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# **Graduate Training for Employment Scheme**

## **GTES**

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### **Manual of Procedures**

2016

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**LIST OF ACRONYMS**

GTES	Graduate Training for Employment Scheme
HRDC	Human Resource Development Council
JEC	Joint Economic Council
JWG	Joint Working Group
MEF	Mauritius Employers' Federation
MoEHRTESR	Ministry of Education & Human Resources, Tertiary Education & Scientific Research
MQA	Mauritius Qualifications Authority
TEC	Tertiary Education Commission
TEI	Tertiary Education Institution
TI	Training Institution
YEP	Youth Employment Programme

## 1.0 BACKGROUND

The issue of graduate unemployment is complex, as there are a series of causal factors that interplay. Government is endeavouring to address this issue through a series of measures. One such measure is to up-skill or re-skill existing unemployed graduates.

In the Budget Speech 2015/2016, it is stated that *“there are presently some 3000 ‘gradués-chômeurs’, whose training does not match market requirements. To improve their chances of getting a job, the University of Mauritius and other qualified institutions will develop tailor-made crash courses in fields with high job prospects. Government will cover the cost of fees amounting to around Rs 80,000 per student per year.”*

The main objective of the Budget measure is to enhance the employability prospects of unemployed graduates by providing them with skills as per the requirements of an evolving job market. The measure will be operationalised through a Graduate Training for Employment Scheme (GTES) which will be implemented by the Ministry of Education and Human Resources, Tertiary Education and Scientific Research (MoEHRTESR).

This Manual of Procedures has been developed to provide information and guidance on the GTES to relevant stakeholders. It details the roles and responsibilities of Employers, Industry Associations, Training Providers, Tertiary Education Institutions, Graduates and the Joint Working Group (JWG). It also includes the standard processes, procedures and application form.

## 2.0 KEY FEATURES

A profiling of graduates registered under the Youth Employment Programme (YEP) has been carried out based on fields of study and academic institutions. As at 15<sup>th</sup> June 2015, 1527 graduates were not yet placed under YEP, accounting for 46.1% of total registrants. These graduates will be targeted in the first phase of the implementation of the budget measure.

The operationalisation of the measure will be in close collaboration with the Private Sector, Tertiary Education Commission (TEC) and Mauritius Qualifications Authority (MQA) registered training providers<sup>1</sup> to better articulate demand and supply of training, placement and subsequent employment. The involvement of the private sector is critical to the success of the Scheme as it will contribute towards the mounting of courses/training programmes, placement of graduates and their subsequent employment.

TEC and MQA will ensure the quality assurance dimension of the delivery of courses/training programmes.

The HRDC will act as the Coordination Agency between the Industry Associations/Employers and Training Institutions (TIs) and Tertiary Education Institutions (TEIs).

## 3.0 THE GRADUATE TRAINING FOR EMPLOYMENT SCHEME (GTES)

The collaborative nature of the Scheme will contribute both towards providing hands-on experience and empowering graduates to gain relevant work-related competencies as well as supplying relevant skills to industry.

The salient objective of the Scheme is to provide for industry-relevant training and placement to unemployed graduates to improve their employability and subsequent employment. The GTES is a joint

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<sup>1</sup> Training providers comprise TEC-registered tertiary education institutions, MQA-registered training institutions and enterprises with MQA approved courses)

Government/Private Sector partnership Scheme to be managed by the Joint Working Group (JWG), co-chaired by the MoEHRTESR and the Joint Economic Council (JEC) and also comprise the Ministry of Finance and Economic Development, Ministry of Labour, Industrial Relations, Employment & Training, HRDC, TEC, MQA and Mauritius Employers' Federation (MEF).

The GTES will be supported by a GTES Technical Committee at the level of the HRDC which will also, screen and process applications for courses/training programmes, prior to being considered and approved by the JWG.

#### **4.0 BENEFITS OF GTES**

##### For Employers:

- Mount customized training programmes with Registered Training Providers based on specific company skills needs;
- Choose Registered Training Providers that could best deliver courses and structure placement;
- Validate courses;
- Select graduates from relevant listings of the GTES database; and
- Course fees paid by the Government up to a maximum of MUR 80,000 per graduate for the duration of the course.

##### For Graduates:

- Benefit from training (course and placement) that is relevant to the needs of employers;
- Receive a monthly stipend of MUR6,000 for the duration of the training (course and placement); and
- Employment upon successful completion of training.

