



Republic of Mauritius

**Ministry of Labour, Industrial Relations,
Employment and Training**



Guidelines

July 2018

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1.0 DEFINITION

The Dual Training Programme (DTP) is a mix of practical on-the-job training and classroom studies, implemented by the Ministry of Labour, Industrial Relations, Employment and Training (MLIRET) in collaboration with the Human Resource Development Council (HRDC) and the Skills Working Group (SWG).

2.0 OBJECTIVE

The main objective of the DTP is to address the problem of skills mismatch in the labour market and to ensure the availability of skilled manpower for employers

3.0 OPERATION OF DTP

The operationalization of the programme requires the close collaboration of Employer /Industry Association with Tertiary Institution to design, develop and deliver Diploma/Degree courses of up to three year duration on a dual basis, which will satisfy the accreditation criteria of Tertiary Education Commission (TEC)/Mauritius Qualifications Authority (MQA).

For Diploma and Degree level courses under the Dual Training Programme, the ratio of time spent in industry and with Tertiary Institution may vary depending on the course. It could be of block release and of a ratio of 60% in industry and 40% with Tertiary Institution or vice versa.

3.1 Modus Operandi

Agreement:-Employers, who have a minimum of one year of operation, shall enter into an agreement with the MLIRET with a view to select, recruit and sponsor unemployed Mauritians under the DTP that shall meet their immediate needs with their respective diploma or degree programmes on offer being duly recognized locally. Unemployed Mauritians shall be recruited from www.mauritiusjobs.mu or directly by employers, who shall then ensure that the unemployed Mauritians are forthwith registered on www.mauritiusjobs.mu.

Selection of Courses:-DTP courses shall be selected and designed on a sectoral basis. Employer/ Tertiary Institutions shall together design and develop Diploma/Degree courses to

be offered on a dual basis, which shall satisfy the accreditation criteria of the Tertiary Education Commission (TEC)/Mauritius Qualifications Authority (MQA), where necessary.

Delivery of courses:-DTP courses shall be delivered in both industry and Tertiary Institutions. During the design, the number of weeks to be spent respectively in industry and tertiary institutions shall be defined clearly. The structure and contents of the entire course shall have to be spelt out together with the necessary prerequisites for admission of the unemployed onto the course as well as the weightage of each component (Industry and Tertiary Education Institution) in the marking scheme.

Course approval and accreditation:-These DTP courses shall then be approved and accredited by the Tertiary Education Commission/Mauritius Qualifications Authority (TEC/MQA), where necessary before being offered.

4.0 RESPONSIBILITY OF THE SKILLS WORKING GROUP (SWG)

The Skills Working Group under the MLIRET shall among others, oversee and manage the DTP.

It inter alia shall:-

- approve the DTP application
- be responsible for the implementation and monitoring of the DTP
- facilitate the design and delivery of DTP
- enquire into any matter relating to the implementation and smooth running of the DTP and
- take appropriate decisions and measures related to issues encountered under the DTP (fraud, drop out cases among others)
- facilitate necessary training to the mentor to be identified by the employer to supervise the trainee

5.0 RESPONSIBILITY OF EMPLOYER

- i. The Employer shall register on www.mauritiusjobs.mu and complete the DTP application form accordingly.
- ii. The employer shall, together with Tertiary Institutions duly registered with TEC/MQA identify, design and develop a course under the DTP.
- iii. The employer shall obtain from the Tertiary Institution a copy of the institution's registration with TEC and a copy of course accreditation with TEC/MQA.
- iv. The Employer shall select such number of unemployed Mauritian who
 - Is registered on www.mauritiusjobs.mu
 - Is not registered on www.mauritiusjobs.mu provided he has not been working for a period of at least 30 days (in which case, upon recruitment, the Employer shall ensure that the unemployed Mauritian completes his registration).
 - Is not subject to any possible conflict of interest (parental/personal relations or ex-employees);
 - Has not previously benefitted from any training/placement programme offered by the Government for a period of more than 6 months.
- v. The employer shall submit the following documents:-
 - a) The signed agreement between the Employer and the MLIRET. This agreement stipulates all the conditions governing the participation of the Employer under the DTP;
 - b) Brief on Company describing the nature of business, the current labour force and the number of trainees the company intends to recruit;
 - c) Details of Trainees;
 - d) Copy of Letter of Offer duly signed by Employer to Trainee(s) wherein all conditions of the training and classroom studies on a DTP programme are spelt out clearly.
- vi. The Employer shall pay a monthly stipend of Rs 6,000 to a trainee(s) enrolled on DTP courses for a period not exceeding 3 years. The said stipend would be fully refunded by the HRDC.
- vii. The Employer shall sponsor 50% of the course fees and the remaining 50% or Rs. 50,000, whichever the lesser, shall be refunded by the HRDC, per year per trainee.

