



# **Guideline for Apprenticeship Training Program (ATP)**

**Department of Human Resources  
Ministry of Labour and Human Resources**

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## **Introduction**

The Apprenticeship training program (ATP) is a program wherein job seekers are attached to the enterprises/industries to gain knowledge, skills and experience. ATP covers both occupation related instruction and on-the-job skills training.

In other words, Apprenticeship is a contract between a person (an apprentice) who wants to acquire competency in a particular skills and work experience and an employer who needs a skilled worker. Apprenticeship combines on-the-job training with technical classroom instruction.

***NB:** ATP is not a Temporary Job*

### **i. Objectives**

1. Provide training opportunities under alternate mode of training through on-the-job and provide exposure to real work environment to the youth.
2. Meet the immediate manpower requirement of the labour market.
3. Promote Public Private Partnership.
4. Develop self-reliance, self-confidence, good social behavior and positive attitude towards work, amongst youth.

### **ii. MODES OF DELIVERY**

The Apprenticeship training program shall be delivered through *two* modes as follows:

## **Mode 1: Attachment program**

It focuses on those trades/occupations where there is possibility of developing skills through attachment with relevant enterprises/industries. It is aimed at equipping youth with skills and experiences through hands-on learning. Apprentices are given practical training throughout the period of attachment.

The recruiting company should guarantee employment upon completion of the training.

## **Mode 2: Structured training program**

Under this mode, job related instruction are delivered by the training institutes within the framework of the apprenticeship training or training plan, which will be jointly developed between concerned training institute and the Department of Human Resources. The job related instruction shall cover at least 20-30% of the entire training period, mainly concentrating on trade technology and trade related science and the remaining 70 – 80% of the training period should be allocated for practical learning through attachment with relevant companies/enterprises.

The training provider shall be registered and courses certified or accredited by Department of Occupational Standard. If not certified by DOS, the training provider shall validate the courses with DOS or sign an agreement between the training provider and the DHR.

### III. POTENTIAL TRAINING AREAS

ATP will focus in those trades and occupations which are in demand, DoE will develop a comprehensive list of trades and occupations to be covered under ATP. However, the list will be revised by the DOE as and when required in consultation with Department of Human Resources (DHR) and other stakeholders.

*(Refer annexure I)*

Duration of the training will be determined by the *nature of occupation* as in *annexure I*.

### IV. ELIGIBILITY CRITERIA

1. The candidate for ATP must fulfill the following criteria for enrollment:
  - a. Be a Bhutanese citizen;
  - b. Be a jobseeker bearing the Job seeker number issued by the MoLHR;
  - c. Have a minimum qualification of Class VI;
  - d. Be at least 17 years of age; and
  - e. Be able to perform the essential functions of the occupations.

2. Candidates are not eligible if:
  - a. He/she has discontinued the ATP program earlier without valid reasons and justification; and
  - b. He/she has already availed government funded trainings.
  
3. Documents required:
  - a. The applicant must attach all necessary documents listed below with the registration form (refer annexure ii) and submit to the Programme coordinator prior to selection interview or placement:
    - Produce jobseekers' numbers:
    - Photocopy of CID
    - Photocopy of academic transcript; and
    - Online security clearance certificate.

***The applicants must produce their original documents at the time of the selection interview***

## **V. SELECTION AND PLACEMENT PROCEDURES**

1. The selection of apprentices shall be free, fair and transparent.
2. The placement of apprentice shall be done during the ***first week*** of a month.
3. The number of slots in different trades shall be displayed on the MoLHR website ([www.molhr.gov.bt](http://www.molhr.gov.bt)) and on the notice board of the employment service centre.

4. The placement shall be made based on the interest of the apprentice for a given trade and on the availability of the training opportunities in different companies and enterprises.
5. If necessary, DHR/Institutes/Regional Offices shall conduct selection interview (personal interview) by a committee comprising representatives from MoLHR and the concerned private parties.
6. The date of appointment to the company shall be stated in the placement letter. (*refer annexure III*)
7. The company shall issue letter of acceptance to the apprentice and submit a copy to DHR/Institutes/ Regional Offices.

