



*Republic of Mauritius*

*Ministry of Labour, Human Resource Development and Training*



# GUIDELINES

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## **1.0 DEFINITION**

The Youth Employment Programme (YEP) is a 1-year placement and training programme in an organization for the youth aged between 16 and 35 years inclusive. The YEP also caters for a second year of placement of the youth in a different company in case the first employers do not offer them permanent employment after their initial one-year placement. This applies to private sector placement only.

Employer may also decide to offer the youth Mauritius Qualifications Authority (MQA) approved training during the course of their placement.

## **2.0 OBJECTIVE**

The main objective of the YEP is to facilitate the transition of youth from education to employment and to provide them with the core skills required by different sectors of the economy.

## **3.0 OPERATION OF YEP**

The operationalization of the programme requires the registration of unemployed youth at the Employment Information Centre (EIC) nearest to their residence to obtain their Occupation Classification Number and then register themselves for training/placement online on [www.yep.mu](http://www.yep.mu).

The employer shall directly register their company online on [www.yep.mu](http://www.yep.mu) to be able to participate under the programme.

## **4.0 Responsibility of the Skills Working Group (SWG)**

The Skills Working Group shall among others, oversee and manage the YEP.

It inter alia shall: -

- enquire into any matter relating to the implementation and smooth running of the YEP and
- take appropriate decisions and measures related to issues encountered under the YEP (fraud, drop out cases among others)

## 5.0 RESPONSIBILITY OF EMPLOYER

1. The Employer
  - (i) shall have a minimum of one year of operation.
  - (ii) shall register online on [www.yep.mu](http://www.yep.mu).
2. The Employer
  - (i) shall select such number of unemployed Mauritian youth holding HSC (with a minimum of pass in 2 “A” levels) and above qualifications from the register of unemployed Mauritian youth, kept and maintained by MLHRDT; or
  - (ii) may take on placement any other unemployed Mauritian youth, between the age of 16 and 35 inclusive, holding HSC (with a minimum of pass in 2 “A” levels) and above qualifications, to join the YEP. (The agreement must be submitted at least one month before the youth gets 36 in order to allow sufficient time to process the application).
3. The employer shall submit the following documents:
  - a) The signed agreement between MLHRDT and employer. This agreement stipulates all the conditions governing the participation of the Employer under the YEP.
  - b) Copy of Letter of Offer by Employer to Trainee(s) wherein all conditions of the placement are mentioned clearly and duly signed by both employer and trainee.
  - c) Appendix I (Retention Survey Form)
  - d) Appendix H (Brief of Company)
  - e) Appendix C (Details of trainees)
  - f) Copies of National Identity Card and Qualifications of Trainees
  - g) Copies of BRN and Certificate of Incorporation.
4. The employer shall ensure that the selected unemployed is not subject to any possible conflict of interest (parental relations or former employees).
5. The employer shall not start placement until a signed copy of agreement has been obtained.

6. The employer wishing to provide training course to YEP trainees placed at their companies should submit the following documents to the training unit of the MLHRDT 2 weeks before scheduled date of training:

- (i) Appendix D
- (ii) Copy of Certificate of MQA Approved Trainer
- (iii) Copy of Certificate of MQA Approved Training Institution
- (iv) Copy of Certificate of MQA Approved Course

The employer shall not start training until approval of training has been duly obtained from the MLHRDT.

7. The employer shall pay a stipend of a minimum Rs 8, 000 for HSC Holders, Rs 10,000 for Diploma Holders and Rs 15,000 for Degree Holders during the 1-year placement.

8. The employer shall submit a claim for the refund of stipend on a monthly basis in such form and manner as the MLHRDT may determine.

9. The Employer shall keep a record of attendance of the trainee(s) enrolled under YEP at the workplace.

10. The Employer shall collaborate during the monitoring exercises and surprise visits that will be carried out by the MLHRDT.

11. The Employer shall participate in any survey conducted by the MLHRDT.

12. 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.

13. The Employer shall arrange for an insurance cover for the trainee (s).

14. The Employer shall not later than 15 days from the date of termination of placement of an unemployed Mauritian, notify in writing the MLHRDT, of the event and the reasons thereof.

15. The Employer shall make available, on demand by the MLHRDT, any record, document or information for the purposes of ensuring the implementation of the YEP.

16. The Employer shall report to MLHRDT any difficulty encountered regarding the programme.
17. The employer should maintain at least **50%** of the trainees for not less than 12 months after the initial one-year period where 10 or more youth have been recruited.
18. Any breach of any of the terms of the Agreement signed between MLHRDT and the Employer may result in the termination of the Agreement and the disqualification of the Employer from further participating in the YEP 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:

- Be unemployed for 30 days or more upon registration;
- Aged between 16 and 35 years inclusive;
- Be Holder of Higher School Certificate (HSC) with a minimum of 2A Levels, Diploma Holders and Degree Holders.
- Registered on the [www.yep.mu](http://www.yep.mu)
- Ensure that he reads and understands the contents of any documents before signing of same;
- Abide by the regulations at the workplace;
- Shall collaborate during the monitoring exercises and surprise visits that will be carried out by the MLHRDT; and

## **7.0 APPROVAL 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 Training Unit to the employer and HRDC.

## **8.0 REFUND PROCESS**

### **8.1 Refund of Stipend**

- The employer should fill in the form as per Appendix J, providing a monthly status of trainees still under placement in their companies and submit to the MLHRDT by the first week of each month. Based on information received from employees and upon approval of the MLHRDT, the HRDC will be requested to proceed with the refund of stipend to employees.
- 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 (Appendices E and F) within one month, following the month for which the claim is being applied for to the HRDC.
- The HRDC shall refund 50 % of the monthly stipend to the employer within 15 working days as from date of reception.
- The Refund should be as follows:
  - (i) a sum of Rs 4,000 for holders of HSC (those with a minimum of pass in 2 “A” levels will also be considered)
  - (ii) a sum Rs 5,000 for Diploma
  - (iii) a sum Rs 7,500 for Degree Holders

## **8.2 Refund of Training Fees**

- The Employer shall submit a claim to the HRDC for the appropriate refund by sending the Application form duly filled in together with the relevant documents (appendix G, Certificate of Attendance or Letter of attestation from Registered Training Institution, Invoice of course fee from Training provider, Receipt (or any other proof) of payment for course fee)
- The HRDC shall refund the Employer of 50 per cent of training fees for MQA approved courses, subject to a maximum of Rs 7,500 per Mauritian youth.

## **9.0 MONITORING OF PLACEMENT/ TRAINING**

- i) The Training Unit shall monitor the progress of the trainee through visits to the work premises. The visits may be scheduled without prior notice at the employer's workplace or training institution.
- (i) Officers duly authorized by the MLHRDT shall be granted access to the sites and relevant documents in relation to the training of the trainee.

## **10.0 NSF AND NPF CONTRIBUTIONS**

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