- viii. The Employer may also sponsor his existing employees under the levy grant system. No stipend will be paid to the existing employees enrolled under the DTP as they are already in employment and drawing a salary.
- ix. The Employer shall claim refunds from the HRDC in such form and manner as the MLIRET may determine as per section 15.
- x. The Employer shall identify appropriate mentor/s to supervise the trainee(s) during the workplace phase. In addition, the Employer shall release the Mentors for necessary training as per section 4.
- xi. The Employer shall release the trainee(s) to attend scheduled courses, exams, relevant extra-curricular activities, in which case the trainee(s) shall have given one week's prior notice of the activity to the Employer.
- xii. The Employer shall keep a record of attendance of the trainee(s) enrolled under DTP at the workplace.
- xiii. The Employer shall collaborate during the monitoring exercises and surprise visits that will be carried out by the MLIRET.
- xiv. The Employer shall participate in any survey conducted by the MLIRET.
- xv. The Employer shall ensure that the trainee(s) work under supervision and that the relevant tools, equipment and other facilities are made available to them.
- xvi. The Employer shall arrange for an insurance cover for the trainee (s).
- xvii. The Employer shall not be benefitting from any other financial contributions from other institutions for the payment of stipends and training costs in relation to the recruitment of the unemployed Mauritian.

- xviii. The Employer shall not later than 15 days from the date of termination of placement of an unemployed Mauritian, notify in writing the MLIRET, of the event and the reasons thereof.
- xix. The Employer shall make available, on demand by the MLIRET, any record, document or information for the purposes of ensuring the implementation of the DTP.
- xx. The Employer shall report to MLIRET any difficulty encountered regarding the programme.
- xxi. The Employer shall request the Tertiary Institution a report on the trainee(s) after completion of each semester, a copy of which is to be submitted to MLIRET.
- xxii. The Employer shall inform both the MLIRET and the Tertiary Institution concerned of any drop out or termination of placement of the trainee(s).
- xxiii. The Employer shall on successful completion of the training programme by the trainee and provided that the trainee fulfills the requirements for the job, recruit the trainee in his enterprise.
- xxiv. Any breach of any of the terms of the Agreement signed between MLIRET and the Employer may result in the termination of the Agreement and the disqualification of the Employer from further participating in the DTP and the Employer may be subject to legal proceedings as a result of the breach of any terms of the Agreement.

6.0 RESPONSIBILITY OF TRAINEE

The trainee shall:

- Satisfy the prerequisites for the course entry requirements;
- Be present and punctual at both the tertiary institution and the workplace;
- Ensure that he understands the contents of any documents before signing of same;