## 5.0 DURATION AND FUNDING OF THE GTES

Course and placement duration	: Up to 12 months
Course fees for TIs and/or TEIs	: Up to MUR 80,000 per graduate
Stipend for participating graduates	: MUR 6,000 monthly for the duration of the course and the placement

## 6.0 MODUS OPERANDI OF GTES

GTES will be based on three thrusts, namely:

- 1) Training through short courses;
- 2) Relevant placement; and
- 3) Employment at enterprise level.

Three instruments have been developed for the implementation of GTES which are categorized as follows:

- 1) Joint TEIs and industry designed courses;
- 2) Joint TIs\* and industry designed courses; and
- 3) Industry certifications and professional courses.

\* TIs: MQA-registered training institutions or enterprises delivering MQA approved courses

### 6.1. JOINT TEIs AND INDUSTRY DESIGNED COURSES

Training programmes/courses will be jointly designed by TEIs and Industry Associations/Employers based on skills demand. The Joint Application Form for Training Provider and Employer (*Form GTES 1*) will be submitted by the TEIs and examined by the GTES Technical Committee, prior to being considered and approved by the JWG. The application form will ultimately form part of the agreements. Eligible graduates will be identified by participating employers with the assistance of the HRDC.

### 6.2. JOINT TIs AND INDUSTRY DESIGNED COURSES

Training programmes/courses will be jointly designed by TIs and Industry Associations/Employers based on skills demand. The Joint Application Form for Training Provider and Employer (*Form GTES 1*) will be submitted by

the TIs and examined by the GTES Technical Committee, prior to being considered and approved by the JWG. The application form will ultimately form part of the agreements. Eligible graduates will be identified by participating employers with the assistance of the HRDC.

**MQA-approved in-house courses will also be considered under this instrument.** The HRDC will facilitate the mounting of the courses/Training programmes as per the guidelines of the MQA and the employer will submit the application through the GTES Technical Committee.

### 6.3. INDUSTRY CERTIFICATIONS AND PROFESSIONAL COURSES

Industry Associations/Employers can also submit the Joint Application Form for Training Provider and Employer (*Form GTES 1*) to the GTES Technical Committee for selected graduates to acquire industry certifications or follow professional courses in areas where specific skills are required. The application form will ultimately form part of the agreements.

## 7.0 SCREENING AND SELECTION OF GRADUATES

The graduates will be initially identified from the list of unplaced YEP graduates. Interested and eligible graduates will be pre-selected based on the requirement of employers and TEIs/TIs, and respective listings will be provided to employers for selection. List of selected graduates for respective courses will also form part of the 'Joint Application Form for Training Provider and Employer'. The HRDC will organize pre-course meetings with participating industry associations/employers to improve the efficiency of the process and simultaneously minimizing drop-outs from the scheme.

## 8.0 SPECIFICITIES OF COURSES

Training programmes/courses will be jointly identified and designed on a sectoral basis (by industry associations or group of employers) or an individual employer and should satisfy the accreditation/approval criteria of



TEC/MQA, as applicable. The course content and list of modules will need to be provided, along with necessary eligibility criteria to facilitate selection and subsequent enrolment of participating graduates. Courses can be either upskilling or conversion ones and can be run by both academic and industry resource persons.

Duration of courses would be up to 12 months which will include a placement component. The placement for the graduate should be in relation to the identified course and also be relevant for subsequent employment. The placement could be either sandwiched during the course or at the end of the course.

Courses can be 'Award' or 'Non-award'.

## **9.0 CRITERIA FOR MOUNTING AND DELIVERY OF COURSES**

Courses will be mounted with significant input from Employers, reflecting their skills needs. Thus graduates participating in the GTES will acquire skills that will contribute towards addressing skills needs at the enterprise level. Eligible employers are also able to deliver courses in tandem with resource persons from TEIs and TIs.

## **10.0 MONITORING AND EVALUATION**

Participating TEIs, TIs and Employers must ensure the quality assurance of courses and placement. Courses and respective placement will also be monitored and evaluated by TEC, MQA and HRDC.

## **11.0 FORMAL AGREEMENTS**

There will be three formal agreements, namely:

- 1) Agreement between Industry Associations/Employers and the HRDC with a view to select, place and recruit participating graduates;
- 2) Agreement between the Employer and the Graduate; and

- 3) Agreement between the Training Providers and the HRDC for provision of identified courses and payment modalities.