## **VI. STIPEND AND MODE OF PAYMENT**

The apprentice shall be paid a monthly stipend of **Nu. 1800** by the DHR/Institutes/Regional Offices and equivalent or more shall be paid by employer for the entire training period.

The following procedure should be strictly adopted:-

1. An apprentice must open a saving account and submit the account number to the concern agencies (DHR/Institutes/Regional Offices) within two weeks.
2. An apprentice must submit the attendance sheet to the Department /regional employment and Labour Office or Training Institutes by end of every month verified by the

competent authority of the organization. Unreasonable delay or non-submission of attendance sheet on time may result in forfeiture or deduction of stipend commensurate to the number of days delayed.

3. The attendance sheet may be submitted either in hard copy or electronically to the concern agencies.
4. The Officer in-charge of the apprenticeship program will compile and submit the list of apprentices for payment to the concern agencies accounts section for endorsement.
5. The Director will endorse and forward the list to the Administrative and Finance Division by the first week of the following month for disbursement of stipend.
6. Stipend must be deposited in the individual apprentice's saving account within the 10<sup>th</sup> day of the following month by Administrative and Finance Division of MoLHR.

## **VII. CANCELLATION OF APPRENTICESHIP**

Termination of apprenticeship by employer or resignation by the apprentice is based on clauses of cancellation of apprenticeship.

*(Refer annexure IV)*

On the day of termination of apprenticeship by employer or the resignation by the apprentice, both the parties shall submit the cancellation form citing reasons for the termination or resignation. *(Refer annexure V)*



## VIII. MONITORING AND SUPERVISION

Apprentices shall be under the general supervision of the employer and under the direct supervision of a qualified skilled supervisor, appointed by management.

The apprentice shall be monitored and assessed regularly in the course of performing his/her job by the supervisor and the ATP Programme Coordinator or relevant officers from DHR/ Regional Employment and Labour Offices OR Training Institutes to determine progress of learning:

The Department of Human Resources along with its regional Employment and Labour Office/ Training Institute shall be responsible for monitoring Apprenticeship Training Program

- *Monthly field visit* and evaluation of the program based on the monitoring tools. (*refer annexure VI*)
- *The monthly progress report* should be submitted to the Director within the 2<sup>nd</sup> week of every month.
- *The ATP Programme Coordinator will* prepare quarterly report concerning number of apprentices, financial status and *progress of the apprentices and submit* the same to the DHR.
- Provide support and the necessary materials for the smooth progress of the ATIP. (E.g Occupational profiles, instructional guidance, information leaflets, brochures, logbooks, badge/cap, dress and tools wherever applicable).

## **IX. ASSESSMENT AND CERTIFICATION**

### **a. Assessment**

Continuous assessment shall be done by the supervisor of the concerned company and course completion assessment shall be done by Officer in-charge, Department of Human Resources/Regional Offices/ Training Institutes.

### **b. Certification**

Certification will be done based on the assessment of the ATP Programme by Department /Regional Offices/ Training Institutes and concerned company.

In terms of structured training program the training provider shall have their own assessment methods and certification system.

Upon successful completion of the ATP attachment the concern Employer should intimate the Department in writing and based on the Performance report of the supervisor, DHR /Regional Offices/ Training Institutes will award certificate of completion to the ATP graduates. However the NC level will be certified by the DoS.

## ANNEXURE I

### Priority sector of ATP occupation

<b>1</b>	<b>Construction Industry</b>	12 months
	<ul style="list-style-type: none"><li>a) <b>Tile laying</b></li><li>b) <b>Bar bending</b></li><li>c) <b>Building painter</b></li><li>d) <b>Solar water Fitter</b></li><li>e) <b>Aluminum Fabricator</b></li><li>f) <b>False ceiling</b></li><li>g) <b>Insulation works</b></li><li>h) <b>Wall cladding</b></li><li>i) <b>Plaster of Paris (PoP) Wall putty</b></li><li>j) <b>Formworks and scaffolding</b></li><li>k) <b>Traditional carpentry</b></li><li>l) <b>Furniture design and production</b></li><li>m) <b>Lacquering</b></li><li>n) <b>Crasher operators</b></li><li>o) <b>Metal work</b></li><li>p) <b>Bitumen Sprayer</b></li><li>q) <b>Blaster</b></li><li>r) <b>Compressor Operator</b></li><li>s) <b>Crane Operator</b></li><li>t) <b>Dozer Operator</b></li><li>u) <b>Mixture Operator</b></li><li>v) <b>Boomer Operator</b></li><li>w) <b>Road roller operator</b></li></ul>	

