



ERB-PDAD-FRM-05

United Republic of Tanzania
Ministry of Works
Engineers Registration Board (ERB)
P.O BOX 2768, Mhandisi Annex, Plot Number 13, Block "A"
Tambukareli Street- NCC, Dodoma Tel: +255 26 2960086/87



Rev: 00

TRIPARTITE AGREEMENT FORM

Appendix 05: Tripartite Agreement Form

No: ERB-PDAD-FRM-05

Rev No: 00

THE STRUCTURED ENGINEERS APPRENTICESHIP PROGRAMME (SEAP)

Tripartite Agreement between ERB, SEAP Provider and Trainee

Preamble

This agreement is made in recognition of the need to state and agree on the rights and responsibilities of the main parties involved in the implementation of the *Structured Engineers Apprenticeship Programme (SEAP)* under the Engineers Registration Board. It is a *Tripartite Agreement* so as to ensure that the parties are all aware of their roles stated in a single document.

Definition of Terms

The following terms used in this agreement shall be interpreted as follows:

“SEAP Provider” shall mean a company, institution or organization recognized by the Board that has agreed to provide apprenticeship to a SEAP trainee within a specified period;

“Guarantor” is a person who undertakes to guarantee the trainee admitted into SEAP;

“Professional Training Supervisor (PTS)” or **“Supervising Professional Engineer”** is a professional engineer with professional experience in the respective engineering discipline who shall be responsible for training, supervising and mentoring the trainee at the place of training;

“Quarterly Reports” are reports submitted to ERB by the SEAP trainee every three months as per ERB format

“Structured Engineers Apprenticeship Programme” is the entire programme developed by ERB for the purpose of training graduate engineers to enable them to attain professional status in a structured manner;

“Trainee” shall be a graduate engineer who has been accepted into the Structured Engineers Apprenticeship Programme by the Engineers Registration Board;

“Training Allowance” this shall be a sum of money payable to the trainee during the period of training as provided in the rules

“Training Guidelines” a description of training elements and levels of competencies to be achieved by trainees, roles, responsibilities and obligations of trainee, Apprenticeship Provider, Professional Training Supervisor and ERB;

“Training Logbook” a book in which is entered a detailed and up-to-date record of activities undertaken by a Graduate Engineer on SEAP training, and which enable the Board to obtain reliable information on whether or not the Trainee has undergone sufficient training. The logbook shall be available for inspection by the Board at any time.

“Training Programme” a specific list of activities and time schedule that the trainee has to undertake while on SEAP training; and



ERB-PME-FRM-03



Rev: 00

DECLARATION FORM

The Agreement

This agreement made on theday of, between **the Engineers' Registration Board (ERB), of P.O. Box 14942, Dar-es-Salaam**, hereinafter referred to as the '**Board**', on the one part, and....., **of P.O.**

Box....., hereinafter referred to as the '**SEAP Provider**', on the second part, and **Mr./Mrs./Ms**....., **of P.O. Box** hereinafter referred to as the '**Trainee**', on the third part;

In relation to a Structured Engineers Apprenticeship Programme, details of which have been availed to the parties;

Hereby witnessed as follows:

1. The **SEAP Provider** undertakes to provide supervised training to the Trainee, of the nature and details specified by the Board, for a period ofmonths, with the specific aim of enabling the Trainee to gain relevant professional qualifications and experience;
2. The **SEAP Provider** undertakes to designate a Senior Professional Engineer (PTS) who will act as the Trainer and Mentor of the Trainee for the designated period of months from (date)..... to (date), and will certify the reports prepared by the Trainee;
3. The **SEAP Provider** undertakes to prepare a training schedule for the Trainee that will accommodate the training guidelines of the Board applicable to the Trainee's field of apprenticeship, and to abide by it;
4. The **Trainee** undertakes to follow the Training Programme diligently; to exhibit satisfactory conduct during the training period; to observe all the rules and regulations of the Apprenticeship Provider and the instructions of the PTS; and to follow all the stipulations of ERB in respect of keeping a logbook of daily activities and preparing quarterly reports.
5. SEAP Providers are advised to support trainees who are working in their organizations as appropriate
6. The **Board and the SEAP Provider** will not be responsible for meeting the health and any other social security costs of the Trainee during the period of training;
7. Any differences arising between the parties during the implementation of the programme will be amicably resolved through consultations.
8. In case the Trainee fails to complete the training programme due to unacceptable reasons, the Trainee or his/her Guarantor shall refund all the training costs incurred by the Board.
9. Incase the trainee fails to timely submit Quarterly Reports to ERB, the allowances will be withheld; and will not be compensated;
10. The SEAP Training Rules and Regulations, hereby attached shall be construed to be part and parcel of this agreement.



DECLARATION FORM

Signed and Delivered by the parties concerned on the date aforesaid:

Name: Signature:

Registrar, Engineers Registration Board

Name: Signature and Stamp:

SEAP Provider

Name: Signature:

Trainee

Name:..... Signature:.....

Guarantor (Address