



GAN NAMIBIA

Skills for Business. Jobs for Youth.

TOOLKIT FOR EMPLOYERS



www.gan-global.org

follow us





Index

1. Abbreviations.....	3
2. Objective Of The Toolkit	3
3. Introduction.....	3
4. Historical Background.....	3
4. Apprenticeship Today	4
5. The Situation In Namibia Today	4
6. Definitions.....	5
7. Developing An Apprenticeship Programme In Namibia 2018 Onwards.....	6
8. Formal Documentation Required.....	6
9. How An Apprenticeship Should Proceed	6
9. NTA Financial Commitment.....	7
10. GAN Namibia Commitment To Members	8
11. The Apprentice’s Employment.....	8
12. Conclusion.....	9



1. Abbreviations

GAN	Global Apprenticeship Network
MOU	Memorandum of Understanding
NEF	Namibian Employers' Federation
NTA	Namibian Training Authority
VET	Vocational Education Training
VTC	Vocational Training College
WIL	Work Integrated Learning
WRP	Work Readiness Program

2. Objective Of The Toolkit

In cooperation with the Global Apprenticeship Network (GAN) this toolkit was developed to provide employers in Namibia with information relevant to the provision and promotion of work readiness programmes for youth. It provides background information on the opportunities and challenges in the Namibian context and identifies the national and international entities addressing this issue as well as the relevant laws, regulations and programmes. Furthermore, it includes guidelines on how to set up a work readiness programme.

It is hoped that this Toolkit will be useful for employers as they establish work readiness programmes in their companies and promote opportunities for the youth in their economic sector.

3. Introduction

A country is not only built by those with university degrees, although they are very necessary. A university Don will still need someone to paint his house, fix a leaking toilet, change a light switch, have his computer programmed or need advice from a bank clerk. While at the same time all businesses require trained personnel in whatever fields (not forgetting the rapid development of the digital age) an army of such trained workers is vital for the sustainable development of any country.

Recognising these needs, the Namibian Employers' Federation (NEF) in Association with the Namibia Training Authority (NTA) have introduced a formal apprenticeship programme across the country with the dual purpose of tackling youth unemployment challenge, while creating a pool of qualified practitioners of a trade or a profession.

4. Historical Background

Apprenticeships can be traced back, at least in the UK, Germany, Switzerland and Australia to name a few countries that have successful programmes, to the 12th Century. The original apprentice schemes were developed with the 'aim' to ensure a future supply of experienced and technically qualified artisans. The original structure takes its source from the Guilds and similar European trades organisations. The rules and standards were set-down by the Guilds, who would do the testing and govern the examinations. The result was just what was needed - a steady stream of workers trained to accept and understand standards to keep Guilds member employers' ranks, adequately filled. The intended effect was that a reputable employer would always be given work because the client knew that he had properly



qualified workers and trainees. Many of these traditions continue today and form the basis of modern apprenticeship programmes.

The arrangement required much commitment from the employer. It was required and expected to train the apprentice which in effect meant in many cases that a trained master would spend a certain amount of his time in guiding and training the apprentice.

4. Apprenticeship Today

Due to changes in technology and more sophisticated training and education techniques, the Indentured Apprentice schemes¹ have drastically reduced in number since the 12th Century. However, today in the UK there are still over 180 officially recognised apprenticeship frameworks, and in Germany 342. Australia calls their schemes “Skilling Australia for the Future” and boasts over 500 programmes.

Every country today has strict regulation on the employment of apprentices and limits among other things, the hours they may work, setting the minimum payment that they may receive. In many countries, such as Germany, the standards are still set, and testing guided by the Chambers of Commerce.

One must not confuse an Apprenticeship with Job Attachments, although there is a similarity. The Apprenticeship is a long-term commitment while the Job Attachment is a short term ‘getting to understand some practicalities’ in addition to a formal Polytechnic course, or similar establishment. Nor should one compare the Apprentice with the likes of the Namibian who in many instances learnt the hard way through his working life, but never had the luck to be able to study the finer points of why and when something should be done. He/she was therefore limited in his work because he did not have that very special qualification.

A good apprenticeship is not a quick fix and will take anything between 3 and 5 years before the Indentured Apprentice has passed his tests and becomes a Master in his trade or profession. But every apprentice that is trained and qualified becomes a potential future entrepreneur and employer.