	<b>x) Tower Crane Operator</b> <b>y) Concrete Mixture Operator</b>	
<b>2</b>	<b>Hospitality and Tourism</b>	12 months
	a) <b>Bread and Pastry Production</b> b) <b>Commercial Cooking</b> c) <b>Bar tending</b> d) <b>Wellness and Spa</b> e) <b>Housekeeping</b> f) <b>Food and Beverages</b> g) <b>Beauty and skin care</b> h) <b>Front office</b> i) <b>Laundry</b>	
<b>3</b>	<b>Automobile repair and maintenance</b>	12 months
	a) <b>Automotive panel Beating</b> b) <b>Welders Gas/Arc Welding</b> c) <b>Automotive Vehicle Painting</b> d) <b>Automobile servicing</b> e) <b>Farm machinery mechanic</b> f) <b>Heavy vehicle mechanic</b> g) <b>Earth Mover Mechanic</b>	
<b>4</b>	<b>ICT</b>	12 months

	<ul style="list-style-type: none"> <li>a) <b>Visual Graphic Designing</b></li> <li>b) <b>3D/2D animation</b></li> <li>c) <b>Net working technician</b></li> <li>d) <b>Computer hardware servicing</b></li> <li>e) <b>Web designing</b></li> <li>f) <b>Photoshop</b></li> <li>g) <b>Mobile phone repair</b></li> <li>h) <b>Household Appliance Repair ( TV, Refrigerator, Rice cooker, Boiler)</b></li> <li>i) <b>Film Editing &amp; sound Recording</b></li> <li>j) <b>Camera &amp; Lightning</b></li> <li>k) <b>Motor winding</b></li> <li>l) <b>Transmission lines Installation &amp; maintenance</b></li> </ul>	
<b>5</b>	<b>Textile</b>	9 months
	<ul style="list-style-type: none"> <li>a) <b>Carpet Production</b></li> <li>b) <b>Dyeing, Printing</b></li> <li>c) <b>Weaving</b></li> <li>d) <b>Tailoring</b></li> <li>e) <b>Embroidery</b></li> <li>f) <b>Designing/Dress making</b></li> <li>g) <b>Machine loom</b></li> </ul>	
<b>6</b>	<b>Other training areas</b>	9 months

	<ul style="list-style-type: none"><li><b>a) Event management</b></li><li><b>b) Industrial Lab Technician</b></li><li><b>c) Teachers (kindergarten care services)</b></li><li><b>d) Hair Dressing and skin care</b></li><li><b>e) Optical Technician</b></li><li><b>f) Press &amp; printing technician</b></li></ul>	
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*Note: Entrepreneurship courses will be made available to the trainees if eligible.*



## ANNEXURE II

Registration No: .....

### Apprenticeship Training Registration Form: 20\_\_\_\_

Full Name:	
Male <input type="checkbox"/>	Gender: (please tick appropriate box)
Female <input type="checkbox"/>	
Citizenship ID Card No:	
Field of Training Applied for: ( specify type of training based on your interest)	
Option 1:	Option 2:
<b>Permanent Address</b>	<b>Present Address</b>
Village:	Address:
Geog:	Contact number:
Dzongkhag:	Name of Guardian: Contact number:
<b>Educational Background</b>	
Class:	Year of completion:
Name of school/Institute:	
<b>Training Attended:</b>	
Field of training:	
Duration:	Year completed:
Certification Type: (Diploma, Certificate)	
<b>Documents Required:</b>	
1. Photocopy of Class (Minimum) VIII mark sheet & (Maximum) Class XII mark sheet	
2. Photocopy of ID card	
3. Online security clearance application no: _____ Date of approval: _____	
I hereby certify that the information given herein is true and complete to the best of my knowledge. In the event of detection of false or misleading information, I understand that the Department shall cancel/reject my application.	
<div style="display: flex; justify-content: space-between; align-items: flex-end; padding: 10px;"> <div style="width: 30%;">Date of registration: .....</div> <div style="width: 30%; text-align: center;">Job Seeker card no.....</div> <div style="width: 30%; text-align: right;">Signature of Applicant</div> </div>	



### ANNEXURE III

Molhr/DHR/ATP-14 (G)/31-14  
MDs/CEOs

date: .....

