



**REPUBLIC OF BOTSWANA**

**MINISTRY OF LABOUR  
AND HOME AFFAIRS**

**DIRECTORATE OF APPRENTICESHIP  
AND INDUSTRIAL TRAINING**

# **CONTRACT OF APPRENTICESHIP**

**MADIRELO TRAINING AND TESTING CENTRE  
PRIVATE BAG 00267 GABORONE – BOTSWANA**

# CONTRACT OF APPRENTICESHIP

## 1.0 THE EMPLOYER

1.1 NAME OF THE COMPANY: \_\_\_\_\_

1.2 CONTACT PERSON: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

1.3 COMPANY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1.4 TELEPHONE: \_\_\_\_\_

1.5 E-MAIL \_\_\_\_\_

1.6 PHYSICAL ADDRESS: \_\_\_\_\_  
(where company is located)

## 2.0 THE APPRENTICE:

2.1 SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

2.2 POSTAL ADDRESS; \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.3 TELEPHONE: \_\_\_\_\_

2.4 DATE OF BIRTH: \_\_\_\_\_

2.5 NATIONALITY: \_\_\_\_\_

## 2.6 IDENTITY DOCUMENT

2.5.1 OMANG NUMBER: \_\_\_\_\_

2.5.2 PLACE OF ISSUE: \_\_\_\_\_

2.5.3 DATE OF ISSUE: \_\_\_\_\_

2.5.4 DATE OF EXPIRY: \_\_\_\_\_

**3.0 NAME OF THE CONTRACTED VOCATION**

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**4.0 DURATION OF TRAINING**

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**5.0 THE EMPLOYER AGREES:**

**5.1** The employ the apprentice for the purpose of providing a course of approved instruction in accordance with approved Training Standards as per Apprenticeship and Industrial Training Regulations so that the apprentice may achieve necessary proficiency in the

contracted vocation to qualify as \_\_\_\_\_ .

**5.2** To remunerate the apprentice at a rate stated below:

1<sup>st</sup> year \_\_\_\_\_

2<sup>nd</sup> year \_\_\_\_\_

3<sup>rd</sup> year \_\_\_\_\_

4<sup>th</sup> year \_\_\_\_\_

**5.3** To ensure that the apprentice is not employed on work unconnected with the vocation for which he is being trained.

**5.4** Set basic hours of work which are the same as those for other employees who have qualified in the vocation.

**5.5** Not to require the apprentice to work overtime if the apprentice is under the age of 18 years. Overtime for apprentices over the age of 18 years is permissible subject to the provision of the employment Act, provided this does not interfere with the theoretical or practical training of apprentices.

**5.6** To pay the apprentice for time off due to illness or injury certified by a Medical Practitioner in accordance with the rules relating to such absence within the employer's organization, provided that the apprentice shall be entitled to a minimum of full pay for the first 14 days of such absence in any one year of his apprenticeship period and if hospitalized – 30 days.

**5.7** To respect the right of the apprentice to all the public holidays observed in the industry in which he is engaged.

**5.8** To respect the right of the apprentice to all the public holidays observed in the industry in which he is engaged.

- 5.9 To provide the apprentice sufficient tools, materials, and protective clothing necessary for the practical training in the vocation.
- 5.10 To provide the officer responsible for apprenticeship training within the Botswana Training authority such information as may be required as regards the progress of the training.
- 5.11 To release the apprentice without loss of pay for institutional training either by day or block release.
- 5.12 To release the apprentice without loss pay to take any tests or examinations in relation to his training.
- 5.13 To bear all necessary traveling costs incurred by the apprentice in connection with the apprentice attending institutional training or tests and examinations relating to the apprenticeship agreement.

## **6.0 THE APPRENTICE AGREES:**

- 6.1 To obey all reasonable instructions given by the employer or by any other person designated by the employer.
- 6.2 To work and study conscientiously and diligently.
- 6.3 To take good care and be responsible of all tools, machinery and equipment entrusted to him or her and to take all necessary steps to avoid damage to machinery or waste of materials.
- 6.4 To keep confidential any professional information acquired concerning the affairs of the company.
- 6.5 To attend work at the times specified and not to absent himself or herself without the prior permission of the employer.
- 6.6 To refrain from engaging in any activity which shall or might interfere with his or her duties and training.
- 6.7 To attend all necessary classes or courses at any institution approved by the Officer responsible for Apprenticeship and industrial Training and to diligently pursue the course at such institutions and not to absent himself or herself from studies without the permission of the Institution.
- 6.8 To reach the required standard in practical and theoretical knowledge of the vocation necessary to pass the relevant assessments and tests, failing which the contract may be extended or terminated and the remuneration affected in accordance with the Regulations and other rules determined by or on behalf of the Botswana Training Authority Board by the Council.
- 6.9 To abstain from participation in any type of employer/institutions strike/ dispute directly or indirectly.