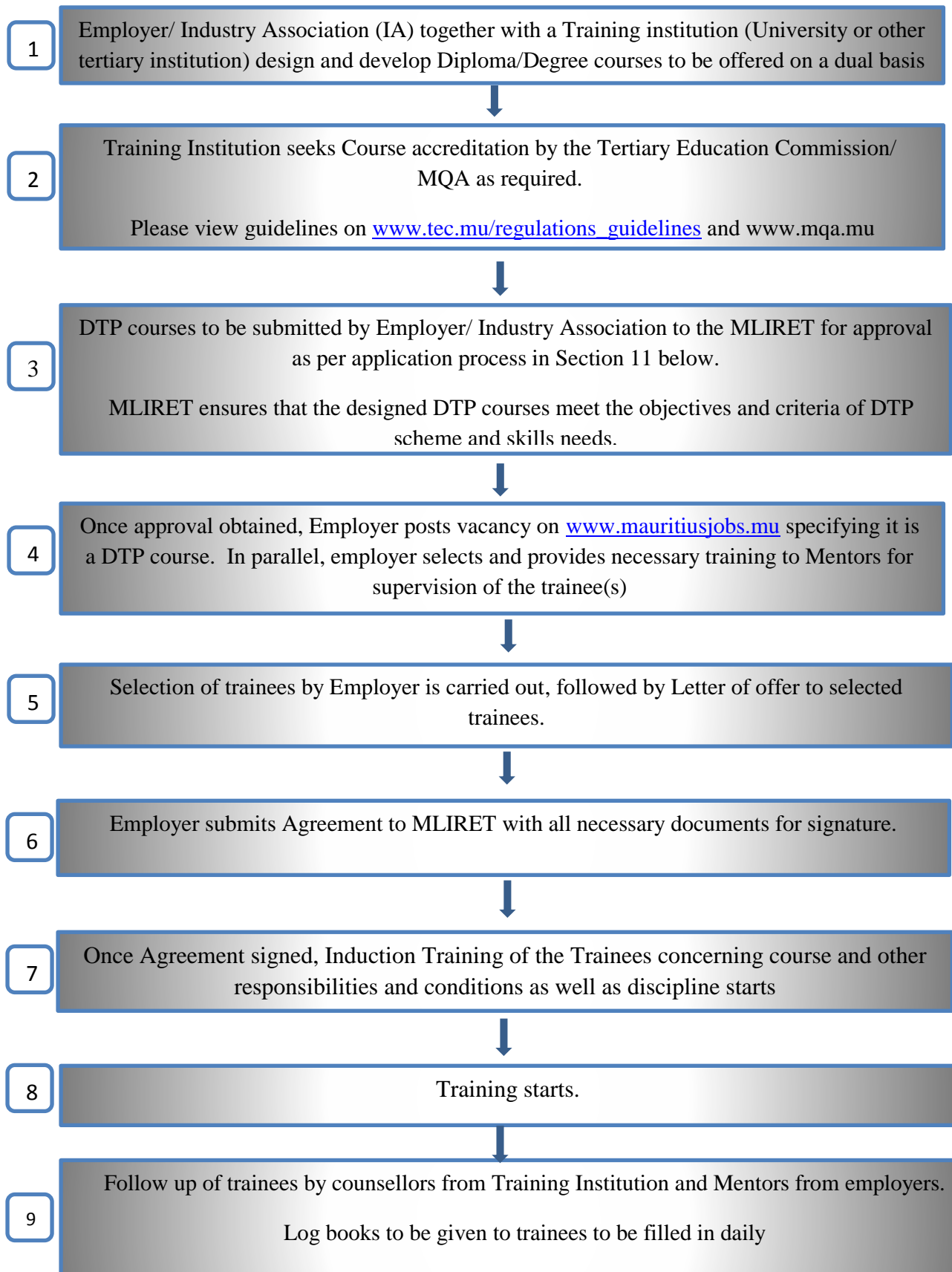
- Abide by the regulations at the workplace;
- Fill in his logbook regularly and get it signed by the Mentor at the workplace;
- Take all the course assessments at both the tertiary institution and the workplace;
- Shall collaborate during the monitoring exercises and surprise visits that will be carried out by the MLIRET; and
- shall give one week's prior notice to the Employer to attend scheduled courses, exams and relevant extra-curricular activities.

7.0 RESPONSIBILITY OF THE TERTIARY INSTITUTION

The Tertiary Institution:

- shall provide the employer with a copy of the institution registration with TEC/MQA and a copy of course accreditation with MQA/TEC where applicable;
- shall ensure that the courses under DTP are accredited by the TEC/MQA where necessary;
- shall ensure that courses under DTP are being implemented as per approved structure and schedule;
- shall be responsible for the conduct of the examinations as well as any assessment of the diploma/degree courses under the DTP and the award of the qualifications;
- shall inform the employer of any problem encountered with a student, for example absenteeism, misconduct,
- shall provide a report, including attendance, for each student enrolled under the DTP to the respective Employer after completion of each semester.

8.0 STEP BY STEP IMPLEMENTATION OF A COURSE UNDER THE DUAL TRAINING PROGRAMME



9.0 CRITERIA REQUIRED UNDER DTP

Employer(s)	Courses	Trainee(s)
<ul style="list-style-type: none"> • Duly registered Private Companies (SME or large) • Duly registered Industry Associations • In operation for a minimum of one year 	<ul style="list-style-type: none"> • Diploma or Degree course • Maximum duration of three years • On a dual basis, that is, both in industry and in a TEC/MQA recognised Tertiary Institution • Award course • Accredited by the TEC or MQA 	<ul style="list-style-type: none"> • Shall be registered on www.mauritiusjobs.mu. • Has remained unemployed for a period of at least 30 days before the placement. • Shall satisfy the prerequisites of the course as specified by the Employer/Awarding Body. • Is not subject to any possible conflict of interest (parental/personal relations or ex-employees) • Should not have benefitted from any other placement/training schemes for more than 6 months.