.....  
.....  
.....

Sub: Apprenticeship placement

Dear sir/madam,

The department of employment is pleased to place Mr/Mrs.....bearing citizenship  
Identity Card No.....in your good office as .....against the  
vacancy announced

The apprentice must:

1. Undertake the training conscientiously, diligently and endeavor to gain required employability skills before the completion of the training period.
2. Ensure that the logbook is well maintained & available for inspection as and when required.
3. Submit the bank account number to the program officer within **two weeks** after the placement.
4. Be punctual, behave in a responsible manner and work in accordance with the requirements of health and safety regulations.

The employer must:

1. Provide a skilled supervisor and appropriate tools and materials to train apprentice and ensure that the apprentice is not left unattended or idle.
2. Monitor and supervise the performance of apprentice including maintaining of logbook and inform the department of employment if necessary.
3. Maintain daily attendance sheet and submit it to the department of employment for release of stipend by the last week of the month.
4. Ensure that the apprentice is not engaged in any other assignment(s) other than the specified occupation.
5. Provide monthly stipend in the first week of the month and leave of 5 days in case the apprentice is ill or during extreme emergency.
6. Provide permanent employment to apprentice on completion of apprenticeship training period.

The apprentice and the employer must strictly follow the terms and conditions of the apprenticeship training program.

Thanking you in anticipation

Yours faithfully

(Head)

## ANNEXURE IV

### **Cancellation of Apprenticeship**

#### a. Termination of Apprentice by employer

The employer may terminate apprentice on the following conditions

- Habitual absenteeism from on-the-job training and related theoretical instructions classes.
- Willful disobedience of company rules or insubordination to lawful order of a supervisor.
- Poor physical condition, permanent disability or prolonged illness which incapacities the apprentice from working.
- Theft or malicious destruction of company property and /or equipment.
- Poor performance at the work place.
- Engaging in violence or other forms of gross misconduct inside the employer's premises.

*Before the termination of apprenticeship by the employer, the employer should inform the DHR citing the reasons for termination.*

#### b. Resignation by Apprentice

The apprentice may resign on the following conditions:

- Repeated violations by the employers of the terms/conditions given by the DHR.
- Cruel or inhuman treatment by the employers or his sub-ordinates.
- Personal problems which in the opinion of the apprentice shall prevent him from a satisfactory performance.
- Bad health or continuing illness

*Before the termination of apprenticeship, apprentice should inform the DHR citing the reasons for termination.*

## ANNEXURE V

### Cancellation Form

*(Please fill in the table and submit to the program Coordinator in case the apprentice resigns or the employer terminates the apprentice. It is mandatory)*

**Cancellation of the apprenticeship will not take effect until it is approved by the Department of Human Resources.**

**Trainee details** name: \_\_\_\_\_ cid no: \_\_\_\_\_  
 Gender: m/f (tick appropriate) \_\_\_\_\_ Qualification: \_\_\_\_\_ Contact No: \_\_\_\_\_  
 \_\_\_\_\_/\_\_\_\_\_ Email address: \_\_\_\_\_  
 occupation: \_\_\_\_\_ training duration: \_\_\_\_\_  
 \_\_\_\_\_

### Employer details

Name: \_\_\_\_\_ Location of the company: \_\_\_\_\_  
 Contact no: \_\_\_\_\_/\_\_\_\_\_ Fax no: \_\_\_\_\_ email  
 address: \_\_\_\_\_

.....  
**Details/ reason(s) for cancellation (please tick the appropriate answer(s))**

