

Creative Process Digital · Schedule 4 to the Employer Agreement · for the government AI units

Programme Completion Sign-Off

Schedule 4 text of 24 September 2026 · Document ID CSO-8E71-MER-0143

Tom Price · AI Leadership Units · January 2027 course

Employer	Meridian Care Ltd
Learner	Tom Price
Programme	AI Leadership Units, 7 January 2027 to 29 April 2027
Guided learning hours	94½ of 90 (78½ from coursework, 16 from eight live sessions)
Skills Test	Four pieces accepted; every multiple-choice test passed

In order to complete the Programme and gain the Unit certificates the following must occur.

1. Creative Process Digital confirms

- The Learner has completed all training as documented in the Training Plan.
- The Learner has sat the Skills Test and achieved a passing standard.
- All planned guided learning hours have been delivered.

2. The Learner confirms

- I have undertaken all training as detailed in the Training Plan.
- I have completed the Skills Test.
- I have acquired the new knowledge and skills detailed in the Training Plan.

3. The Employer validates

- The Training Plan has been delivered in full.
- The Learner has passed the Skills Test.
- The Learner has acquired the new knowledge and skills required to apply in their job role.

This sign-off is the final step and releases the Unit certificates.

1. Creative Process Digital confirms

Natalie

Signed electronically by Natalie · 25 February 2027, 17:02 GMT · Signature ID SIG-N4T1-64TP

Print name: Natalie · Position / title: Account manager

Date: 25 February 2027

2. The Learner confirms

Tom Price

Signed electronically by Tom Price · 25 February 2027, 15:20 GMT · Signature ID SIG-T7P1-28MB

Print name: Tom Price · Position / title: Rota Manager

Date: 25 February 2027

3. The Employer validates

Helen Ward

Signed electronically by Helen Ward · 1 March 2027, 09:52 GMT · Signature ID SIG-H3W9-78RG

Print name: Helen Ward · Position / title: Operations Director

Email address: helen.ward@meridiancare.example · Telephone number: 0161 496 0789

Date: 1 March 2027

Certificate of signing

Document	Programme Completion Sign-Off · Schedule 4 text of 24 September 2026
Document ID	CSO-8E71-MER-0143
Pages	1, plus this certificate
Signer	Helen Ward · helen.ward@meridiancare.example
Role and organisation	Operations Director, Meridian Care Ltd
Signed at	1 March 2027, 09:52 GMT (Europe/London)
Signature ID	SIG-H3W9-78RG
IP address	recorded
Identity	Signed in with a six-digit code sent to helen.ward@meridiancare.example
Consent to electronic signing	Given 1 March 2027, 09:51 GMT
Document hash (SHA-256)	recorded
Countersignature	Natalie, Creative Process Digital · 25 February 2027, 17:02 GMT · SIG-N4T1-64TP