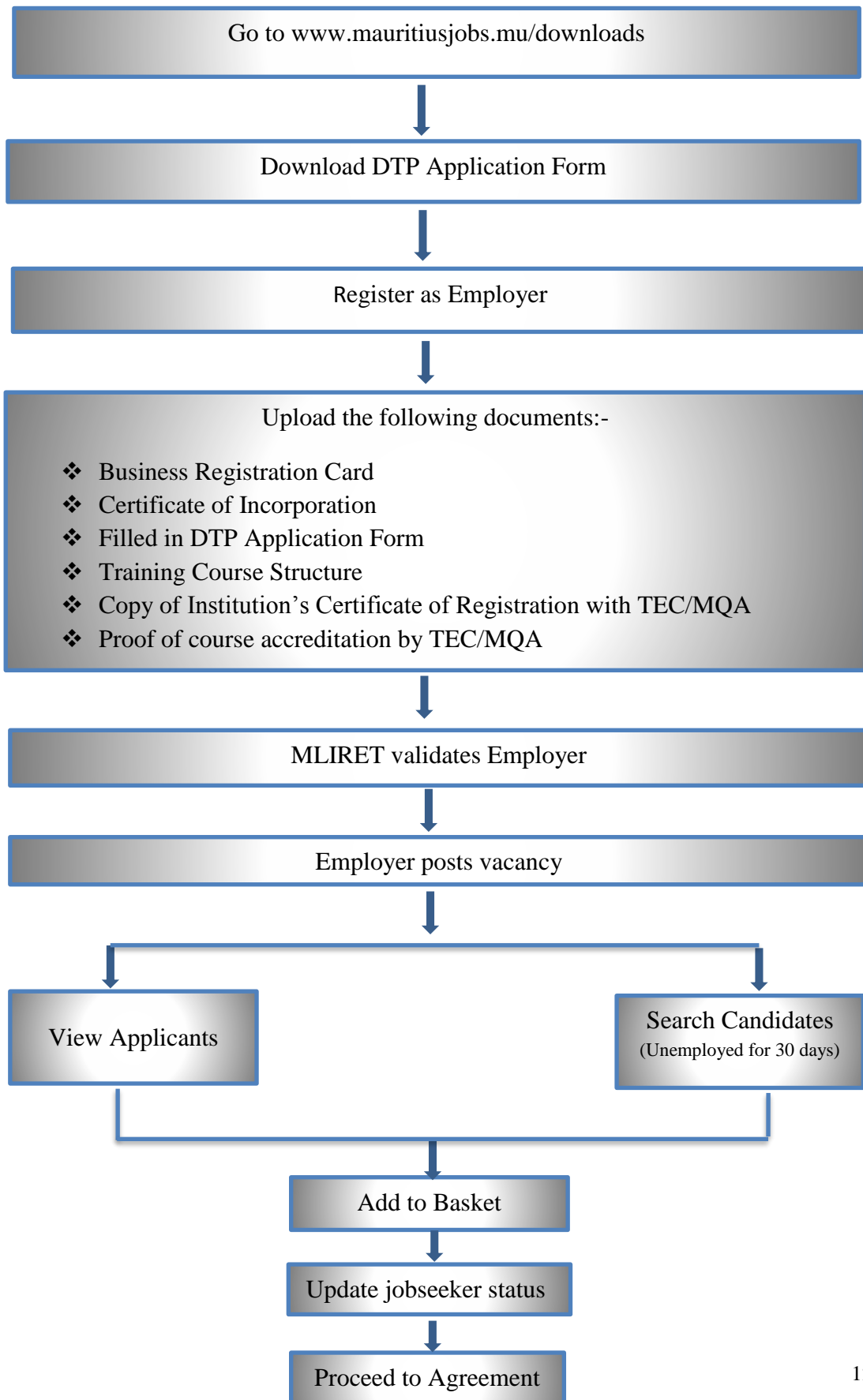
10.0 COURSE FEES AND STIPEND

The MLIRET shall refund Employers 50% of the course fees subject to a ceiling of Rs 50,000 per trainee per year. Employers shall pay the balance.