Date of joining: \_\_\_/\_\_\_/\_\_\_ date of completion: \_\_\_/\_\_\_/\_\_\_

*Reason for cancellation*

- a. To be filled by employer
- |                      |                     |         |
|----------------------|---------------------|---------|
| Habitual Absenteeism | poor performance    | Illness |
| closure of business  | engaged in violence |         |

**Others specify:**

\_\_\_\_\_  
 \_\_\_\_\_

- b. To be filled by Apprentice
- |                             |                    |                                   |
|-----------------------------|--------------------|-----------------------------------|
| Better opportunity          | personal problem   | cruel or inhuman treatment        |
| higher studies              | Financial hardship | lack of suitable work/ assignment |
| Lack of skilled supervisor. | Job satisfaction   | Qualification for trainings       |

**Others specify:** \_\_\_\_\_

**Consent of parties-signatures**

Apprentice: \_\_\_\_\_ date: \_\_\_/\_\_\_/\_\_\_

Parent/guardian (if applicable): \_\_\_\_\_ date: \_\_\_/\_\_\_/\_\_\_\_\_  
Employer: \_\_\_\_\_ employer's representative (incase if employer is not available): \_\_\_date:

Date of submission: ...../...../.....  
.....  
.....

***For use by Department date of effect of cancellation (Approval of cancellation):***

**Approved by:** \_\_\_\_\_

## ANNEXURE VI

### Tools for monitoring and Assessment of Apprenticeship Training program

Name of company:	Date of visit:	
Contact number:	Total number of trainee(s):	
Name of trainees	Occupation	Remarks
<b>Monitoring and Assessment Areas</b>		<b>Observation/ recommendation</b>
1	Attendance of trainee is maintained by the company	
2	Company has skilled supervisor to train/look after the trainee	
3	Trainees' logbook is maintained regularly and checked by the supervisor as required by the department of employment	
4	Company is satisfied with the performance of trainee	
5	Adequate task is given to trainee by the company	
6	Task of individual trainee appropriately relate to the occupation	
7	Trainees' performance are regularly assessed and feedback given to help trainees to improve his learning	
8	Trainee is paid minimum wage of nu. 1800 by the company.	
9	Other benefits provided to trainee by the company.	
10	Employment opportunity of trainee in the company	
<b>General comments:</b>		
<b>Name &amp; signature:</b>		



**Ministry of Labour and Human Resources  
Department of Human Resources**

# **Apprentice Logbook (Training Record)**



**The Apprenticeship Training Programme  
(ATP)**

**A Programme Implemented through Public Private Partnership  
Public private**

**Apprentice & Placement Information**

Name of Trainee:.....	Trade:.....
Citizenship ID card No.....	Class: .....
Address: ..... ..... Village: ..... Geog:..... ..... Dungkhag:..... Dzongkhag:..... ..... Contact no:.....	
Address of Parent/Guardian;..... ..... *Saving Accounts No:..... Contact No:.....	

*\*The candidate must open Saving A/c and submit to the Programme coordinators.*

**Information on enterprise/training provider:**

Name of Company/Training Provider:..... .....
Address:..... .....
Trade License No:.....
Telephone/Mobile No:.....
FaxNo:..... E-mail:.....

**Information on Programme Coordinator-ATP( DHR ):**

Name:.....	
Address: ..... ..... ..... ..... ..... ..... ..... .....	
Telephone no: .....	
Fax no: .....	E-mail:.....

***This is a very important document. If found, please contact the trainee whose name appears on the top of this page, or the training provider and the Program Coordinator (DHR).***



**The purpose of the logbook:**

The Apprentice logbook is a valuable document that contains a record of skills and knowledge achieved by you during your apprenticeship training period.

The purpose of this logbook is to keep record of the skills and knowledge/competencies achieved by you in specific occupation during your attachment with the Skilled Supervisor (SS)

**The logbook will provide all users with a record of:**

1. The status of the skills and knowledge/competencies achieved;
2. How, when and where this skills and knowledge/competencies has been achieved; and
3. Who has been involved in providing and assessing the training.

**Instructions to maintain the log Book**

You have the main responsibility for maintaining this logbook.

