suppliers to any of those businesses;

4.1.2 Processes or methods used or to be used in any of those businesses;

4.1.3 Goods or services sold or supplied or proposed to be sold or supplied by any of those businesses, pricing policies and terms of business;

4.1.4 Any business method or computer software used in any of those businesses;

4.1.5 Business development plans and future product ideas of any of those businesses; and management accounts;

4.1.6 Fees charged by the parties.

5**. Waiver**
5.1 Failure of either party to insist upon the strict performance of any provision of this Agreement to which it is entitled hereunder shall not constitute a waiver thereof and shall not cause a diminution of the responsibilities under this Agreement.

6. Relationship
6.1 The relationship between the parties is one of independence. No party is an agent for another and no party has any authority to make any contract whether expressly or by implication in the name of another party without the other party's prior written consent

7. Duration of This Agreement
7.1 This Agreement shall become effective from 1 August 2025 and shall continue until 31 July 2026.

7.2 The Supplier and the Purchaser will hold quarterly review meetings throughout the duration of this Agreement to discuss performance and agree any necessary changes.

8. Trademark Rights
8.1 The Supplier is the sole and exclusive owner to all right, title and interest in Rail Futures Network LTD or any other trademarks associated with the company which the Supplier may utilize in performing the services herein.

9. Indemnity & Insurance
9.1 The Supplier agrees to indemnify the Purchaser in respect of a direct or indirect breach or negligent performance or failure in performance of the terms of this Agreement.

9.2 At all times during the continuance of this Agreement, the Supplier shall maintain the following insurance policies with a reputable insurer approved by the Purchaser against such risks as are usual and appropriate and with a minimum cover per claim of £10,000,000 (ten million pounds): 1) Public Liability and 2) Employers Liability.

10. Intellectual Property Rights
10.1 Each Party acknowledges and agrees that as between them the Background Intellectual Property of each Party belongs to the relevant Party and nothing in this Agreement shall affect the ownership of any Background Intellectual Property belonging.

11. General

11.1. If any provision, clause or part-clause of this Agreement is held to be invalid, void, illegal or otherwise unenforceable by any judicial body, the remaining provisions of this Agreement shall remain in full force and effect to the extent permitted by law.

11.2. No provision of this Agreement shall be enforceable by any person who is not a party to it pursuant to the Contract (Rights of Third Parties) Act 1999.

12. Governing Law and Jurisdiction

12.1. This Agreement shall be construed in accordance with the laws of England and Wales and all disputes, claims or proceedings between the parties relating to the validity, construction or performance of this Agreement shall be subject to the exclusive jurisdiction of the courts of England and Wales.

Confirmation of Agreement	
Supplier's Signature	
Print Name	Lyanne Patterson
Role	Managing Director
For and on behalf of Rail Futures Network Limited	
Date	10.11.2025

Purchaser's Signature	
Print Name	
Role	
For and behalf of West Thames College	
Date	

Contact Us

Recruitment

Contact Number: 0191 300 1582 (Option 1)
Email: recruitment@railfutures.co.uk

Operations

Contact Number: 0191 300 1582 (Option 2)
Email: support@railfutures.co.uk

Internal Quality Assurer

Name: Paul Gilby
Contact Number: 07846593051
Email: paul.gilby@railfutures.co.uk

Accounts (Credit Control & Account Queries)

Contact Number: accounts@railfutures.co.uk
Email: 0191 300 1582 (Option 2)

Out of hours

Name: Lyanne Patterson
Contact Number: 07903949514
Email: Lyanne.Patterson@railfutures.co.uk