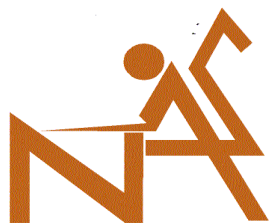




PROSPECTIVE EMPLOYER (Guidelines)



APPRENTICESHIP SCHEME

What is the Apprenticeship Scheme (AS)?

This scheme enables prospective apprentices to learn a trade by getting trained on-the-job while simultaneously acquiring relevant theoretical knowledge.

The MITD offers three modes of Apprenticeship Training as follows:

a) Dual Apprenticeship Training

Under the Dual Mode Apprenticeship, the trainees spend 4/5 days a week in an enterprise and a minimum of 1 day at one of the MITD training centres. In industry, they are provided with on-the-job training as per the requirements of the curriculum of the trade. Simultaneously, the training centre dispenses the theory aspect. The practical and theoretical modules prepare the trainees to sit for final examination at a given level of the National Trade Certificate (NTC) / National Certificate (NC).

b) In-House Apprenticeship Training

The employer undertakes to provide both theoretical and practical training for a trade offered at national level leading to the NTC/NC levels 2, 3 & 4.

c) Tailor-made Apprenticeship Training

As the name implies, the above is geared to meet the specific training needs of any given enterprise based on a specifically designed curriculum.

Who are the prospective employers?

- Private Sector Enterprises
- Para-statal Bodies
- Government institutions / Public Sector

What is the profile of an apprentice?

To become an 'apprentice', a person needs to:

- Be at least 16/17/18 years old (depending on the sector)
- Hold at least a Form III Form IV (depending in the sector) or possess equivalent qualifications acceptable to the MITD.
- Find an enterprise willing to offer him/her employment (under contract) as an apprentice.

To find an employer, a prospective apprentice can:

- Liaise with the MITD. The latter may facilitate his/her placement.
- Contact enterprises on his/her own.
- Read advertisement in the newspapers to check for apprenticeship places.

How is training organized?

The training is of one or two-year duration (depending on the trade) the apprentice will:

- undergo practical on-the-job training as per approved curriculum at the employer's place of work under the supervision of experienced personnel (four/five days per week).
- undergo theory training in an MITD Training Centre (one/two days per week).
- have to sit for examination at National Certificate (NC) Level 3 (both theory and practical)

Why employ apprentices?

A well trained employee is one of your valuable assets and a key factor in the success of your business.

- Recruiting apprentices is one way of developing a well-trained labour force.
- Apprentices contribute towards enhanced productivity of the enterprise.

- Skills of existing employees are enhanced while training apprentices
- Recruitment of competent employees from amongst apprentices renders the exercise more efficient and effective.
- Recruiting apprentices reflects the social responsibility of the enterprise.

What does employing an apprentice involve?

An apprentice combines work with training to learn a trade. You can employ an apprentice in a designated trade, under the apprenticeship scheme, which suits your business.

After you and your prospective apprentice have agreed on the particular trade in which she/he is going to be trained, both parties sign a Deed of Apprenticeship Contract. Under the terms of the contract, you are expected to:

- Prepare and deliver relevant training, in the chosen trade that will provide the apprentice with the skills to perform at your workplace.
- Provide appropriate supervision while the apprentice is at work
- Make sure your apprentice keeps a record (logbook) of on-the-job training being dispensed to him/her.
- Pay the apprentice the appropriate monthly allowance.
- Release your apprentice to follow centre-based learning at an MITD Training Centre (applicable to dual mode of apprenticeship only)
- Abide by the provisions of IVT Regulations 1994, supplemented by MITD Act of 2009, concerning the Apprenticeship Scheme.



Am I eligible to employ an apprentice?

An MITD Official will visit your workplace and carry out an assessment of your resources, prior to your registration as an approved employer under the IVT Act of 1994 supplemented by the MITD Act of 2009

Where do I find an apprentice?

To employ an apprentice, you may:

- Contact the MITD. We, regularly advise school leavers who wish to enroll as apprentices.
- Enroll your newly recruited employee as apprentice, if he/she is eligible.
- Recruit apprentices of your own.

At a Glance

- An apprentice is recruited and trained for one/two years or for any predetermined period.
- Apprenticeship may involve training both at the employer's workplace and at an MITD Training Centre.
- You provide on-the-job training and supervision at your workplace.
- Centre-based learning is provided at an MITD Training Centre.
- We can support you in the design and implementation of tailor-made apprenticeship training.
- We can facilitate your in-house apprenticeship training.



For further information

Contact the:-

La Tour Koenig Training Centre
Tel: 234-1313/ Fax: 234-0753

Le Chou Multi-Purpose Training Centre
Tel: 831-5256/4481/ Fax: 831 5561

Mahebourg Training Centre
Tel: 631-3572/ 631-8664/ Fax: 631-5547

Prof B.S Upadhyaya Training Centre
Tel: 264-2525/ 8107/ Fax: 264-1595

Sir Kher Jagatsingh Training Centre
Tel: 467-7733/ (4542104/ 1058/ 4660361)
Fax: 454-8272

Sir Rampersad Neerunjun Training Complex – East Wing
Tel: 404-7200/ Fax: 466-1884

Surinam Training Centre
Tel: 625-6043/ 8065/ Fax: 625-7039

Knowledge Based Training Centre
Tel: 206-1800/ 01/ Fax: 216-8695

Ecole Hotelière Sir Gaëtan Duval
Tel: 4047200/ Fax: 465-8564/8835

New Bel Air Training Centre
Tel: 419-6395/ Fax: 419-8150

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