5. The Situation In Namibia Today

At Independence the unfair, unjustified apartheid system of education inherited from the South African regime, was dissolved quickly and justifiably. Unfortunately, there was a case of “the baby going out with the bath water” because within that abhorrent system, there was a formal functional apprenticeship scheme.

In Namibia today, we are all aware of the enormous and extremely worrying unemployment among the youth, while at the same time there is a dearth of qualified and trained practitioners.²

These are the two issues that the NEF and GAN Namibia are trying to address.

¹ Indentured Apprenticeship scheme is when we officially agree that someone, often a young person, will work for someone else, especially in order to learn a trade.

² Youth unemployment 43% per 2016 Labour Force Survey



6. Definitions

➤ **WORK INTEGRATED LEARNING**

A generic term covering all aspects of 'on the job' training.

The process of a Trainee being involved in a work situation while under training, but also receiving theoretical education at an institution.

➤ **WORK READINESS PROGRAM**

This encompasses various forms of on-the-job training, including apprenticeships, internships and traineeships.

➤ **APPRENTICESHIP**

Training programmes that combine vocational education with work-based learning for an intermediate occupational skill and that are subject to externally imposed training standards.

The minimum age for employment in Namibia is 14 years, but subject to very strict limitations.³

The Trainee usually receives a nominal stipend.

The period is usually for a set period of one to five years.

➤ **INTERNSHIP**

This provides job training and is similar to apprenticeships, but the lack of standardisation and oversight leaves the term open to broad interpretation. The time period is not regulated and may be from one to six months.

There may or may not be a stipend paid.

There will be no qualification from the workplace.

➤ **JOB ATTACHMENT**

Usually during study vacations for very limited periods, although it can be during 'term-times', with the aim to gain 'on the job' experience

No formal agreement.

Usually no stipend paid.

➤ **MENTOR**

The term given to the experienced and qualified employee who will oversee the work of the Apprentice and ensure transfer of skills.

It must be pointed out that the 'mentoring' given daily by the mentor should be taken into account by the employer and should not affect the mentor negatively when considering his/her output at work.

³ Section 3 of the Labour Act, Act 11 of 2007



7. Developing An Apprenticeship Programme In Namibia 2018 Onwards

The NTA together with the NEF and GAN Namibia realised the need for a formal apprenticeship programme for artisans which will be expanded to other professions in the future. A formal process has been established and will be administered jointly by the two organisations.

The NTA will be responsible for setting and ensuring that unit standards are met and complied with. NTA will also oversee annual assessments.

The NEF will register and promote the programme through their general membership and especially those committed to become part of GAN Namibia.

The NEF will assist its members with recruiting and selecting of Apprentices. The NEF will assist with monitoring of progress and resolving potential problems with the programme.

A potential employer of an Apprentice must initially undertake an internal evaluation of their needs, plus the capacity of possible mentors and equipment.

8. Formal Documentation Required

- **Memorandum of Agreement.** The Formal Agreement between the Company and the NTA to participate in the programme.
- **Workplace readiness approval.** Certification by NTA that the Company has everything in place which is required to commence with the employment and training of the Apprentice.
- **Apprentices contract of employment.** The contract between the Company and the Apprentice.
- **On-the-job and off-the-job training plan**

All the above documents are available from the NTA or NEF on request

9. How An Apprenticeship Should Proceed

1. The Company decides that it wishes to commence an Apprenticeship programme in whichever trade or profession
2. The company is satisfied that they have a Mentor who is capable of, and prepared to, work with and to train, the Apprentice
3. The Mentor receives some basic training to be able to efficiently mentor the Apprentice
4. The Company ensures that there are adequate work places and equipment
5. The Company decides on which education levels are essential. (Usually English, Maths & Science passes at grade 12 as a minimum)
6. The Company searches for suitable potential candidates,
 - a. Through NEF Listings
 - b. By own company advertisements.