1. As credit will be given to you at the end of the training, you must maintain the logbook daily; keep it safe, neat and clean.
2. It is important that daily entries should be made at the end of the day and submits to your skilled supervisor every week for verification and comment.
3. Daily entries should indicate as clearly as possible various work performed by you
4. Indicate problems encountered every day in workplace and discuss with your supervisor to solve the problem.
5. The logbook should be available for inspection whenever called for by any authorized officer from the Department of Human Resources.
6. Your performance will be assessed by the supervisor through the performance evaluation sheet end of the training, therefore, submit the performance evaluation sheet must be submitted to the department at the end of training.

**Tashi Delex**

## Record of Daily Activities

Month: \_\_\_\_\_

Date	Brief Description of work carried out	Remarks/ signature of supervisor
Problem encountered (If any) 1. 2.		

**Royal Government of Bhutan**  
**Ministry of Labour and Human Resources**  
**Department of Human Resources**  
**Apprenticeship Training Programme**

**Vacancy form**

Enterprise/organization: \_\_\_\_\_

Location: \_\_\_\_\_ Telephone no : \_\_\_\_\_ Fax no:  
 \_\_\_\_\_

*Please indicate the field and employment opportunity scope in your company after the completion of training.*

sl. no	Occupational field	No of slots	employment opportunity		Remarks
			Yes	No	
1					
2					
3					
4					
5					

**\*\*\*Please attach a copy of Valid Trade License**

**Contact Person:** Name \_\_\_\_\_

Designation: \_\_\_\_\_ **Date:** \_\_\_\_\_

Contact number: \_\_\_\_\_ with Official Seal

**Royal Government of Bhutan**  
**Ministry of Labour and Human Resources**  
**Department of Human resources**

**Apprenticeship Training Contract Agreement**

This contract forms a legally binding agreement between an employer, apprentice(s) and the Department of Human Resources for training apprentices for a period six to nine months or a year. In signing this contract the parties are bound by the obligations detailed below.

**For the Employer**

*I agree that I will:*

1. Provide a skilled supervisor to train apprentice and ensure that the apprentice is not left unattended or idle.
2. Provide appropriate tools and materials to the apprentice and favorable working conditions are created.
3. Monitor and supervise the performance of apprentice and inform the Department of Employment on a regular basis.
4. **Maintain daily attendance sheet and submit it to the Department/Institutes/ Regional Offices for release of stipend by 25<sup>th</sup> of every month.**
5. Ensure that the apprentice is maintaining daily logbook.
6. Inform the concerned officer in *written* if the apprentice misbehaves in the workplace.
7. Ensure proper occupational health and safety regulations at the work place.
8. Ensure that the apprentice is not engaged in any other assignment(s) other than the specified occupation.
9. Provide monthly wages in time (first week of every month)
10. Provide leave incase the apprentice is ill or during extreme urgency.
11. Ensure that the apprentice is paid monthly stipend equivalent or more.

12. Provide permanent employment to apprentice on completion of apprenticeship training.

### **For the Department/Institutes/Regional Offices**

*The DHR agree to:*

1. Provide proper guidance & counseling to apprentice during the training programme.
2. Ensure that the apprentice is paid a monthly stipend based on the attendance sheet received from the employer.
3. Ensure that the apprentice is paid monthly stipend of Nu. 1800/- per month
4. Provide logbook and ATP guidelines to apprentice.
5. Ensure that related instructions are imparted to apprentice depending upon the nature of the trade.
6. Brief apprentice regularly on dignity of labour, work values and ethics to be observed at the workplace.
7. Monitor performance of apprentice during his/her training period.
8. Issue certificate after the successful completion of the course.
9. Provide train skilled supervisors as and when required.

### **For the apprentice**

*I agree that I will:*

1. Undertake the training conscientiously, diligently and endeavor to gain required employability skills before the expiry of the period of training.
2. Abide by the rules and regulation of the company in all matters of conduct and discipline and carryout all lawful orders of the employer and supervisor in the company.
3. Ensure that the logbook is well maintained & open for inspection as and when required.
4. Submit attendance sheet to the DHR for monthly stipend on time.
5. Be punctual, behave in a responsible manner and work in accordance with the requirements of Health and Safety regulations.
6. Promote at all times the employer's interests.