## 12.0 RESPONSIBILITIES OF KEY STAKEHOLDERS

### 12.1. RESPONSIBILITIES OF THE JOINT WORKING GROUP (JWG)

The Joint Working Group (JWG) is the committee administratively set up by the MoEHRTEsR to oversee and manage the GTES. The Terms of Reference of the JWG, inter alia, include the following:

- 1) provision of inputs on skills needs of industries;
- 2) processing of applications;
- 3) approval of requests/proposals from TEIs and MQA-registered Training Providers;
- 4) ensuring quality assurance; and
- 5) facilitating placement and employment of participating graduates.

### 12.2. RESPONSIBILITIES OF THE EMPLOYER (EITHER THROUGH INDUSTRY ASSOCIATION OR ON THEIR OWN)

*Note: From this section onwards, 'Employer' refers to an employer either through industry association or on his own*

- 1) The employer shall sign the following agreements:
  - An agreement between the Employer and the HRDC with a view to select, place and recruit participating graduates. This agreement stipulates all the conditions governing the participation of the Employer in the GTES.
  - An agreement between the Employer and the participating graduate/s wherein all conditions of the training (through a course), placement and employment through the GTES are clearly spelt out.
- 2) The Employer shall identify skills needs that can be addressed through the GTES;

- 3) The Employer shall identify TEIs or TIs and provide input to mount courses based on their skills needs;
- 4) The Employer shall identify and select graduates (with assistance of the HRDC) for placement and employment after the course;
- 5) The Employer shall submit application to the GTES Technical Committee for consideration of MQA-approved in-house courses (if applicable);
- 6) The Employer shall send invoices for the payment of course fees to the HRDC, supported by relevant documentation (e.g. attendance sheets among others) as per the 'Application form for refund of training costs' (*Form GTES 2*);
- 7) The Employer shall pay the monthly stipend of MUR 6,000 to the graduates at the end of each month based on attendance, and thereafter request for refund from the HRDC as per the 'Application form for refund of stipend' (*Form GTES 3*);
- 8) The Employer shall assign appropriate mentor/s to supervise graduates during the placement and can also provide staff as resource persons in the course delivery;
- 9) The Employer shall release graduates to attend courses at respective TEIs and/or TIs as per agreed schedule (applicable for placement sandwiched between courses);
- 10) The Employer shall submit to the HRDC, a copy of duly signed contract between the Employer and the Graduate;
- 11) The Employer shall provide access and facilitate any monitoring being carried out on site by the TEC/MQA/HRDC/MoEHRTESSR;
- 12) The Employer shall fill the Structured Work Placement Component Progress Report for the Graduate (*Form GTES 4*) and submit to the HRDC when requested;
- 13) The Employer shall participate in evaluation carried out in relation to this Scheme.

### 12.3. RESPONSIBILITIES OF GRADUATES

The Graduates shall:

- 1) attend any meetings which he/she is being convened by the Employer or the HRDC;
- 2) satisfy the prerequisites for the course entry requirement and complete necessary formalities for enrolment, etc;
- 3) be present and punctual at both the TEI/TI for the course and the workplace for placement;
- 4) successfully take all the course assessments and examinations (as applicable) at both the TEI/TI and any placement requirements at the workplace (e.g. portfolios, log books, etc...);
- 5) abide by the regulations of both TEI/TI and the employer;
- 6) fill-in his/her logbook regularly and ensure it is signed by the Mentor at the workplace for the placement component;
- 7) treat all data and information at the workplace as confidential; and
- 8) be aware that s/he will not be eligible for subsequent Schemes if s/he drops out without any valid reasons acceptable to the JWG.

#### 12.4. RESPONSIBILITIES OF TEIS AND TIS

TEIs and TIs shall:

- 1) collaborate with appropriate Industry Associations, or Employers in respective cases to identify, design, develop and deliver courses;
- 2) ensure that the courses are accredited/approved by the TEC/MQA as appropriate;
- 3) submit joint application to the JWG through the GTES Technical Committee;
- 4) ensure that the courses are being run and implemented as approved by the JWG (course and placement) and schedule;
- 5) provide a learner-friendly environment and the required resources as required by the course;
- 6) be responsible for the conduct of the necessary assessment and examinations as well as the award of the respective certificates as per TEC/MQA regulations; and

- 7) undertake a post-course evaluation with graduates.

