

RÉPUBLIQUE DU CAMEROUN
PAIX – TRAVAIL – PATRIE

COOPÉRATION CAMEROUN
BANQUE MONDIALE

PROJET D'APPUI AU DÉVELOPPEMENT DE
L'ENSEIGNEMENT SECONDAIRE ET DES
COMPÉTENCES POUR LA CROISSANCE ET L'EMPLOI

UNITÉ DE COORDINATION DU PROJET

Fonds Compétitif de Développement
des Compétences



REPUBLIC OF CAMEROON
PEACE – WORK – FATHERLAND

CAMEROON – WORLD BANK
COOPERATION

SECONDARY EDUCATION AND SKILLS
DEVELOPMENT PROJECT

PROJECT COORDINATION UNIT

Skills development Facilities



APPRENTICE APPLICATION FORM FOR ANY NATIONAL OR FOREIGN PRODUCTION, MARKETING OR SERVICE-LEARNING COMPANY OR CENTRE, REGARDLESS OF SIZE OR LEGAL STATUS.

Space reserved for the Project Implementation Unit (PIU)		
Received on :	Received by :	File N° :

Form to be completed and sent by e-mail to _____ no later than

Yaoundé, Cameroun

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Site Web : www.padesce.cm

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PLEASE READ THIS IMPORTANT INFORMATION BEFORE COMPLETING THE APPLICATION!

The Secondary Education and Skills Development Project (PADESCE) is an initiative of the government of the Republic of Cameroon set up with the support of the World Bank. Its objective is to increase equitable access to quality general secondary education and market-relevant skills development programs, with a focus on girls. It has a pilot tool designed to support the ongoing adaptation of the qualifications and skills of the workforce to the needs of the economic world and the labour market.

The PADESCE Skills Development Facility aims to support the Technical and Vocational Skills Development (TVSD) system by setting up a quality training and apprenticeship system that meets international standards and norms and is accessible to all.

The term apprenticeship applies to any system under which the employer undertakes by contract to employ a young worker and teach him or her a trade, for a pre-determined period, during which the apprentice is required to work in the service of the said employer (ILO). Decree no. 2020/2662 of 23 June 2020 defines apprenticeship as "a long-term form of alternate training that takes place partly in a company, but also, in addition, in a training establishment, with the aim of passing on, in the course of employment, to a person known as an 'apprentice', a recognised initial vocational qualification, enabling the exercise of a trade.

Referring to the provisions of the aforementioned decree and in accordance with its mission as a reform project, PADESCE proposes to contribute to the long-term establishment of a quality apprenticeship system based on:

- social and constructive dialogue;
- a solid regulatory framework;
- definition of the roles and responsibilities of stakeholders;
- the establishment of equitable funding mechanisms;
- labour market relevance;
- an inclusive system.

To this end, the PADESCE envisages the recruitment and placement of apprentices (young people looking for a qualification and/or professional retraining) within any national or foreign production, marketing or service provision company or learning centre, whatever its size and legal status, in accordance with the legislation and regulations in force, wishing to take part in this programme.

a) Who should apply?

Any national or foreign company or learning centre, whatever its size or legal status, meeting the following conditions:

1. have been in legal existence for at least two (02) years;
2. belong to one of the priority sectors of the national economy (agro-industry, construction and public works, energy, digital, etc.);
3. provide evidence of the availability of apprentice supervisory staff;
4. be prepared to take on several apprentices, including women.
5. provide evidence of basic production or service facilities and equipment;
6. propose the work-linked training structure(s) for 20% of the training.
7. demonstrating the intention to recruit some apprentices at the end of the training would be appreciated.

The companies and apprenticeship centres selected will sign a set of specifications defined by mutual agreement and a work-linked training contract.

b) What activities are eligible?

The SDF will provide a range of facilities to enable apprentices to be supervised efficiently in the selected companies and learning centres. The SDF will cover the following costs:

- the monthly flat-rate allowance for the apprentice (transport, food, etc.);
- basic learning and personal protection equipment;
- workplace insurance for the apprenticeship period;
- work facilities and capacity-building for the apprenticeship supervisor;
- work-linked training activities.

GENERAL INFORMATION

GENERAL DATA

Name of company or learning centre	
Location (region, division, sub-division)	
Postal address(es)	
Landline telephone :	
Mobile phone	
E-mail address	
Website	
Trade or company register number	
Date of registration	
Unique identification number	
Area of activity on national territory	
Contact person (Name)	
Position	
Landline :	
Mobile phone	
E-mail address.	
Person in charge of apprenticeship	
Position	
Landline telephone	
Mobile phone	
E-mail address	

<p>1. Is your company or learning centre registered? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>2. How long has your company or learning centre been in existence? For less than 2 years <input type="checkbox"/> For more than 2 years <input type="checkbox"/></p> <p>3. What is your field of activity?..... (Construction & public works, Energy, Digital, Agro-industry, mechanical engineering, tourism, textile, woodwork, etc.).</p>

SECTION 1 : SECTION 1: INFORMATION ON THE APPRENTICESHIP-RELATED ACTIVITIES OF THE COMPANY OR LEARNING CENTRE

1.1. Information about the apprenticeship

If the company or apprenticeship centre has experience of supervising apprentices or trainees, list the different areas concerned.

N°	Learning areas / Work placements	Number of apprentices / trainees received		
		Male	Female	Total
1.				
2.				
3.				
4.				
5.				

1.2. 1.2. Main activities of the company or learning centre

The company is involved in the following activities (details of activities)	
1.	
2.	
3.	
4.	
5.	

SECTION 2 : APPRENTICE SUPERVISION ARRANGEMENTS

2.1 fields and required level

N°	Targeted areas for apprenticeships	Number of apprentices Requested			Duration of the course	Minimum level of education required	Work-linked training institution	Economic sector
		M	F	Total				
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

2.2 Information about equipment

Equipment	Condition	Observations
1		
2		
3		
4		
5		
6		
7		

2.3 General information on the staff proposed to supervise apprentices (maximum of 4 apprentices per apprentice master)

N°	Surname & first name of supervisor/apprenticeship master	Workstation	Qualification	Professional experience professionnelle (years)

1.				
2.				
3.				
4.				
5.				
6.				
7.				

SECTION 3 : MOTIVATION TO TAKE ON APPRENTICES

In 500 words or less, explain why you are asking for apprentices to be supervised within your company.

Explain how your coaching offer will make apprentices competitive on the job market. In 500 words or less

Are there any job prospects for the best apprentices you supervise?

SECTION 4 : MONITORING THE LEARNING PROGRAMME

Explain the strategy for monitoring the apprenticeship programme requested within your company/organisation. (timetable, time spent by the apprentice, mobilisation of staff, roles and responsibilities, use of tools/equipment, production of reports, alternation between school and company, relevant procedures. In 500 words or less

SECTION 5 : BUDGET

This involves describing the charges incumbent on the apprentice (basic work equipment, PPE, etc.) or the apprentice master (work facilities, etc.).

N°	Expenditure items	Quantity/Frequency	Rate/Unit cost	Total
1.				
2.				
3.				
4.				
5.				

I, ----- declare that I have the authority to submit this application. I also declare that the above information is true and correct to the best of my knowledge.

Place:

Date:

Signature

Official stamp