

## MINISTERIAL RESOLUTION NO. (620) OF 2023 REGARDING THE PILOT PHASE OF THE PROFESSIONAL TRAINING PROGRAMME FOR EMIRATI STUDENTS

### Minister of Human Resources & Emiratisation:

#### Having perused:

- Federal Law No. (1) of 1972 on the competencies of the Ministries and Powers of the Ministers and amendments thereof,
- Federal Decree-Law No. (33) of 2021 concerning Regulation of Labour Relations and its Executive Regulations
- The Federal Decree No. (48) of 2004 ratifying the Arab Labour Mobility Convention No. (18) of 1996 pertaining to the Employment of Minors
- Cabinet Resolution No. (21) of 2020 regarding service fees and administrative fines in the Ministry of Human Resources and Emiratisation
- Resolution No. (9) of 2022 of the Chairman of the Board of Directors of the Emirates Competitiveness Council on the regulations and requirements for receiving benefits from the Emirates Talent Competitiveness Council programs and initiatives
- Resolution No. (5) of 2023 passed by the Chairman of the Board of Directors of Emirati Competitiveness regarding the adoption of professional training programmes for students in the private sector
- Ministerial Resolution No. (519) of 2018 on the regulations and requirements for the employment and training of students.

#### Resolved:

### Article (1) Professional And Internship Training Program for Students

A Professional and Practical Training Program for Students provides Emirati students with practical experience throughout their various stages and paths of study in order to support their enrollment into the skilled workforce in the private sector. In order

to accomplish this goal, a number of tracks are offered to students from the ninth grade to the final year of their undergraduate studies.

## Article (2) Introduction of The Pilot Phase of The Program

In collaboration with the Ministry of Education, the Ministry will launch the pilot phase of the professional and practical training programme for students in September 2023 which will continue through the academic year 2023-2024. Upon completion of the pilot phase, the program directors will evaluate the results and make recommendations.

## Article (3) Process and Participants in the Pilot Phase

Participants in the pilot phase under the supervision of the Ministry's program managers include:

- Educational institutions: schools, institutes, and technical colleges.
- Private and Semi-Governmental Sectors Establishments.
- The program invites selected Emirati students from the ninth grade to their final year of undergraduate study.

In order to achieve the objectives of the pilot phase of the program, the following three approaches are being pursued:

**First: Certified Internship Model:** Internships offered under the Certified Internship Model provide non-obligatory practical experience for secondary school students, and last from two to four weeks. The program targets students in the ninth, tenth and eleventh grades in public secondary schools. Successful students will receive accredited academic hours and financial rewards upon completing the certified internship program in accordance with the aforementioned decision of the Chairman of the Board of Directors of Emirates Competitiveness for Competitiveness (NAFIS) No. 5 of 2023. In order to qualify for success, the establishment must submit a completion certificate indicating completion of training. Furthermore, the establishment must verify the validity of the assessment prepared by the school.

**Second: Alternance Model:** This track provides mandatory practical experience for students in higher education who are pursuing a bachelor's degree. The student is required to train at the establishment for a minimum period of six weeks in order to complete the course. Successful candidates must submit a practical project that will be evaluated by both the establishment and the educational institution. Moreover, the establishment must issue a certificate of completion to the student upon completion of the training. Obtaining this certificate represents completion of a number of accredited academic hours at their educational institution.

**Third: Dual learning Model:** In this program, students from schools, institutes, and vocational higher technical colleges are required to complete eight weeks of practical experience. In this model, students in school grades and students in post-secondary vocational institutes are included. Successful candidates must submit a practical project that is evaluated by both the facility and the educational institution. Moreover, the facility must issue a certificate of completion to the student upon completion of the training. Obtaining this certificate represents completion of a number of accredited academic hours at their educational institution.

