



## 2021 DIGITAL APPRENTICESHIP PROGRAMME

### Terms of Appointment

Congratulations on being selected as a participant (“Junior Tech Professional”) in the Digital Apprenticeship Programme. The Digital Apprenticeship program is an initiative by the UK- Kenya Tech hub managed by [EldoHub](#) in partnership with [Thunderbird School of Global management](#) that will be running across Kenya.

This Terms of Appointment (“Terms”) contains the terms that all Junior Tech Professionals must follow. EldoHub may terminate or rescind this award, with or without cause, upon written notice to the Junior Tech Professional.

### Program Dates

- January 4: Apprenticeship officially begins
- January 4: Introduction to host business
- January 10: Introduction to tech buddy (professional mentor)
- January 22: JTP 3 module presentation and training
- January 4 – March 31: Apprenticeship activities in the host businesses across the country
- January 4 – March 31: Junior Tech Professional Weekly Reports
- February 16 - February 17: Mid-point presentation
- February 26: JTP Training/ Feedback Session
- March 25 - March 29: End point presentation
- March 31: Digital apprenticeship completion

Junior Tech Professionals are selected through a rigorous application process and are expected to uphold the high standard that led to their selection. Junior Tech Professionals are required to participate in the entirety of the 2021 Digital Apprenticeship programme. In most cases, Junior Tech Professionals will begin their digital apprenticeship on or around January 4 2021. All Junior Tech Professionals must be available to officially and fully avail themselves to work on a digital project on January 4, and complete by March 31. There are no exceptions to these dates. The Junior Tech Professionals are required to fully cooperate, comply and align to the host business’s organization values, vision and mission.

The Digital Apprenticeship Program will provide a three month stipend of Kenya Shillings 20,000 per month to offset apprenticeship-related expenses.

In addition to participating in the digital apprenticeship, Junior Tech Professionals must always be on time to, and actively participate in, all official program activities including, but not limited to: training by Thunderbird Global School of Management and mentorship through corporate tech buddy, special events, workshops, mid-point and end-point presentations and feedback sessions. Failure to do so may result in termination of the Digital apprenticeship and early dismissal from the programme.

Prior to your Digital Apprenticeship with the host businesses, Junior Tech Professionals must:

- Complete the JTP Start Survey, including uploading your national ID, high resolution photo and signing the terms of appointment.
- Complete the JTP Matching Survey.
- Accept and confirm their full participation in the program.
- Attend a virtual pre-placement orientation. Date and time will be scheduled.
- Comply with all other requests and/or preparation instructions from EldoHub.

Instructions on how to achieve the below tasks will be provided by EldoHub between January and March 2021.

In addition to the mentorship with your assigned tech buddy Mentor (Mentorship *Details* document to be shared), Junior Tech Professionals are required to arrive on time for the mentorship and meet-ups organized by your mentor:

- Weekly virtual meetings with your tech buddy;
- Official program activities throughout the program; and
- Workshops and other events organized by EldoHub, UK Kenya Tech Hub and Thunderbird Global School of management.

## Apprenticeship Details

The Digital Apprenticeship program through EldoHub will match each Junior Tech Professional with a host company/business and a Professional Mentor here referred as “Tech Buddy” who work at a corporate tech company. During the digital apprenticeship, each junior tech professional will agree with their Professional Mentor on the specific areas they need mentorship based on the Junior Tech professional’s learning goals, expertise of the mentor and needs of the host business. The junior tech professional and his or her Tech Buddy will be in touch and work on the Junior Tech Professional mentorship objective for 10 weeks.

Junior Tech Professionals will also receive training and capacity building from Thunderbird Global School of Management as follows:

- An orientation and pre- placement training taking place the first week of January.

- Online modules in January with weekly deliverables to be submitted every Friday
- Training events with professors from Arizona State University end of January
- Two capacity building sessions end in February and March.

## Termination of Award

EldoHub reserves the right to rescind or terminate your award and continuation in the Digital Apprenticeship programme at any time, including in the event of inappropriate, illegal or disruptive conduct on your part. Illegal activities, violations of these Terms or repeated lapses in conduct will be considered sufficient grounds for termination. Any participant whose award is terminated or rescinded may be required to return any advances in stipend disbursed.

## Acceptance of Terms

Please confirm your participation in the Digital Apprenticeship Programme by indicating your acceptance of the Terms in the designated section of the Start Survey [link](#).

Important: The deadline to accept the terms and conditions is Monday, January 4. Please contact Azron Brian ([azron@eldohub.co.ke](mailto:azron@eldohub.co.ke)) immediately if you, for any reason, are unable to accept these terms. Failure to accept these Terms by January 4 may result in revocation of the Digital Apprenticeship Programme award.

PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR REFERENCE.