#### 12.5. RESPONSIBILITIES OF THE TERTIARY EDUCATION COMMISSION AND THE MAURITIUS QUALIFICATIONS AUTHORITY

The TEC and the MQA shall:

- 1) provide the appropriate list of registered training providers and the respective courses as approved/accredited;
- 2) ensure quality assurance of courses;
- 3) participate in monitoring and evaluation of specific courses;
- 4) ensure the provision of a fast-track channel upon submission of complete application for approval of courses, accreditation of programmes and registration of trainers; and
- 5) be a member of the GTES Technical Committee.

#### 12.6. RESPONSIBILITIES OF THE HUMAN RESOURCE DEVELOPMENT COUNCIL

The HRDC, as the coordinating agency, shall:

- 1) provide relevant listings of graduates from the GTES database based on employers' demand;
- 2) upon request, submit a list of potential graduates from the existing database to interested employers based on their skills needs and eligibility criteria of TEIs/TIs;
- 3) ascertain willingness of graduates to participate in the Scheme;
- 4) contact Employers for participation in the Scheme, with the support of industry associations;
- 5) liaise with TEIs/TIs and facilitate their participation and interface with industry and graduates;
- 6) pay course fees to TEIs, TIs, and Employers as approved in the Joint Application Form for Training Provider and Employer (*Form GTES 1*) from funds allocated for the GTES;
- 7) pay a monthly stipend of MUR 6,000 on a refund basis for the duration of the course and placement, following submission of attendance sheets by TEIs/TIs and employers (as appropriate);

- 8) contribute in the evaluation of the GTES; and
- 9) co-ordinate the GTES Technical Committee.

#### 12.7. RESPONSIBILITIES OF THE MOEHRTESR

The MOEHRTESR shall:

- 1) set up and Co-Chair the JWG;
- 2) provide funding for course fees payable under the GTES and monitor expenditure; and
- 3) be a member of the GTES Technical Committee.

### 13.0 FEES AND STIPEND

The funding structure for the GTES per graduate is as per the table below:

<b>Item</b>	<b>Payment agency</b>	<b>Amount</b>	<b>Remarks</b>
Course fee	HRDC	Up to MUR 80,000 depending on the type of course	Guidance from TEC and MQA on costing
Stipend per graduate per month	HRDC	MUR 6,000 per month up to a maximum of 12 months	

### 14.0 PAYMENT STRUCTURE

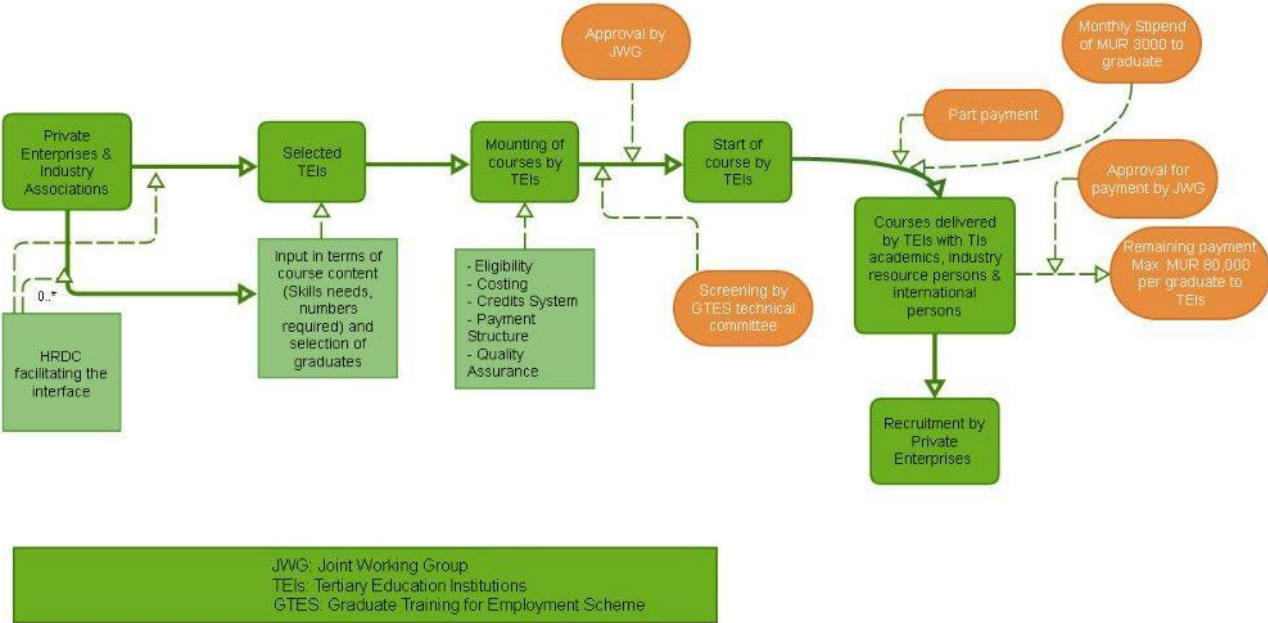
After approval of the application, the HRDC will effect payment to the training provider as follows:

<b>Structure of Payment</b>	<b>Payment</b>
1st Payment	<b>50%</b> of total course fees will be effected at the mid of the course
2nd Payment/Final Payment	<b>50%</b> of the total course fees will be effected after completion of the course and placement inclusive of any final assessments/ examinations

The training provider shall complete the 'Application form for refund of training costs' (Form GTES 2) to request for the payment.

# 15.0 THE GTES PROCESS

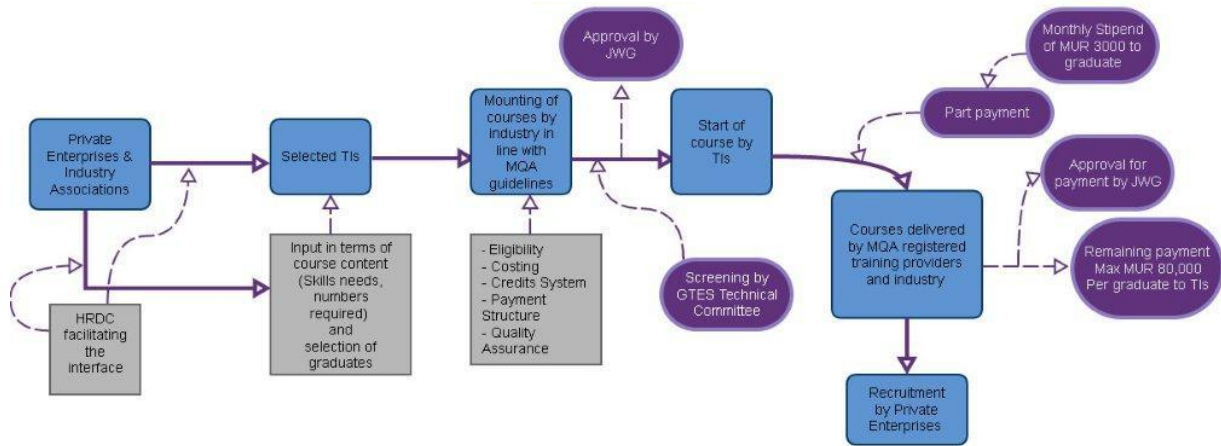
## 1 JOINT TEIs AND INDUSTRY DESIGNED COURSES





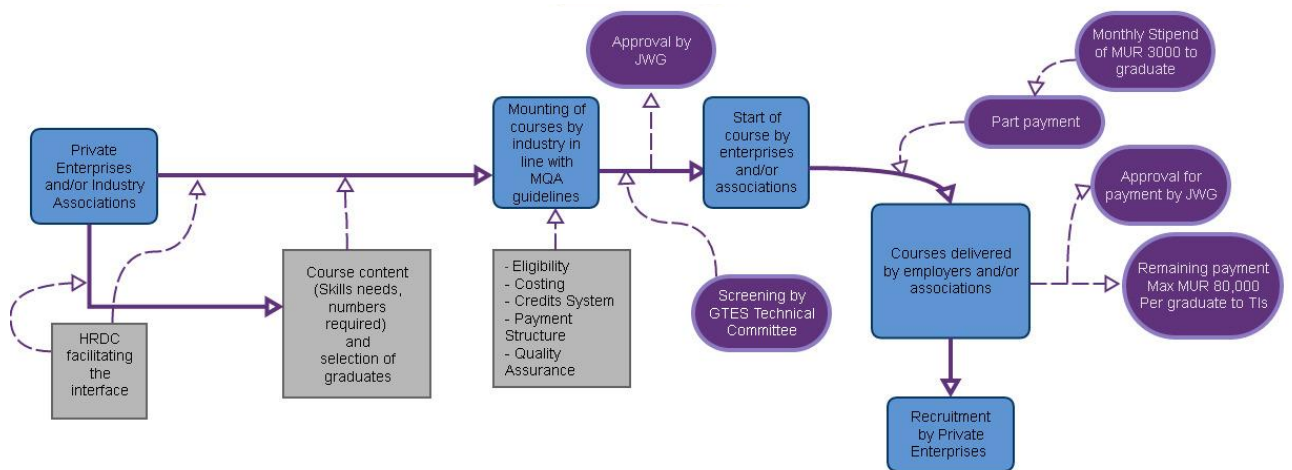
## 2 JOINT TIs AND INDUSTRY DESIGNED COURSES

