# Name of Company : ……………………………………………………………..……………

# Address : ………………………………………………………....…..……………

# Phone: …..………… Email: …………………….. Contact person: …………………..

Date :

**Particulars of trainee**

Name :

ID Number :

Address :

Tel :

Email :

**Re: Offer of traineeship under the Graduate Training for Employment Scheme (GTES)**

Dear Mr/Ms/Mrs…………………………………..

Further to the selection process under the Graduate Training for Employment Scheme, we are pleased to confirm your participation which initially entails a course and a placement component. Upon successful completion of the course and placement, the <name of Employer> undertakes to offer you employment in his enterprise. The GTES will be run under the following terms and conditions:

1. The training will comprise a course and a placement component
2. Your job designation under the GTES shall be ………………… …………………………
3. Our company will offer you a training programme in ………………………… …………………………………………… < course title> which will be for a duration of ………… <number of months> at the …………………………………… …………………….. <name of Training Provider> and …………. <number of months> placement at………….
4. The training will start on …………. (dd/mm/yy) and will end on …………… (dd/mm/yy).
5. You shall attend the course … days per week.
6. You shall attend the workplace … days per week from … am to … pm for your placement.
7. You will be paid a monthly stipend of up to MUR 10,000 upon satisfactory attendance at the course and placement.
8. You will be provided with an insurance cover for the duration of the course and placement.
9. You shall be present and punctual both at the Training Provider and the workplace.
10. You shall abide by the rules and regulations both at the Training Provider and the workplace.
11. You shall treat all data and information at the workplace as confidential.
12. You shall fill in the logbook both at the Training Provider and the workplace.
13. You shall collaborate during the monitoring exercises effected by agencies such as the Mauritius Qualifications Authority (MQA)/Higher Education Commission (HEC) and the Human Resource Development Council (HRDC).
14. You shall produce copy of timetable, if any, of any scheduled exams and give one-week prior notice to us to attend the scheduled exams and other relevant extra-curricular activities (depending on the schedule of the placement).

Yours sincerely

……………………………………. ………………….…………………….

Signature and seal of employer Name of Director/Managing Director

I, …………………………………………………….., have taken cognizance of the agreement, and have fully understood its contents, purpose and implications and hereby sign my acceptance to the conditions specified therein.

……………………………………… Date: ………/………/………

Signature of Trainee