#### **Article (4) Pilot Phase Partners**

The pilot phase will be managed by the Ministry, in collaboration with the following entities, each in their field of expertise, with the Ministry acting as the program's coordinator:

1. Ministry of Education
2. Emirates School Education Foundation
3. Colleges of Higher Technology
4. Abu Dhabi Center for Technical and Vocational Education and Training
5. Emirati Cadre Competitiveness Council

#### **Article (5) Basic Responsibilities of The Ministry and The Partners**

- a. **The Ministry:** the Ministry's program managers are responsible for the following duties:
- **Develop a vision, general direction, and an action plan:** Provide guidance and support to partners during the implementation process.
  - **Maintain compliance with regulations and the design specifications of the pilot phase:** This is accomplished by ensuring that all activities related to the pilot phase are conducted within the frameworks established by the applicable regulations.
  - **Supporting establishments participating in the pilot program:** By providing necessary guidance and assistance.
  - **Monitor and supervise the pilot phase:** Assess the progress made in accordance with the evaluation framework and the established protocols
- b. **Participants:** Responsibilities entrusted to participants include the following:
- Develop new programs and paths, modify and update them as necessary.
  - Manage human and financial resources to ensure training operations are progressing as planned.
  - Monitor and track the performance of students assigned to the program.
  - Provide guidance and assistance to students during their professional and practical training
  - Obtain feedback from students and evaluate the effectiveness of the learning process.

## Article (6) The Selection of Participating Establishments

Establishments participating in the pilot phase will be selected by the Ministry and the pilot phase partners. Following selection, the selected establishments will conduct training and supervise the students throughout the training period in accordance with the program's standards and procedures.

## Article (7)

### Roles and Responsibilities of Participants

As part of the program, participants must comply with the laws, regulations, and requirements stipulated by the Ministry, as stated in the employment agreement signed between the student, the establishment, and the educational institution (attached herein as Annexure 2).

In particular, the establishment must comply with the following requirements:

- Develop and update training offerings in collaboration with education sector partners. Based on the model Annexure No. (2), opportunities offered should be based on duties, tasks, competencies, general knowledge, skills, and work behaviors.
- Provide an internal mentor to guide and evaluate the performance of each group of students hosted by the establishment.
- Take part in training or educational courses offered by the Ministry of Human Resources and Emiratisation to participating establishments.
- Establish a safe environment for students, and make sure that they perform tasks appropriate to their level of expertise, and under the supervision of a mentor from the company where necessary.
- Officers from educational institutions who are responsible for the evaluation process may visit students during professional training.
- Provide students with continuous support, under the direction of their mentor, including regular briefing sessions to monitor their progress.
- Assess students according to the approved evaluation standards issued by the Ministry and issue certificates of completion when the standards are met.

## Article (8)

### Partnering with Educational Institutions

During the pilot phase, the selection of educational institution partners is subject to the approval of the Ministry and other partners. It is necessary that they provide support and assistance to the participating institutions and students during the design and implementation phases of the training program.

## Article (9)

## Educators, Institutes and Colleges' Responsibilities

School or institute partners are responsible for developing educational objectives for participating students, verifying that the program complies with the approved regulatory framework, and providing assistance to facilities in developing a training plan and maintaining an appropriate work environment for training. Furthermore, the student, facility, and educational institution must adhere to all requirements established by the Ministry. These requirements are outlined in the agreement signed by the student, facility, and educational institution. (attached herein as Annexure 2).

### Educational Partners responsibilities are as follows:

- Take part in a variety of training workshops organized by the Ministry in order to gain an understanding of common support materials.
- Select members of the teaching staff from the school, institute, or higher school to conduct the evaluation, provided that they are properly trained in the essential skills required to conduct the evaluation, and that they participate in mandatory training courses conducted by Ministry specialists.
- Identify and assign individuals to be responsible for auditing the evaluation process in order to ensure the quality of the evaluation process and the compliance of those conducting the evaluation with the specified guidelines.
- Recruit external cadres for auditing tasks in order to ensure the quality of the evaluation process and the accomplishment of the required standards.
- Include students participating in the program in their insurance policy issued by the educational institute.
- Ensure that students are provided with appropriate training and safe means of transportation, as required.
- Identify the key performance indicators of the program and develop procedures for collecting data.
- Maintain a minimum standard of professionalism and relevant skills for all training opportunities.
- Monitor the training progress of students and mentors in the establishment to ensure successful completion of the training program.
- Follow up with the establishment with respect to approved learning objectives and provide additional guidance as necessary.
- Prepare and submit reports on the outcomes of training and students' performance to the Ministry in accordance with the agreed-upon procedure.