## **7.0 THE EMPLOYER AND THE APPRENTICE FURTHER AGREE THAT:**

- 7.1 The first six (6) months of this contract may be regarded as a period of probation during which either party to the contract may terminate the contract in the manner provided under the Regulations and after giving the other party at least 14 days notice.
- 7.2 Training records specifying minimum training requirements and in the form prescribed by the Officer responsible for apprenticeship training shall be maintained.
- 7.3 The contract may be transferred to another employer in the circumstances indicated in the Regulations and with the permission of the Officer responsible for apprenticeship training.
- 7.4 The contract may be terminated after the period of probation in the circumstances and in the manner indicated in the regulations and with the approval of the Officer In charge of apprenticeship training.
- 7.5 The contract may be extended or reduced in the circumstances indicated in the Regulations and with the approval of the Officer In charge of Apprenticeship and Industrial Training.
- 7.6 In case of pregnancy, maternity leave shall be granted in accordance with the existing rules of the employer and the applicable law of employment.
- 7.7 Any dispute between the apprentice and the employer arising out of or in connection with this contract shall be reported to, the Officer in charge of Apprenticeship and Industrial Training.
- 7.8 Any assessment, testing and certification rules and procedures referred to in the regulations or otherwise prescribed by or on behalf of the Botswana Training Authority for the contracted vocation shall be adhered to by the parties.
- 7.9 The employer shall not be bound to offer employment to the apprentice after the completion of training provided in accordance with this contract.
- 7.10 By subscribing hereunder both parties affirm and accept the terms and conditions of the contract of apprenticeship.

## **8.0 APPLICABLE LAW**

All Governing laws on training and employment of the Republic of Botswana shall be applicable.

**9.0 EXECUTION AND ATTESTATION**

**EMPLOYER**

9.1 thus signed by or on behalf of the Employer at \_\_\_\_\_ on this  
\_\_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_ .

In the presence of \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Employer**

\_\_\_\_\_  
**Signature of Witness**

**GUARDIAN**

9.2 Thus signed by the Guardian at \_\_\_\_\_ on this \_\_\_\_\_  
(for apprentices under the age of 18)

day of \_\_\_\_\_ in the year of \_\_\_\_\_

in the presence of \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Guardian**

\_\_\_\_\_  
**Signature of Witness**

**THE APPRENTICE**

9.3 Thus signed by the Apprentice at \_\_\_\_\_ on this

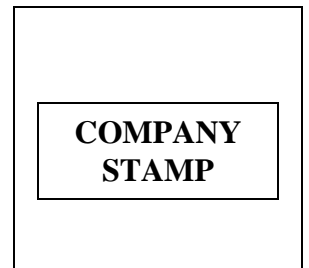
\_\_\_\_\_ day \_\_\_\_\_ in the year of

\_\_\_\_\_ in the presence of \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Apprentice**

\_\_\_\_\_  
**Witness**



## FOR OFFICIAL USE ONLY

### 10. REGISTRATION

10.1 This contract is hereby registered in terms of the Apprenticeship and Industrial Training Registrations.

10.2 Company Registration Number: \_\_\_\_\_

10.3 Apprentice Registration Number: \_\_\_\_\_

10.4 Signature of Registering Officer: \_\_\_\_\_

10.5 Signature of the Officer responsible for Apprenticeship and Industrial Training

\_\_\_\_\_  
**Approved/Not Approved**



**N.B. TO BE FULLY FILLED AND SUBMITTED IN TRIPLICATE TO:**

**Director of Apprenticeship and Industrial Training**

**Madirelo Training and Testing Centre**

**Private Bag 00267**

**Gaborone**

**Tel: 3609100**

**Fax: 3904610**

**Email:mttc@gov.bw**