- c. By direct contact with schools or VTCs
7. The Company interviews potential candidates
 - a. May be with parents
 - b. May include some form of psychometric testing
8. The company comes to an agreement with a registered and approved training facility, for the formalised portion of the Apprentices development
9. The Company signs an agreement with the NTA including an understanding that they have the material and mentor to adequately and correctly train the Apprentice
10. The Company signs a contract with the Apprentice and, if appropriate due to age, supported by his/her parents or guardian
11. The Apprentice commences employment
12. There are annual reviews/assessments of the Apprentices progress, by formal outside assessors
13. There must be independent and an in-house investigation of Apprentices who fail to develop, fail to attend training at training institutions, who do not perform in the workplace and do not pass annual assessment evaluations. This is essential to establish possible challenges:
 - a. The Apprentice is in the wrong trade
 - b. Lack of commitment from the Apprentice
 - c. Inadequate Mentoring/equipment
 - d. The Apprentice has financial/accommodation/commute issues
 - e. THEN: to endeavour to resolve the problem
14. Final assessment on completion of the course.
 - a. The Apprentice is certified
 - b. There is a qualified registered technician/professional
 - c. Improvement in the workforce of the country

9. NTA Financial Commitment

- The NTA undertakes to pay an incentive to the Company provided that the procedures above have been fully complied with.
- The structure of the incentive is, per annum, as follows; (NB:- THIS IS AN NTA PILOT PROJECT ONLY AND SUBJECT TO FUTURE FINALISATION)
 - ✓ N\$ 15,500 Training grant to cover costs (tools & Equipment).
 - ✓ N\$ 500 Assessment costs
 - ✓ N\$ 2,500 Monthly stipend allowance cash or kind (5% increment per level)
 - ✓ N\$ 4,600 Administration costs
- This incentive is paid from the 35% "Key Priority" portion of the VET levy and does not have any impact on, nor does it affect, the 50% refund for training costs.
- The Incentive is payable as follows;
 - ✓ 25% on signing of the MOU with the NTA



- ✓ 25% on signing of the contract with the Apprentice
- ✓ 40% when 60% of training has been completed
- ✓ 10% upon level certification
- NOTE. That these payments MAY be increased in future years but there is no guarantee.
- The stipend actually paid to the Apprentice may not be less than N\$ 2,500.
- Additional expenses for and to the Apprentice by the Company will be for the Company account

10. GAN Namibia Commitment To Members

- Selection and recruitment of apprentices and interns
- Linking with training providers and NTA
- Offer guidance and support
- Sharing of best practices
- Sharing information on national and international perspectives on work readiness programmes
- Facilitate multi-stakeholder dialogue
- Advocacy

11. The Apprentice's Employment

It must be made clear that in terms of Namibian Labour Legislation, and as made clear in the 2012 amendments, the 'deeming' of being employed is very clear. There is no specification for the employment of Apprentices, Interns or for Job Attachments.^{4/5} The Apprentice is formally employed by the Employer.

- The Apprentice is subject to all in-house rules and conditions within the Company.
- The Apprentice must enjoy all benefits available to full-time employees.
- The Apprentice must be registered with the Social Security Commission.
- There is usually no commitment by the Company and there should be no expectation by the Apprentice of full-time formal employment once the Apprenticeship is completed whether or not the Apprentice successfully qualifies.

Recommendations will be made that definitions of the terms Apprentice, Intern and Job Attachment, should be included in the amendments to the Labour Act.⁶

⁴ Labour Act Amendments. The Labour Act was amended by Government Gazette 4925 of 12th April 2012. Section 7 of the Amendments adds to the original Act, a new section 128A "Presumption as to who is an employee". The section lists in detail when a person is deemed to be an employee. There is no definition of the term Apprentice.

⁵ Amendments to the Labour Act (Act 11 of 2007). These amendments have been under discussion by a tripartite Task Force for approximately two years, and it will be a while before their report is finalised. The recommendations of that Task force will then be passed to the tripartite Labour Advisory Council for further discussion and eventual approval. The NEF has placed recommendations on the table that there should be definitions of, inter-alia, 'Apprentice'. It remains to be seen if the Task Force will approve such definition.

⁶ Amendments to the Labour Act (Act 11 of 2007). These amendments have been under discussion by a tripartite Task Force for approximately two years, and it will be a while before their report is finalised. The recommendations of that Task force will then be passed to the tripartite Labour Advisory Council for further discussion and eventual approval. The NEF has placed recommendations on the table that there should be definitions of, inter-alia, 'Apprentice'. It remains to be seen if the Task Force will approve such definition.



12. Conclusion

The NEF and GAN Namibia hope that this booklet will be of assistance to both employers and employees. It is only a guide and not an exhaustive manual of an apprenticeship programme.