7. Refrain from engaging in political, criminal or commercial activities that adversely affects the interests, image of the Kingdom of Bhutan and its sovereignty.
8. Not indulge in any activities that would disturb the peace and harmony of the locality.
9. ***Submit bank account number to the program coordinator within two weeks after signing the contract agreement.***
10. ***Report in person (those attached in Thimphu) or send (either fax or email) the acknowledgement letter (attached outside Thimphu) to the program Coordinators on 15<sup>th</sup> of every month.***
11. Continue as regular employee for at least 2 years after completing the ATP program

### **Training Contract Declaration:**

We, the employer and the apprentice have read and understood the Training Contract

### **Obligations outlined below:**

We declare that to the best of our knowledge the details entered on this training contract are true and correct.

We understand that giving false or misleading information is a serious offence.

The contract will come into effect from the day of signing the agreement.

**For Employer:**

1. Address of Employer : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Trade Licence No : \_\_\_\_\_

**3. Contact Detail:**

4. Tel /mobile No : \_\_\_\_\_

5. Fax : \_\_\_\_\_

6. Email : \_\_\_\_\_

\_\_\_\_\_  
Sd/

Affix Legal Stamp

**For apprentice(s)**

1. Name : \_\_\_\_\_

2. Present Address : \_\_\_\_\_

3. Gewog/Village : \_\_\_\_\_

4. Citizenship ID No. : \_\_\_\_\_

5. Job seeker No : \_\_\_\_\_

**Contact Detail:**

- 6. Tel /mobile No : \_\_\_\_\_
- 7. Email : \_\_\_\_\_

8. Signature of Applicant/date : \_\_\_\_\_

**For Department use:**

- 1. Duration of Course : \_\_\_\_\_
- 2. Date of joining the company : \_\_\_\_\_
- 3. Date of Completion : \_\_\_\_\_
- 4. Remarks : \_\_\_\_\_

\_\_\_\_\_  
Name and Signature  
Division Head

Date: \_\_\_\_\_

**For information please contact at 02-333867(Ext. 2123) Fax: 02-324846.**

**Email: [atpdhr@gmail.com](mailto:atpdhr@gmail.com)**



## **Attendance Sheet**

The employer/skilled supervisor are required to fill in the attendance sheet and send to DHR for release of monthly stipend

Name of the Organization:.....

Location.....

Attendance for the Month of (M/Y)...../.....

Date of Submission...../...../.....

Ac/No (BoB)\_\_\_\_\_

CID.no. \_\_\_\_\_ Contact No. \_\_\_\_\_

Name	Occupation	Date							

Name of the Company: \_\_\_\_\_

Signature of Skilled supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

***For information please contact at 02-333867(Ext. 2123) Fax: 02-324846.***

***Email: atpdhr@gmail.com***

## **Glossary**

### **Apprentice**

A person employed by way of apprenticeship (in a designated occupation) and enters into a contract of apprenticeship that is registered with the responsible authority.

### **Assessment**

Assessment is the process of observing, understanding and improving your learning at the workplace and in the VTI when you receive your theory training. In our case it is the comparison of your achievements with the criteria and standards as set out in the trade profile which is appropriate for your trade.

### **Competence**

This is about what apprentices/trainees can do. It involves being able to perform in a given context and also being able to transfer knowledge and skills to new tasks and situations. For example, the apprentice can complete a task to satisfaction in one area of the workplace and can use the same skill to complete a similar task in another area of the workplace.

### **Employer**

The organization, company or business, which opens its workplace to apprentices to enable them to learn skills and knowledge.

### **Related Instructions**

Learning that occurs in an institution, for example in a Vocational Training Institute

<b>On-the-job learning</b>	<p>during the organized theory training away from the workplace.</p> <p>Learning by practicing in the workplace through instruction by a skilled supervisor.</p>
<b>Training provider</b>	<p>The registered training provider with whom the apprentice is enrolled to train. These are usually private training providers.</p>
<b>Programme Coordinator -ATP</b>	<p>The DHR representative, who manages, coordinates and supervises apprentices on vocational placement.</p>
<b>Skilled supervisor</b>	<p>A staff member appointed by the employer to induct, train and supervise the apprentice during the vocational training.</p>