## **Article (10)**

### **Implementation of the Regulatory Framework Within the Pilot Program**

As part of the selection process, selected establishments agree to comply with the applicable business policies and regulatory frameworks. Furthermore, partners and students have agreed to sign the Tripartite Agreement attached herein as Annexure (2).

## **Article (11)**

### **Procedures For Issuing Training Permits to Students**

Participating establishment must abide by the terms of the Tripartite Agreement. In addition, they must adhere to the applicable procedures for obtaining training permits from the Ministry.

## **Article (12)**

### **Payment of Remuneration**

As part of the coordination process between the Ministry personnel in charge of the program and Emirates Competitiveness Council specialists, remuneration is disbursed to secondary school students from the ninth to the eleventh grades, according to applicable legislation enacted by the Council in this regard. Students will be compensated based on the number of weeks they participate in the program. Reimbursement will be made through the educational partner once all program requirements have been met.

## **Article (13)**

### **Abrogation of Contravening Provisions and Publication**

This Resolution shall be published in the Official Gazette and shall come into force from the date of its issuance. This Resolution shall preempt any provision that is contrary or in conflict with it.

**Dr. Abdul Rahman Abdul Manan Al Awar**

**Minister of Human Resources and Emiratization**

Issued by us on: 28 /September/ 2023

**ANNEXURE (1)**  
**PILOT PHASE OF THE PROFESSIONAL AND PRACTICAL TRAINING PROGRAM- THE**  
**FIRST YEAR- POWERS MATRIX**

	Responsibilities/Actors	Ministry of Human Resources and Emiratisation	The Ministry of Education	Emirates School Education Foundation, Applied Technology High School, Education and Professional Development Center	Higher Colleges of Technology	National Qualifications Centre, Commission for Academic Accreditation	Emirates Competitiveness Council (NAFES)
<b>Compliance And Budget</b>	Conformity of the pilot phase to the applicable regulations	Responsible Party	Responsible Party	Informed Party	Informed Party	Advisory Body	Advisory Body
	Pilot phase conformity with the initial design	Responsible Party	Advisory Body	Informed Party	Informed Party	Advisory Body	Advisory Body
	Pilot phase budget and payment management	Responsible Party	Advisory Body	Informed Party	Informed Party	Informed Party	Responsible Party
<b>Operations And Support</b>	Student academic support, evaluation, and follow-up	Informed Party	Responsible Party	Responsible Party	Responsible Party	Advisory Body	Informed Party
	Curriculum introduction and revision	Informed Party	Responsible Party	Responsible Party	Responsible Party	Advisory Body	Informed Party
	Provide feedback and guidance to educational institutions	Informed Party	Advisory Body	Informed Party	Informed Party	Responsible Party	Informed Party
	Supporting Corporations	Responsible Party	Informed Party	Informed Party	Informed Party	Informed Party	Advisory Body
<b>Mitigation, Monitoring, And Supervision</b>	Follow-up and supervision of the Pilot Program	Responsible party	Responsible Party	Advisory Body	Advisory Body	Informed Party	Informed Party
	Modifications to the pilot program	Advisory Body	Advisory Body	Advisory Body	Advisory Body	Informed Party	Advisory Body



	Management of student complaints	Informed Party	Advisory Body	Responsible Party	Responsible Party	Informed Party	Informed Party
	Management of corporate complaints	Responsible party	Informed Party	Advisory Body	Advisory Body	Informed Party	Advisory Body

## Annexure (2)

### Model Of the Trilateral Agreement

Agreement for the provision of professional training and internships  
(Hereinafter referred to as the "Agreement")

#### First Party: (Company details)

Name:

The Company is represented by:

According to the powers vested in him/her in the capacity of:

Address:

Tel:

E-mail address:

#### Second Party: (Student details)

Name:

EID No.:

Student ID:

Address:

Tel:

E-mail address:

#### Third Party: (Education Institution details)

Name:

The Institution is represented by:

According to the powers vested in him/her in the capacity of:

Address:

Tel:

E-mail address:

**Collectively referred to as the "Parties" and individually referred to as the "Party"**

### Preamble

WHEARAS, the Second Party is a student in grade (-----) completing his/her education (name of institution) wishing to train with the First Party in accordance with the provisions contained in Ministerial Resolution No. (519) of 2018 issued by the Ministry of Human Resources and Emiratization regarding Students Training and Employment.