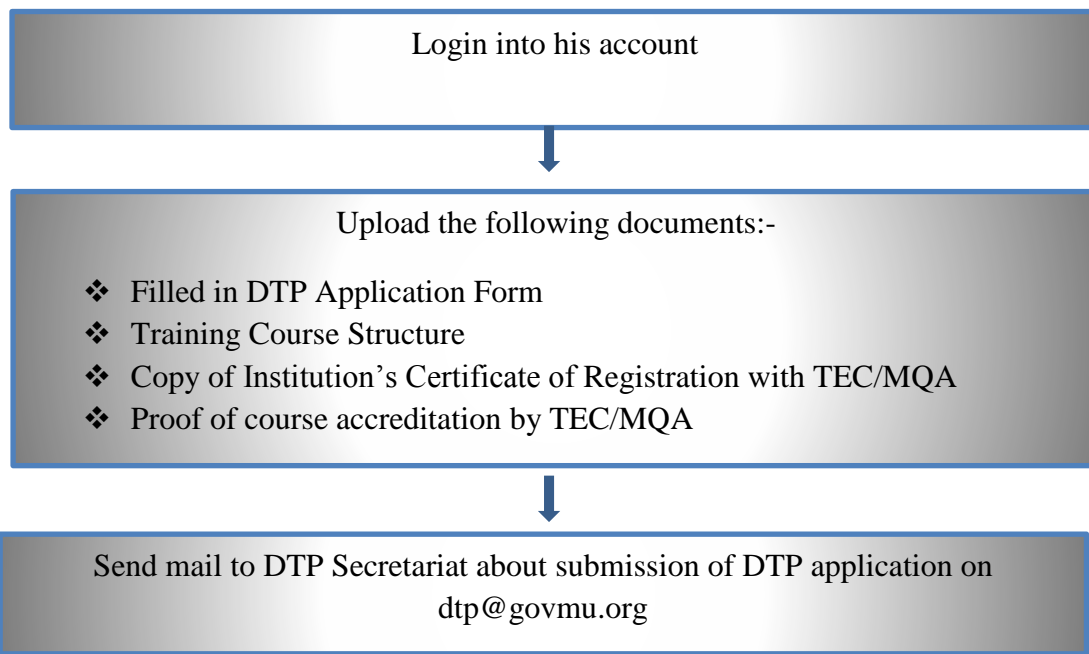
The funding structure for a trainee is as per the table below:-

The Funding Structure	Total costs of the DTP	
	HRDC	Employer
Course fee per year	(50% up to a maximum of Rs 50,000 per student)	Balance to be paid by Employer
Stipend per student per month (Rs 6,000)	0	Rs 72,000 per year (will be refunded by HRDC)

11.0 APPLICATION PROCESS FOR A NEW EMPLOYER



12.0 APPLICATION PROCESS FOR AN EXISTING EMPLOYER



13.0 APPROVAL PROCESS OF APPLICATION

- MLIRET shall ensure that the designed DTP course meets the objectives and criteria of DTP scheme and skills needs and inform the employer within 5 working days of reception of the application.
- The employer shall post the vacancy on www.mauritiusjobs.mu by specifying that it is a Dual Training Programme once approval has been obtained.
- The employer shall update the status of candidates online before signature of agreement.

14.0 APPROVAL PROCESS OF AGREEMENT

- Approval of the agreement shall be given within 5 working days as from submission date provided all required documents are submitted. In case of any missing document,

the employer shall be given another 5 working days to do so, failing which the agreement will be rejected.

- The agreement shall be effective as from the date of the signature of the agreement.
- A scanned copy of the duly signed agreement shall be forwarded by the DTP Secretariat to the employer and HRDC.

15.0 REFUND PROCESS

15.1 Refund of Stipend

- The HRDC shall refund the employer within 15 working days the Rs 6,000 monthly stipend paid per trainee for a continuous period not exceeding 3 years.
- A claim for the refund of stipend shall be made on a monthly basis on the Application Form which shall be duly filled in and submitted along with the relevant documents (DTP Form 3, attendance sheet at both workplace and tertiary institution, pay slip of trainee) within one month, following the month for which the claim is being applied for.

15.2 Training Fees

- The HRDC shall refund the Employer 50% of the training fee up to a maximum of Rs 50,000 per trainee per annum, for a diploma or degree course during a continuous period not exceeding 3 years.
- The Employer shall make a claim for the appropriate refund by sending the Application form duly filled in together with the relevant documents (DTP Form 4, proof of TEC/MQA course approval, invoice and receipt of course fees, report from Training Institution) to the HRDC at the end of each semester.

16.0 MONITORING OF PLACEMENT/ TRAINING

- i) The DTP Secretariat shall monitor the progress of the trainee through regular visits to the work premises. The visits may be scheduled without prior notice at the employer's workplace or training institution.
- ii) The DTP officers or any officers duly authorized by the MLIRET shall be granted access to the sites and relevant documents in relation to the training of the trainee.

17.0 NSF AND NPF CONTRIBUTIONS

The provisions regarding payment of NSF and NPF shall not apply in respect of trainee participating in the DTP.

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