

**Royal Government of Bhutan  
Ministry of Labour and Human Resources  
Department of Human resources**

**Apprenticeship Training Contract Agreement**

This contract forms a legally binding agreement between an employer, apprentice(s) and the Department of Human Resources for training apprentices for a period six to nine months or a year. In signing this contract the parties are bound by the obligations detailed below.

**For the Employer**

*I agree that I will:*

1. Provide a skilled supervisor to train apprentice and ensure that the apprentice is not left unattended or idle.
2. Provide appropriate tools and materials to the apprentice and favorable working conditions are created.
3. Monitor and supervise the performance of apprentice and inform the Department of Human Resources on a regular basis.
4. **Maintain daily attendance sheet and submit it to the Department of Human Resources for release of stipend by 25<sup>th</sup> of every month.**
5. Ensure that the apprentice is maintaining daily logbook.
6. Inform the concerned officer in *written* if the apprentice misbehaves in the workplace.
7. Ensure proper occupational health and safety regulations at the work place.
8. Ensure that the apprentice is not engaged in any other assignment(s) other than the specified occupation.
9. Provide monthly wages in time (first week of every month)
10. Provide leave incase the apprentice is ill or during extreme urgency.
11. Ensure that the apprentice is paid monthly stipend equivalent or more.
12. Provide permanent employment to apprentice on completion of attachment depending on the company service rules and regulation.

**For the Department of Human Resources**

*The DHR agree to:*

1. Provide proper guidance & counseling to apprentice during the training programme.
2. Ensure that the apprentice is paid a monthly stipend based on the attendance sheet received from the employer.
3. Ensure that the apprentice is paid monthly stipend of Nu. 1800/- per month
4. Provide logbook and ATP guidelines to apprentice.
5. Ensure that related instructions are imparted to apprentice depending upon the nature of the trade.
6. Brief apprentice regularly on dignity of labour, work values and ethics to be observed at the workplace.
7. Monitor performance of apprentice during his/her training period.
8. Issue certificate after the successful completion of the course.
9. Provide train skilled supervisors as and when required.

**For the apprentice**

*I agree that I will:*

1. Undertake the training conscientiously, diligently and endeavor to gain required employability skills before the expiry of the period of training.
2. Abide by the rules and regulation of the company in all matters of conduct and discipline and carryout all lawful orders of the employer and supervisor in the company.
3. Ensure that the logbook is well maintained & open for inspection as and when required.
4. Submit attendance sheet to the DHR by mail or in person for monthly stipend disbursement.
5. Be punctual, behave in a responsible manner and work in accordance with the requirements of Health and Safety regulations.
6. Promote at all times the employer's interests.
7. Refrain from engaging in political, criminal or commercial activities that adversely affects the interests, image of the Kingdom of Bhutan and its sovereignty.
8. Not indulge in any activities that would disturb the peace and harmony of the locality.
9. **Submit bank account number to the program coordinator within two weeks after signing the contract agreement.**
10. **Report in person (those attached in Thimphu) or send (either fax or email) the acknowledgement letter (attached outside Thimphu) to the program Coordinators on 15<sup>th</sup> of every month.**
11. Continue as regular employee for at least 1 year after completing the ATP program

**Training Contract Declaration:**

We, the employer and the apprentice have read and understood the Training Contract

**Obligations outlined below:**

We declare that to the best of our knowledge the details entered on this training contract are true and correct.

We understand that giving false or misleading information is a serious offence.

The contract will come into effect from the day of signing the agreement.

**For Employer:**

1. Address of Employer : \_\_\_\_\_

\_\_\_\_\_

2. Trade Licence No : \_\_\_\_\_

**3. Contact Detail:**

4. Tel /mobile No : \_\_\_\_\_

5. Fax : \_\_\_\_\_

6. Email : \_\_\_\_\_

\_\_\_\_\_  
Sd/  
Affix Legal Stamp

***For apprentice(s)***

1. Name : \_\_\_\_\_
2. Present Address : \_\_\_\_\_
3. Gewog/Village : \_\_\_\_\_
4. Citizenship ID No. : \_\_\_\_\_
5. Job seeker No : \_\_\_\_\_

***Contact Detail:***

6. Tel /mobile No : \_\_\_\_\_
7. Email : \_\_\_\_\_
  
8. Signature of Applicant/date : \_\_\_\_\_

***For Department use:***

1. Duration of Course : \_\_\_\_\_
2. Date of joining the company : \_\_\_\_\_
3. Date of Completion : \_\_\_\_\_
4. Remarks : \_\_\_\_\_

\_\_\_\_\_  
Name and Signature  
Division Head/VETD/DHR

Date: \_\_\_\_\_

***For information please contact at 02-333867(Ext. 2123) Fax: 02-324846.  
Email: atpdhr@gmail.com***