



## HUMAN RESOURCE DEVELOPMENT COUNCIL

Date: ...../...../.....

Dear Mr/Ms/Mrs .....

### **OFFER OF TRAINEESHIP UNDER NSDP (FOR TRAINEES)**

Further to your registration to participate in the National Skills Development Programme (NSDP), we are pleased to confirm your participation in the .....training, which will consist of a training and a placement component.

The NSDP will be run under the following terms and conditions which will also govern your participation in the course:

1. **Training.** The HRDC, under NSDP, offers you a training in ..... which will be for a duration of..... at the .....(hereinafter referred to as 'Training Institution') inclusive of placement in selected Host Enterprises (hereinafter referred to as 'Host Enterprise').
2. **Employment.** You should be unemployed at the time of registration on the NSDP database and also during the whole duration of the NSDP training and placement.
3. **Training dates.** The training will start on .....and will end on .....

4. **Induction Programme.** You shall attend any induction programme as may be organised by the HRDC/Training Institution/Host Enterprise/industry association.
5. **Stipend and Travelling Allowance.** (a) Subject to part (b) below, you will be paid a monthly stipend of Rs 5,000 plus a fixed monthly travelling allowance of Rs 1,000 during the training and placement.  
  
(b) The stipend and travelling would be paid on pro-rata basis based on attendance to the training.  
  
(c) You shall provide details of the bank account to which the stipend and travelling allowance should be paid.
6. **Insurance.** You will be provided with an insurance cover for the duration of the course and placement.
7. **Attendance.** (a) You shall attend the course inclusive of placement as per the time table set by Training Institution. You shall be present and punctual for both training and placement.  
  
(b) You shall attend any meeting which is convened by the Training Institution, the Host Enterprise or the HRDC or any such other organisation concerned with the NSDP.  
  
(c) You shall fill in the attendance register at the Training Provider and the Host Enterprise as appropriate.
8. **Coursework.** You are required to take all the course assessments and examinations (as applicable) and satisfy placement requirements at the Host Enterprise (e.g. portfolios, log books, evaluation etc...)
9. **Absence.** (a) You shall inform both the Host Enterprise and the Training Institution as soon as possible if you are unable to attend training or placement on a specific day.

(b) Any non-authorised or unjustified absence of up to 4 consecutive days for training/placement may be considered as a drop out and a termination on your part.

(c) Where you need to attend the scheduled exams and other relevant extra-curricular activities (depending on the schedule of the placement), you shall produce a copy of any time table or of any scheduled exams and give one week prior notice to the Training Institution or the Host Enterprise as applicable.

10. **Dress code.** You shall dress appropriately for “training” and the “workplace” as instructed by the Host Enterprise/Training Institution.

11. **Safety.** (a) You shall fulfil the rules on operation, safety and occupational hazard prevention of the Host Enterprise/Training Institution.

(b) You shall take reasonable care of your own health, safety and welfare and that of anyone else who may be affected by your actions or omissions.

(c) You shall promptly inform the Host Enterprise/Training Institution of any accident, injury or incident that may occur.

12. **Confidentiality.** (a) You shall treat all data and information at the Host Enterprise as confidential and not disclose such information to another person.

(b) Any publication and/or use of the work carried out during the training placement shall be carried out upon the expressed authorisation of the Host Enterprise.

13. **Discipline.** (a) You shall abide by the rules and regulations of the Training Institution and the Host Enterprise.

(b) A lack of discipline or any other misconduct committed by you during the training/placement may lead to the termination of your training/placement by the Training Institution /Host Enterprise/industry association/HRDC.

- (c) You will not be eligible for any other Government training schemes if you drop out from the training/placement without any valid reason.
- (d) You are not allowed to swap between training courses/placement within the NSDP.
14. **Termination.** (a) In the event that you fail to abide by the terms and conditions of this offer, the HRDC is legally entitled to terminate your training and/or placement forthwith without any legal formality.
- (b) If you terminate the training and/or placement before its end or if you fail to follow the training and/or placement in accordance with the terms and conditions laid down in this letter, the HRDC shall cease all payments under the training agreement.
- (c) In case of termination due to "force majeure", i.e. an unforeseeable exceptional situation or event beyond our or your control and not attributable to error or negligence on our or your part, you shall receive for pro-rata payment in respect of satisfactory attendance.
- (d) In case the Training Institution or the Host Enterprise ceases its activities, the training agreement will come to an end and you shall receive for pro-rata payment in respect of satisfactory attendance
15. **Monitoring.** You shall collaborate during the monitoring exercises effected by the Ministry of Labour Industrial Relations, Employment and Training and agencies such as the Mauritius Qualifications Authority (MQA)/Tertiary Education Commission (TEC) and the HRDC.
16. **Placement not to be considered as employment.** During your placement you shall be a trainee and shall not be a worker under a contract of employment as defined in the Employment Rights Act.

**Please indicate your acceptance of the training course and placement offered in this letter and the above terms and conditions by signing below the original letter of offer and returning it to the HRDC.**

Yours sincerely,

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Seal of HRDC

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Mr R K S Seechurn  
Research and Development Coordinator  
For Director

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I, .....have taken cognizance of the above offer, and have fully understood its contents, purpose and implications. I hereby sign my acceptance of the terms and conditions specified therein and undertake to abide by them.

.....

Signature of Trainee

Date: ...../...../.....

.....

Signature of Responsible Party

*(where the Trainee is under 18 years of age)*

Date: ...../...../.....

Details of the bank account where stipend (including travelling) is to be paid:

Name of Account Holder : .....

Name and Address of Bank : .....

.....

Account Number : .....

**Note:**

**Please keep the 2<sup>nd</sup> original of the letter of offer for your records.**

**PARTICULARS OF TRAINEE**

<b>SURNAME</b>	
<b>OTHER NAMES</b>	
<b>COURSE TITLE</b>	
<b>TRAINING INSTITUTION</b>	
<b>HOST ENTERPRISE FOR PLACEMENT</b>	

<b>NIC NUMBER</b> (WHERE TRAINEE IS UNDER 18 YEARS, THE NIC NUMBER OF THE RESPONSIBLE PARTY)	
<b>ADDRESS</b>	
<b>TEL (HOME)</b>	
<b>TEL (MOBILE)</b>	
<b>EMAIL</b>	
<b>NAME OF RESPONSIBLE PARTY</b>	
<b>RELATIONSHIP WITH THE TRAINEE</b> FATHER/MOTHER/LEGAL GUARDIAN	
<b>ADDRESS OF RESPONSIBLE PARTY</b>	
<b>TEL OF RESPONSIBLE PARTY</b>	