

Memorandum of Understanding

Between

Name of Training Provider], [type of legal entity], having its registered office at [address] (hereinafter referred to as “the training provider”)

And

Case 1

[Name of Business Industry Association], [type of legal entity], having its registered office at [address], and working for _____ sector (hereinafter referred to as “the partnering organization”),

Case 2

[name of enterprise], [type of legal entity], having its registered office at [address] (hereinafter referred to as “the member of the partnering enterprises”),

[name of enterprise], [type of legal entity], having its registered office at [address] (hereinafter referred to as “the member of the partnering enterprises”),

Coordination of Cooperative Vocational Training

1. Purpose

The purpose of this Memorandum of Understanding (MoU) is to define the framework for cooperation and partnership between the training provider, on the one side, and (**case 1**) the partnering business industry association (**or case 2**) the partnering enterprises, on the other side. Furthermore, it intends to clarify on the roles and responsibilities, on the one hand, and to formalize and strengthen coordination of the funded training programme, on the other hand.

2. Responsibilities

The training provider, on the one side, and (**case 1**) the partnering business industry association (**or case 2**) the members of the partnering enterprises, on the other hand, understands and pledges commitment to the following sets of tasks and duties in the framework of cooperation and partnership on coordination of the Cooperative Vocational Training.

2.1 Joint responsibilities

- a) Training design such as selection of qualifications, delivery mode and training sequence,
- b) Training schedule such as start and end of training, number of batches, number of trainees,
- c) Create linkages between training and employment
- d) Monitor and review training progress
- e) Monitoring and trouble-shooting
- f) Define institutional arrangement for coordination (bilateral meeting, committees, IMC, focal points from both sides)

2.2 Responsibilities of business industry association (Case 1)

- a) Identify the skills needs of the partnering enterprises,
- b) Identify and strengthen the engagement of enterprises for on-the-job training,
- c) Capacity-building of the enterprises for on-the-job training arrangements,
- d) Support to the training providers (equipment, know-how, industrial trainers, etc.),

- e) Promote and ensure compliance to adequate safety and health measures of on-the-job trainees in the partnering enterprises,
- f) Promote and facilitate in adoption of gender-sensitive approaches, environment and conditions in the partnering enterprises,
- g) Support in assessment of trainees,
- h) Promote and facilitate placement of graduates in the partnering enterprises,
- i) Assign one focal point for coordination activities

2.2 Responsibilities of group of enterprises (Case 2)

- a) Identify and share the skills needs of the enterprise,
- b) Arrange facility for on-the-job training,
- c) Identify and share in-take capacity for on-the-job training,
- d) Identify areas of capacity-building for staff regarding on-the-job training arrangements,
- e) Adoption of gender-sensitive approaches, environment and conditions,
- f) Compliance to adequate safety and health measures of on-the-job trainees
- g) Implementation of on-the-job training according to arrangements and curricula,
- h) Support to the training providers (equipment, know-how, industrial trainers, etc.)
- i) Support in assessment of trainees,
- j) Promote and facilitate placement of graduates,
- k) Assign one focal point for coordination activities

2.3 Responsibilities of training provider:

- a) Operationalization of the training schedule covering classroom and on-the-job training,
- b) Registry of trainees with the QAB and other national systems,
- c) Ensure compliance to all other legal requirements (accreditation, registration, affiliation and others)
- d) Coordination and recording of the training activities with partnering enterprises,
- e) Implementation of the classroom training,
- f) Assessment and certification
- g) Assign one focal point for coordination activities

3. Duration

This MOU may be modified by mutual consent of authorized officials. This MOU shall become effective upon signature by the authorized officials and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end on **31/12/2018**

Case 1

Name:
 Designation:
 Date and Signature:
 [Association Name/Address]

Name:
 Designation:
 Date and Signature:
 Training Provider Name/Address:

Case 2

Name:
 Designation:
 Date and Signature:
 [Company Name/Address]

Name:
 Designation:
 Date and Signature:
 Training Provider Name/Address:

Name:

Designation:

Date and Signature:

[Company Name/Address]

Name:

Designation:

Date and Signature:

[Company Name/Address]