**NOW, THEREFORE, the parties hereto agree as follows :**

### Article (1)

The above preamble forms an integral part of this Agreement. The parties to this Agreement agree to comply with the requirements and controls set forth in Ministerial Resolution No. (519) of 2018 issued by the Ministry of Human Resources and Emiratisation on Students Training and Employment.

### Article (2)

- a. The training provided under this Agreement will be specific to the position of -----
- b. This Agreement shall be for the period of ----- The term of this Agreement will run from ----- until -----
- c. Working days: -----
- d. Working hours: -----
- e. Job location(s): -----

During the period of the professional and practical training program, the Second Party shall maintain his/ her position and legal status, and may neither be excluded nor promoted. The Second Party shall not be included in the evaluation of the company's employees during the period of the professional and practical training program.

### **Article (3)**

The purpose of the professional and practical training program is to ensure that the Second Party is able to apply the theoretical knowledge acquired during the training process.

In coordination with the educational institution, the First Party should assign to the Second Party duties and responsibilities related to the qualifications and skills incorporated into the program design.

Supervisors overseeing the performance of the Second Party are required to determine jointly the content of the following framework:

#### **Summary of the professional and practical training program's learning outcomes:**

#### **Responsibilities of the Second Party:**

**Name and title of the Second Party's school supervisor:**

**Name and title of the Second-Party's Mentor at the company:**

### **Article (4)**

It is understood that all parties are bound by the evaluation framework previously agreed upon. Detailed descriptions of each party's responsibilities can be found in Articles 6 and 7.

After completing the professional and practical training program, the First Party is required to issue a certificate of completion and forward it to the Third Party and the Second Party.

### **Article (5)**

Participants from partner secondary schools are eligible to receive remuneration in accordance with applicable regulations.

Furthermore, the parties may agree upon specific compensation, as described in Annexure 2.

### Article (6)

**The First Party agrees to the following:**

- a. Provide a thorough training to the Second Party on all skills necessary for the position of ----- in accordance with the professional requirements of the position.
- b. Provide a professional training environment that contributes to the improvement of the skills and capabilities of the Second Party without exposing him/her to any health risks in any way.
- c. A minimum of one (1) day of weekly leave for the second party can be agreed upon before the training starts.
- d. During an emergency, the Second Party may take emergency leave, or as agreed between the parties.
- e. Provide evaluation and monitoring throughout the term of the Agreement in order for the Second Party to gain the greatest benefit from the training.
- f. Payment of the agreed-upon training remuneration to the Second Party according to the agreement between the parties.
- g. Provide necessary medical treatment for injuries sustained during or as a result of training.
- h. Provide the Second Party with a complementary certificate of completion upon completion of the training. Detailed descriptions of the duties performed by the Second Party and evaluations of its performance must be included in the certificate.

### Article (7)

**The Second Party agrees to the following:**

- a. Maintain compliance with agreed-upon training hours and days.

- b. Maintain the highest standards of professional conduct and business ethics when dealing with the employer or colleagues and in accordance with the company's Code of Conduct and Human Resources policies.
- c. Make sure all work tools and machines are maintained in good working order.
- d. Maintain compliance with the company's occupational health and safety regulations.
- e. Maintain confidentiality of all confidential information.
- f. Ensure that all instructions are followed correctly.
- g. Maintain a positive image of the company at all times.

### Article (8)

If there is a conflict between the Arabic and English versions of this Agreement, the Arabic version shall prevail.

### Article (9)

This Agreement was executed in four counterparts. A copy was given to each party, and a fourth copy was submitted to the Ministry of Human Resources and Emiratisation.

First Party	Second Party	Third Party
Name	Name	Name
Date	Date	Date

Annexure (1): Wages and compensation, if any