

**Ministry of Youth and Sports**  
**Policy on MYS YTCs Industrial Work Attachment**

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## 1.0 POLICY OBJECTIVE

- 1.1 The purpose of this policy is act as a guideline to trainees and staff of the Youth Training Centre on acceptable processes and procedures that one must follow before commencing industrial attachment, during the course of industrial attachment and after the industrial attachment.
- 1.2 These policy guidelines establish the principles for:
- The responsibilities of the staff of the Youth Training Centre;
  - The responsibilities of the trainees of the Youth Training Centre intending to undertake industrial attachment; and
  - The responsibility of the industry.
- 1.3 This policy outlines the standards which the Youth Training Centre requires trainee to uphold and meet when undertaking industrial attachment. The standard will form the basis we monitor trainees' engagement at the industry and the actions we will take in respect to breaches of this policy.
- 1.4 This policy will at all times supplement the Policy on Academic Issues which governs the general conduct of all trainees and the disciplinary measures that must be taken in instances of a breach. This policy may be amended at the indicated period.

The Ministry of Youth and Sports recognizes the importance of maintaining the link between academia and industry and the need for the Youth Training Centres to effectively respond to this need. Industrial Attachment serves to enable trainees attached to industries to acquire practical skills in their occupational areas or areas of interest. It is also an opportunity for trainees to familiarise themselves with way industry uses new technologies, machines, equipment and methods that might not have been used at the Youth Training Centre. Trainees must view industrial attachment as an opportunity to familiarise themselves with the industrial work ethics and attempt to learn as much as possible whilst on attachment. This policy also demands that should a mismatch be identified between the programmes delivered and the demands of the industry, the Youth Training Centres must take measures to address this mismatch through the support of the Ministry's Senior Management.

## **2.0 POLICY**

- 2.1 Staff of the Youth Training Centre(s) and Trainees are expected to comply with this policy when they are engaged in an industrial attachment/work placement.
- 2.2 Breach of this policy may be dealt with under our disciplinary procedures and, in serious cases, may be treated as gross misconduct leading to disqualification of award.
- 2.3 The policy guidelines also prescribe acceptable behaviour for all Youth Training Centre trainees engaged in industrial attachment; and
- 2.4 The policy provides guidelines on industrial attachment for trainees of the Youth Training Centre(s).

## **3.0 BACKGROUND**

- 3.1 The development of this policy emanates from the need for the Youth Training Centres to have a clear policy direction on industrial attachment as per the requirements of the Fiji High Education Commission for accreditation of Youth Training Centre programmes.
- 3.2 The policy recognises that there must be at least three actors undertaking various responsibilities in order for industrial attachment to take place. Their responsibility vary according to the need for satisfactory completion of the attachment. This policy recognises that the Youth Training Centres may be limited in its ability to control or to influence the assuming of the different responsibilities by the various actors as a means to an end. These actors include Trainee; Institution and the Industry.
- 3.3 This policy recognizes that whilst Industrial Attachment may already have been happening at the Youth Training Centres, this policy supersedes all internal guidelines that may have been in use. In instances where there is a dispute in the interpretation and or implementation of existing guideline and those identified here, Trainees and Staff must followed the guidelines identified in this policy.
- 3.5 This policy covers all trainees enrolled in the Youth Training Centre intending to undertake Industrial Attachment.

## **4.0 DEFINITIONS**

### **4.1 Ministry of Youth and Sports**

Ministry of Youth and Sports refers to the ministry that is designated the role to look after the interest of youths and development of sports by the Government of Fiji.

### **4.2 Ministry**

Ministry is the abbreviated form of the label "Ministry of Youth and Sports".

### **4.3 Youth Training Centre**

Youth Training Centre refers to the training institutions established by the Ministry of Youth and Sports to deliver second chance training and capacity building to unemployed and school dropout youths of Fiji.

### **4.4 Trainee**

Trainee refers to youths who are enrolled in the Youth Training Centers.

### **4.5 Trainer**

Trainer refers to Officials of the Ministry of Youth and Sports and or partner Organisations engaged in the delivery of training programmes to youths enrolled in the Youth Training Centre.