### 2.1. Industry-designed courses with the collaboration of TIs



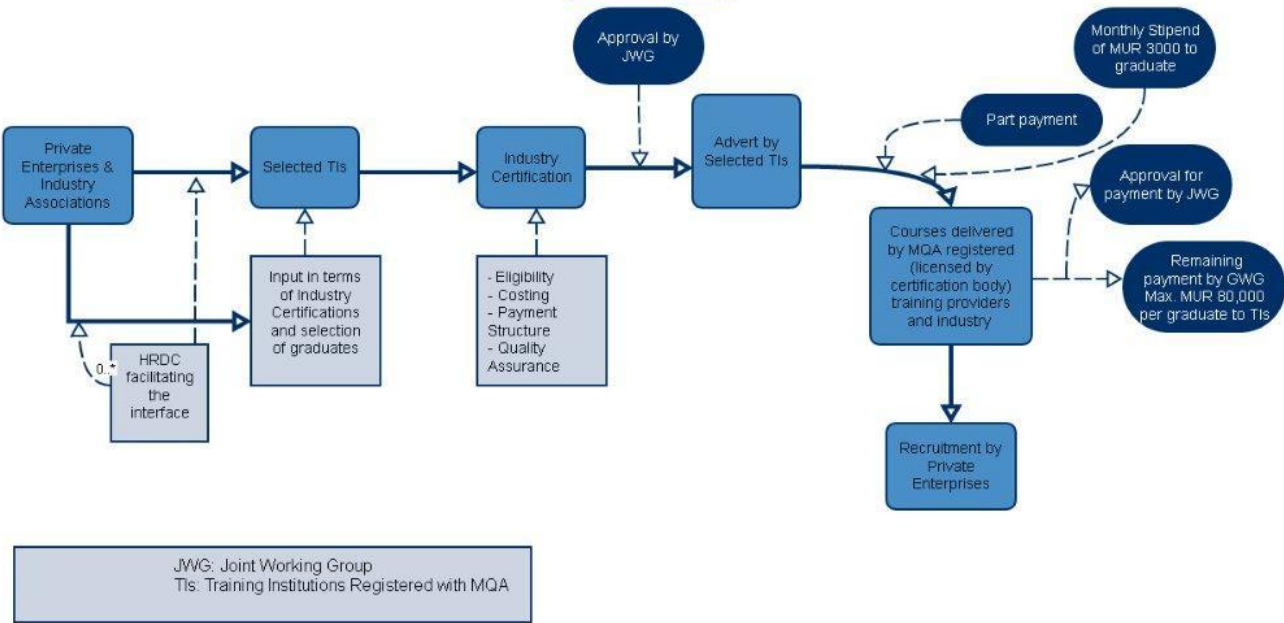
JWG: Joint Working Group  
 TIs: Training Institutions Registered with MQA  
 GTES: Graduate Training for Employment Scheme

### 2.2. Industry-designed courses (in-house)



JWG: Joint Working Group  
 TIs: Training Institutions Registered with MQA  
 GTES: Graduate Training for Employment Scheme

### 3 INDUSTRY CERTIFICATIONS AND PROFESSIONAL COURSES



## 16.0 ASSOCIATED DOCUMENTS

1. Joint Application Form for Training Provider and Employer (Form GTES 1)
2. Agreement between HRDC and the Employer
3. Agreement between HRDC and the Training Provider
4. Agreement between the Employer and the unemployed Graduate: *Offer of traineeship under the Graduate Training for Employment Scheme*
5. Application Form for Refund of Training Costs (Form GTES 2)
6. Application Form for Refund of Stipend (Form GTES 3)
7. Structured work placement component progress report for the Graduate (Form GTES 4)