

USAID AMPATH Uzima



Telephone: (+254)532033471/2 | Postal Address: P.O. Box 4606-30100, Eldoret, Kenya | Email: info@usaidampathuzima.or.ke

APPRENTICESHIP TRAINING AGREEMENT

This document sets out the terms and conditions of apprenticeship. It is an agreement between USAID AMPATH Uzima Project funded by USAID and Artisans engaged to offer apprenticeship training to OVC within the project.

An agreement is made on this day of _____ the (Date) _____

Between the Implementing partner (IP):

IP Name: USAID AMPATH Uzima
County: UASIN GISHU
Ward:
Contact Person (Name):
Address:
Phone Number of contact person:

And the artisan

Business Name:
Contact/Responsible person:
Phone Number:
Training to be provided:
Training Facility Address (Physical & Postal):
Phone number of artisan:

With the intention of contributing towards achieving the USAID AMPATH Uzima project goal of creating increased opportunities for OVC who are out of school by giving them access to apprenticeship training, in this case, to youth listed below:

S/No	CPIMS ID	NAME OF APPRENTICE	Age	WARD
I.				

2.				
3.				
4.				
5.				

The IP and artisan hereby agree to the following:

Terms of the Apprenticeship

The apprenticeship will last for a period of **6 Months (600 Hrs.)** beginning on _____ (date) and ending on _____ (date).

I.0 Roles and Responsibility:

I.1 USAID AMPATH Uzima hereby agrees to:

1. Provide a mandatory orientation to the apprentices. Subjects to be discussed include: appropriate work behavior, timeliness, work ethic, expectations and the benefits of the program and the repercussions of misconduct.
2. Provide the artisan with an attendance register for tracking attendance.
3. Perform field (scheduled) visits to determine the progress of the apprentice according to the training program.
4. Monitor the progress of the apprentice using provided tools including the interview.
5. Act as an intermediary between the artisan and the apprentice, should there be any conflict/grievance.
6. Provide a contribution to the artisan in exchange for the training services for the apprentice, with the following details:

a. Total Cost per single apprentice: _____

b. Number of Apprentices: _____

c. Total cost to be paid to the artisan: (Ksh.) _____

d. The total amount will be paid in the following number of instalments: _____ (instalments)

So sub-divided it will be:

Instalment	Date	Amount per Apprentice	Amount
------------	------	-----------------------	--------

1 ST		Ksh. 5,000	
2 ND		Ksh. 4,000	
3 RD		Ksh. 3,000	
Grand Total		Ksh. 12000	

8. If an apprentice does not finish the program, the IP will stop paying the artisan any money due to that apprentice.

The amount of money will cover the basic requirements for the implementation of the training including training materials, tools, and training fees. If there is any adjustment to the compensation (e.g., any direct provision of tools and/or material by the IP to the artisan), the two parties will attach a dedicated explanation of their agreement to this MOU.

1.2 ARTISAN hereby agrees to:

1. Train the apprentice on (Course/Skill area): _____

Modules or topics in the course include;

_____, _____,
 _____, _____,
 _____, _____,
 _____, _____,
 _____, _____

2. Provide effective training to the apprentice and make sure to teach all the skills necessary as per agreed training schedule. If the artisan is not able to teach all the skills in the period agreed, it is his/her responsibility to extend the training period at no added cost to the IP.

3. Supervise the apprentice closely to help with skills development and to build apprentice confidence. Give regular constructive feedback on the apprentice's performance as well as mentor and coach them.

4. Ensure minimum **600 contact** hours per apprentice during the **six months**

5. Ensuring that any work performed in occupations declared hazardous, shall be under the direct and close supervision of a qualified and experienced person, and there is a schedule of organized and progressive work processes to be performed on the job. Apprentices may perform certain tasks that are otherwise declared hazardous provided the hazardous work is incidental to the training and is for intermittent and short periods of time.

6. Monitor the progress of the apprentice such that:

- a. The artisan provides details on the progress of the apprentice periodically to the IP
- b. The artisan keeps an accurate record of the days the apprentice is present and document their daily activities.
- c. Inform IP on long absence of the apprentice or on regular absenteeism, or any other concern deemed necessary to relay.

7. Artisans are encouraged, but not required, to hire the youth apprentices upon completion of the program.

4.0 In case of disputes:

If the artisan has a serious complaint about the apprentice, he or she should inform the IP contact person who will arrange for a discussion with the apprentice and will report the case to the USAID AMPATH Uzima (IP) Project staff concerned for further escalation where necessary.

Any dispute arising out of this Memorandum Of understanding will be settled politely by negotiation between the partners. If a disagreement between the IP and the artisan still persists, the dispute will be settled by the respective agency by involving an arbiter approved by the affected parties.

No	NAME APRENTICE	OF	CPIMS ID	NAME CAREGIVER	OF	CAREGIVER'S CONTACTS
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10						
11						

The agreement is signed by: (Please confirm your acceptance of this agreement by signing this agreement)

1. Artisan : Name: _____

2. Name of Business: _____

ID Number: _____ Contact: _____

Date: _____

Business Stamp

3. **USAID AMPATH Uzima PROJECT** (STO/ Household economic Strengthening Officer)

Name: _____ Title: _____ Contact: _____

Signature: _____ Date: _____