### **4.6 Industry**

Industry refers to the segment of the Fijian economy that trainees are earmarked to find employment in – these are the job providers be it in the private or public sector.

### **4.7 Company**

Company refers to any one actor of the Industry either in the private or public sector that is legally recognized by the Government of Fiji to engage in business dealings.

### **4.8 Policy**

Policy refers to this policy, the Policy on MYS YTC Industrial Attachment.

### **4.9 Parties**

Parties refers to those person(s) / group(s) or persons or Organisation(s) that will be involved in the satisfactory delivery and conclusion of trainees Industrial Attachment.

#### **4.0.1 Laws and Authorities**

Laws and Authorities refers to the national regulations / policies or any other over arching document that provides guideline to the observation of certain aspect of services delivery of the Government of Fiji.

#### **4.0.2 Attachment Coordinator**

Refers to the MYS Staff responsible for organizing the industrial attachment program.

#### **4.0.2 Procedures**

Procedures refers to the specific set of instructions that guides the interpretation of this policy.

### **5.0 RELEVANT LAWS AND AUTHORITIES**

5.1 Higher Education (Qualification) Regulations 2010

5.2 Health and Safety at Work Act 1996

### **6.0 PROCEDURES**

#### **6.1 Responsibility for Implementation of the Policy**

6.1.1 The Permanent Secretary Youth and Sports (PSYS) has overall responsibility for the effective operation of this policy. The PSYS may delegate tasks in relation to this policy but may not delegate overall responsibility.

6.1.2 The Youth Officer(s) based at the Youth Training Centres is/are responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our operations.

6.1.3 Trainees are responsible for their own compliance with this policy and for ensuring that it is consistently applied. Trainees must ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Youth Officer(s) who will report to the PSYS through the Director and Principal Youth Officers for further action.

6.1.4 Questions regarding the content or application of this policy should be directed to the PSYS.

#### **6.2 Parties to Industrial Attachment and their responsibilities**

6.2.1 This policy recognizes that there will be at the minimum 3 parties involved in the event of an Industrial Attachment. These 3 parties include the Youth Training Centres; the Trainee; and the Industry.

6.2.2 Each party is important in the carrying out of industrial attachment. This policy realises that at times not only all 3 parties may be involved but could be more than 3 parties, which

are, the Trainee, the Youth Training Centre; Industry and a Stakeholder like the National Employment Centre.

### 6.2.3 *The Trainee.*

6.2.3.1 It is the responsibility of a trainee to ensure that the pre-requisites for Industrial Attachment are met. The trainee must read and observe the behavioural requirements in the Attachment Code of Conduct and host organisation's rules and regulations;

6.2.3.2 The trainee must ensure that he/she reports to the site of Industrial Attachment every day for the days in which he/she is expected to serve his/her attachment and to observe the following etiquette:

6.2.3.2.1 To comply with the instructions of their Industry Attachment Coordinator(s), Supervisor and staff members of the Company;

6.2.3.2.2 To observe the office hours and be punctual;

6.2.3.2.3 To observe and comply with the legal laws where the attachment takes place;

6.2.3.2.4 To report any unsafe working conditions or other concerns to the mentor and or the Attachment Coordinator;

6.2.3.2.5 No to take unapproved leave during the attachment.

6.2.3.4 The trainee must keep an account of the activities that he/she undertakes every day and how these activities contribute to his/her learning;

6.2.3.5 The trainee must ensure that the Industrial Log Book is maintained and entries made in a timely manner, reflecting in the most accurate manner what transpired during the period of Industrial Attachment and get it endorsed by the Supervisor;

6.2.3.6 The trainee must provide an update to the Youth Training Centre the progress of the Industrial Attachment and any problem ;

6.2.3.7 The trainee must make appropriate arrangement with his/her supervisors at the Industrial Attachment for an assessment to be made by Officers of the Youth Training Centre at the end of the Industrial Attachment. The assessment aims to gage the level of understanding and skills attained during the Industrial Attachment. During such an assessment, Officers of the Youth Training Centre must ensure that both the trainee and a representative of the Industry are present and opinions obtained.

