



*Republic of Mauritius*

*Ministry of Labour, Industrial Relations, Employment and Training*



# GUIDELINES

**NOVEMBER 2016**

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**BTW**

### **1.0 DEFINITION**

The Back To Work Programme (BTW) is a 1 year placement and training programme for women aged above 30 years. Many women who are actually unemployed wish to join/rejoin the labour force so as to contribute to household expenditure and to become economically independent. Moreover, they aspire to bring their contribution to the development of the country. As such, the integration of these women in the world of work should be facilitated, especially that this would lead to a reduction in both female and overall unemployment rate in Mauritius.

The Employer may also decide to offer women Mauritius Qualifications Authority (MQA) approved training during the course of their placement.

### **2.0 OBJECTIVE**

The objectives of the BTW Programme are to:

- (a) ensure that Mauritian women above 30 years of age can have employment in private enterprises or with individual employers; and
- (b) help women gain back their self-confidence and learn to integrate or re-integrate the labour market by undergoing a training programme designed to build or re-build self-awareness, self-esteem, social responsibility and entrepreneurial skills and to strengthen interpersonal and communication skills.

### **3.0 OPERATION OF BTW**

The operationalization of the programme requires the registration of unemployed women at the Employment Information Centre (EIC) nearest to their residence to obtain their Occupation Classification Number and then register themselves for placement/training online on [www.mauritiusjobs.mu](http://www.mauritiusjobs.mu)

The employer shall directly register their company online on [www.mauritiusjobs.mu](http://www.mauritiusjobs.mu) to be able to participate under the programme.



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**3.1 Modus Operandi**

**Agreement:** - Employers who have a minimum of one year of operation shall enter into an agreement with the MLIRET with a view to recruit unemployed women under the BTW that shall meet their immediate needs. Unemployed Mauritians shall be recruited directly from the [www.mautiusjobs.mu](http://www.mautiusjobs.mu).

**Recruitment of trainees:-**

- Once validated, the employer shall follow the steps as specified in the flowchart in section 7.0.

**4.0 Responsibility of the Skills Working Group (SWG)**

The Skills Working Group shall among others, oversee and manage the BTW.

It inter alia shall:-

- enquire into any matter relating to the implementation and smooth running of the BTW and
- take appropriate decisions and measures related to issues encountered under the BTW (fraud, drop out cases among others)

## **5.0 RESPONSIBILITY OF EMPLOYER**

- i. The Employer shall register online on [www.mauritiusjob.mu](http://www.mauritiusjob.mu).
- ii. The Employer shall select the number of unemployed women from the generated list.
- iii. The employer shall submit the following documents:
  - a) The signed agreement between MLIRET and employer. This agreement stipulates all the conditions governing the participation of the Employer under the BTW.
  - b) Copy of Letter of Offer by Employer to Trainee(s) wherein all conditions of the placement are mentioned clearly and duly signed by both employer and trainee
  - c) And other relevant documents as mentioned in Appendix B.
- iv. The employer shall ensure that the selected unemployed is not subject to any possible conflict of interest
- v. The employer shall not start placement until a signed copy of agreement has been obtained.
- vi. The employer shall not start training until approval has duly been obtained by MLIRET.
- vii. The employer shall pay a stipend of a minimum Rs 5,000 to women recruited under the BTW during the 1 year placement.
- viii. The employer shall submit a claim for the refund of stipend on a monthly basis in such form and manner as the MLIRET may determine as per section 10 (a).
- ix. The Employer shall keep a record of attendance of the trainee(s) enrolled under BTW at the workplace.
- x. The Employer shall collaborate during the monitoring exercises and surprise visits that will be carried out by the MLIRET.

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- xi. The Employer shall participate in any survey conducted by the MLIRET.
- xii. The Employer shall ensure that the trainee(s) work under supervision and that the relevant tools, equipment and other facilities are made available to them.
- xiii. The Employer shall arrange for an insurance cover for the trainee (s).
- xiv. The Employer shall not later than 15 days from the date of termination of placement of women, notify in writing the MLIRET, of the event and the reasons thereof.
- xv. The Employer shall make available, on demand by the MLIRET, any record, document or information for the purposes of ensuring the implementation of the BTW.
- xvi. The Employer shall report to MLIRET any difficulty encountered regarding the programme.
- xvii. The Employer may keep the Mauritian woman, with her consent, in employment for a period of at least 12 months immediately following the period of placement/training under the BTW.
- xviii. Any breach of any of the terms of the Agreement signed between MLIRET and the Employer may result in the termination of the Agreement and the disqualification of the Employer from further participating in the BTW and the Employer may be subject to legal proceedings as a result of the breach of any terms of the Agreement.