6.2.3.8 Trainee must report back to the Youth Training Centre on the first working day of the third week since the trainee left the Youth Training Centre for Industrial Attachment.

#### 6.2.4 *The Youth Training Centre*

6.2.4.1 To identify trainees who are qualified to go on Industrial Attachment from recommendations of the Trainer(s) involved;

6.2.4.2 Staff of the Youth Training Centre must ensure that Trainees going on Industrial Attachment take with them the following:

6.2.4.2.1 Letter confirming to the Company of which the Trainee seeks Industrial Attachment that the Trainee is a current trainee of the Youth Training Centre;

6.2.4.2.2 Letter explaining to the Company of which the Trainee seeks Industrial Attachment the reasons for Industrial Attachment and how this is related to the awarding of a Certificate of Completion in the relevant programme that the Trainee is enrolled in;

6.2.4.2.3 Maintain proper record of Trainee assessment sheets and other such papers related to the Trainee's Industrial Attachment;

6.2.4.3 To provide guidance to the trainee on working attitudes, workplace safety and relevant key skills before Industrial Attachment;

6.2.4.4 To visit attaches' at least once in a week and discuss with them and their supervisors reflecting on attachment experience and examine their logbooks;

6.2.4.5 To ensure proper working terms and conditions – working Hours / allowances / leaves / channel of communication / grievance procedure;

6.2.4.6 To provide ongoing feedback to the Industry mentor and the learner to fasten effective communication and establish supportive relationship before, during and after the Industrial Attachment period;

6.2.4.7 To keep in close contact with the industry throughout the attachment period and act on or follow up any areas of concerns with the student and or the Industry.

#### 6.2.5 *The Industry*

6.2.5.1 It is the responsibility of the Industry to provide opportunities for Industrial Attachment in a space that is OHS compliance.

6.2.5.2 To expose trainees to relevant activities and training opportunities by providing continued guidance, assessment of progress of Industrial Attachment.

6.2.5.3 To check and endorse the Industrial Attachment Logbook of trainee

6.2.5.4 To provide feedback to the Youth Training Centre on progress of trainee and identify programmes offered during the period of Industrial Attachment.

6.2.5.5 To allow Officials of the Youth Training Centre to visit trainees during the Industrial Attachment period.



**6.3 Period for Industrial Attachment**

6.3.1 The period for Industrial Attachment varies from 1 to 6 months organised by the YTC. Attachment period must be properly identified based on the suitability of attachment to the areas purposed and availability of opportunities for attachment to ensure skills sets required are enhanced.

**6.4 Attachment Log Book**

6.4.1 Each trainee will be supplied with a logbook by the Youth Training Centre to take along when going for Industrial Attachment. The logbook will guide the trainee, and the Industrial Attachment Supervisor, and further endorsed by the Youth Training Centre at the end of the Industrial Attachment period.

**6.5 Insurance Cover**

6.5.1 Proper arrangements shall be made between the Ministry and the Industry on attaches' insurance cover before attachment proceeds. Should the industry disagree on paying the insurance cover than the Ministry shall be responsible.

**6.6 Allowance**

6.6.1 This policy recognises that the provision of allowance to trainee who are on Industrial Attachment will have to be discussed and mutual agreement reached between the trainee and the Industry where the Industrial Attachment will take place. The Youth Training Centre will not pay any allowance to any trainee on Industrial Attachment.

**7.0 EFFECTIVE DATE .....**

**8.0 REVIEW DATE .....**

**9.0 KEY SEACRH WORDS**

10.1 Industry, Academia, Attachment, Trainees Work Placement, Youth Training Centre, Industrial Attachment, Trainer, Institution, NEC

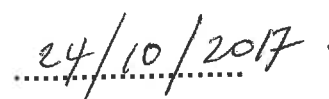
10.0 RECOMMENDED BY THE PERMANENT SECRETARY FOR YOUTH AND SPORTS  
MS ALISON BURCHELL

  
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SIGNATURE

  
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DATE

11.0 ENDORSED BY THE MINISTER FOR YOUTH AND SPORTS

  
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SIGNATURE

  
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DATE