**6.0 RESPONSIBILITY OF TRAINEE**

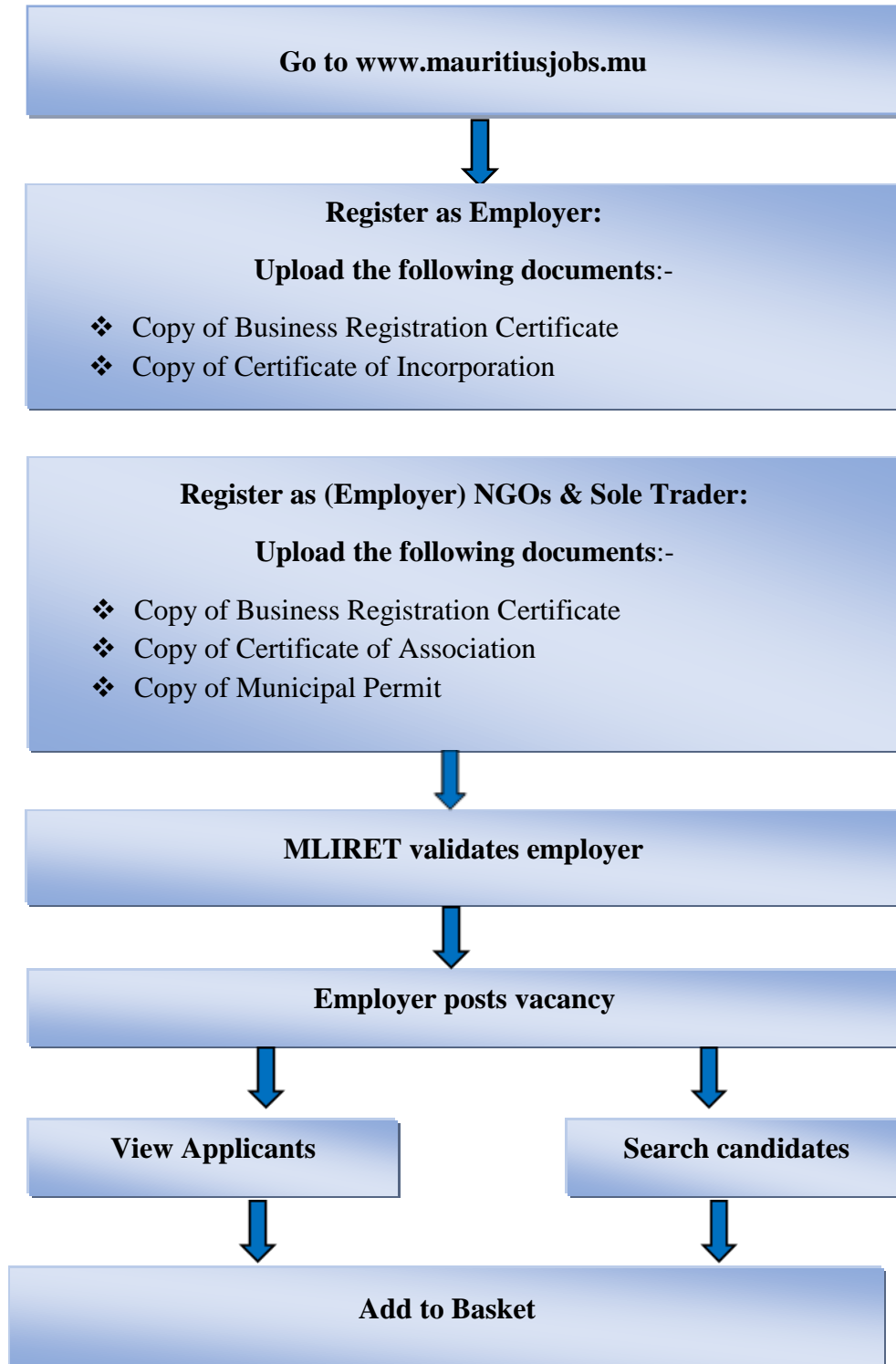
The trainee shall:

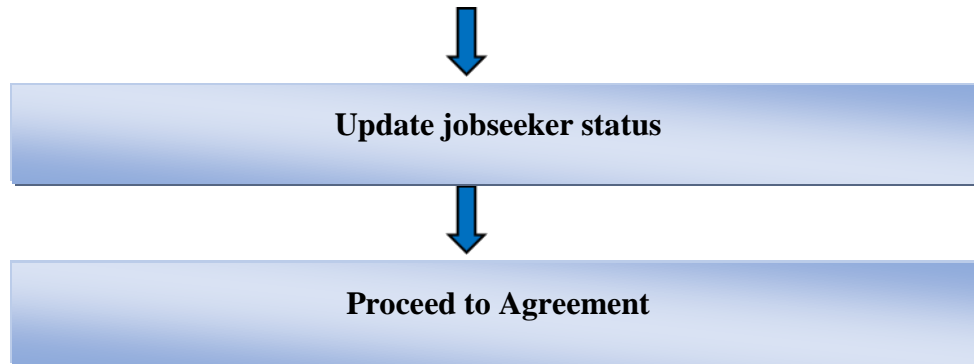
- Be unemployed for 30 days or more upon registration;
- Aged above 30 years old
- Registered on the [www.mauritiusjobs.mu](http://www.mauritiusjobs.mu);
- Ensure that she reads and understands the contents of any documents before signing of same;
- Abide by the regulations at the workplace; and

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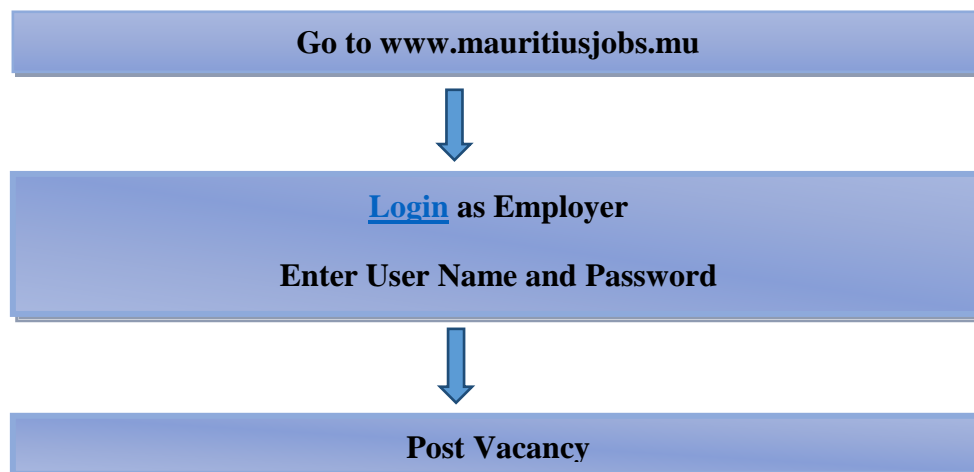
- Shall collaborate during the monitoring exercises and surprise visits that will be carried out by the MLIRET.

**7.0 APPLICATION PROCESS FOR A NEW EMPLOYER**





## **7.1 APPLICATION PROCESS FOR EXISTING EMPLOYER**





## **8.0 APPROVAL OF AGREEMENT**

- Approval of the agreement shall be given within 5 working days as from submission date provided all required documents are submitted. In case of any missing document, the employer shall be given another 5 working days to do so, failing which the agreement will be rejected.
- The agreement shall be effective as from the date of the signature of the agreement.
- A scanned copy of the duly signed agreement shall be forwarded by the BTW Secretariat to the employer and HRDC.

## **9.0 REFUND PROCESS**

### **9.1 Refund of stipend**

- A claim for the refund of stipend shall be submitted to HRDC on a monthly basis on the Application Form which shall be duly filled in and submitted (Appendices E and F) within one month, following the month for which the claim is being applied for.
- The HRDC shall refund the monthly stipend of Rs5000 to the employer within 15 working days during a maximum period of one year as from date of reception.

### **9.2 Refund Training Fees**

- The Employer shall submit a claim to the HRDC for the appropriate refund by sending the Application form duly filled in together with the relevant documents (appendix G, Certificate of Attendance or Letter of attestation from Registered Training Institution, Invoice of course fee from Training provider, Receipt (or any other proof)of payment for course fee).



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- The HRDC shall refund the Employer training fees for MQA approved courses, subject to a maximum of Rs 7,500 per trainee.

**10.0 MONITORING OF PLACEMENT/ TRAINING**

- i) The BTW Secretariat shall monitor the progress of the trainee through visits to the work premises. The visits may be scheduled without prior notice at the employer's workplace or training institution.
- (i) The BTW officers or any officers duly authorized by the MLIRET shall be granted access to the sites and relevant documents in relation to the training of the trainee.

**11.0 NSF AND NPF CONTRIBUTIONS**

The provisions regarding payment of NSF and NPF shall not apply in respect of trainee participating in the BTW.