GUIDELINES FOR IMPLEMENTATION

OF ON THE-JOB TRAINING

FEBRUARY 2024

1. **INTRODUCTION**

The aim of the Guidelines for the Implementation of On-the-job training (hereinafter: Guidelines) is to provide support to the engaged legal entity for provision of service in implementing the on-the-job training within the PRO Programme (hereinafter: the Programme) as a way to promote employment of informal waste pickers (IWPs). With the aim to increase their employability, it is necessary to address a series of issues they face on the labour market such as a low level of education, lack of work experience as well as additional training.

The on-the-job training includes the participation of businesses as training providers for unemployed IWPs in order for them to acquire knowledge and skills necessary to perform activities at a specific workplace and to enter the labour market more easily. On-the-job training is primarily aimed at IWPs, most often of Roma nationality, with lower degrees of qualification.

1. **ON THE JOB TRAINING**

## **2.1. Eligibility criteria for businesses as training providers**

Businesses can participate as training providers if they meet the following criteria:

1. Profit businesses, private or public (except for government bodies, e.g. ministries, local self-governments and any agencies, offices and government services), in all sectors of the economy (except family homesteads) that were registered at least three years before the date of application for participation in the Programme Call for Proposals.
2. Regularly paid taxes and contributions for mandatory social insurance.
3. Bank account that is not blocked more than 15 days within the last six months.
4. A minimum of three employees
5. Existing resources for the implementation of a training programme, i.e. a staff member with relevant professional background with at least two years of work experience in the job for which the persons are getting trained and who will be at the same time a mentor to the candidates. The evidence documents will be defined in the Public Call. Besides required documentation, site visits will be performed and used for checking the information provided in the application.
6. Existence of technical, spatial and other capacities for the implementation of training programme, i.e. workspace, technical resources and equipment which should be functionally in accordance with the number of people in the training and in accordance with the standards of the job for which the people are trained (safety of the building and work conditions).

The Public Call will contain selection criteria for businesses, including a proven record of actively engaging with the local community, including vulnerable groups, especially informal waste pickers, that demonstrate a willingness to invest in the community's development or a proven record of participating in similar activities with successful completion and retaining the trainees as full-time employees.

A service provider in close consultation with the Programme has the discretionary right to give advantage to the sectors of economy or occupations based on the determinedprofile of the beneficiary as well as on the demand at the labour market.

## **2.2. Selection process of businesses as training providers**

Businesses can apply for participation in the Programme’s Call for Proposals that shall be published on the Programme website. The eligibility criteria as well as the type of the training offered (which should be linked to the stated and briefly elaborated workforce needs of an applicant), will be the basis for the selection of businesses as training providers.

An additional level of evaluation will be performed, in the form of the site visits used for checking the information provided in the application with the aim of determining and confirming the applicant's technical, spatial and human resources capacities, including safety and protection at work standards.

Visits to companies are especially important for acquiring additional information about the requirements of specific occupations, skills, working hours and other work conditions. This information will be used to link characteristics of the unemployed who applied as future training participants, with the training service providers. An official report from the visits shall be prepared and submitted to the Programme.

Finally, this process is also important for creating a database of this sort of service providers that have proved to meet the requirements for the implementation of on-the-job training.

**2.3. Eligibility criteria for the unemployed waste pickers**

The on-the-job training is **aimed at the following categories of the unemployed IWPs:**

1. Persons 15 to 45 years of age
2. Persons with I, II and III level of education
3. Who have residence in the territory of one of the 42 local self-governments (LGs)[[1]](#footnote-0) participating in the Programme intervention related to sustainable livelihood recovery of the IWPs

**The priority will have:**

* persons from the Programme priority group with residence in 12 LGs[[2]](#footnote-1) (listing will be provided by the Programme and will be strictly confidential in terms of managing personal data, in accordance to the Law[[3]](#footnote-2)),
* long-term unemployed persons,
* persons without prior work experience,
* beneficiaries of the Centre for Social Welfare (CSW),
* persons with additional vulnerabilities (single parents, persons with disabilities, victims of domestic violence, etc.).

**2.4. Selection process of the unemployed waste pickers as potential trainees**

Individual candidates shall go through an intensive consultations process through individual discussions/interviews. During individual sessions with the candidates, it should be determined the following:

1. **Available information about the candidate** – level of education, skills acquired in formal or informal settings, previous work experience and personal interests relevant to employment or employability . These consultations also need to be used to acquire information about the household (family composition and work status of its members; financial assistance), and about the obstacles that could influence the performance of specific work (for example, allergies to certain substances, problems with balance, physical damage to the limbs or similar).
2. **Assess the interest of the candidate** to work, including expectations from employment, acceptable working hours, readiness to accept a job at a certain distance from the place of residence, etc.

During this period of consultations, it will be assessed whether the candidates need on-the-job training and for which skills.

**2.5. Linking individual needs with available training and labour market demands**

For each potential candidate, the **Individual Plan** will be prepared with the following information:

1. His/her choice of occupation
2. Employment aim
3. Type of training that will be provided, training start date and planned duration
4. Identification of the business/training provider that will participate in the Programme (the result of the matching process)
5. Indicators of progress towards employment aims
6. Rights and obligations of the beneficiary during their participation in training

The selection of a specific on-the-job training will be made through the matching process, i.e. supply (readiness and needs of IWPs) vs. demand (available jobs on the labour market), which means that the characteristics of the potential trainees shall be matched with the characteristics of available training for certain occupations.

**2.6. Monitoring of training activities through consultations and visits**

During the participation in the training, a number of consultations with the candidate will be held in order to determine his/her progress, potential issues and level of satisfaction with training. During the maximum duration of the training of three months, at least two consultations should be held.

At least two monitoring visits to businesses/training providers during the training period (at the beginning and towards the end of the training) will be conducted. These visits are aiming to determine the following:

1. the progress of individuals and satisfaction of businesses/training providers with the candidates
2. whether the training provider is acting in accordance with its training obligations

The responsible individuals in the businesses – managers and mentors should provide information about the training participant’s performance, as well as to confirm his/her attendance in the training through a regularly updated timesheet.[[4]](#footnote-3) The visits need to be announced; however, if a potential risk or issue is discovered during individual consultations or visits, *ad hoc* controls (unannounced visits) could be performed.

## **2.7. Contractual obligations for on-the-job training**

**The contract for on-the-job training with business as training provider include:**

1. **The total number of training participants** - The total number of training participants that can be referred to one business entity will depend on the size of it, as well as its capacity to adequately train and supervise several training participants at all times. The proportion of the number of employees and number of training participants must not be less than 3:1, meaning that businesses with three employees may train one person, businesses with six employees – two persons, and so on. In case of successful completion of training, a business entity as a training provider has an obligation to employ at least 50% of two or more received trainees or to employ the one candidate in case of receiving only one participant in training, for at least twice as long as the training period.
2. **Training duration with the start date -** aminimum of one month and a maximum of three months (depending on the needs for the given occupation and speed of learning of the training participant), with a minimum of 100 hours over the period of one month.
3. **Amount and payment dynamics of the financial compensations** - the contracted businesses will have the right to financial compensation for training per participant, which will range from a minimum of 40,000 RSD for training of one month, up to 120,000 RSD, for a training of 3 months (a minimum of 100 hours of training monthly). An advance of 50% of the entire financial subsidy will be paid at the beginning of the training, whereas the last payment will be conditional on the assessment of skills acquired by the trainees at the final exam.
4. **Other rights and obligations for each parties relevant for the implementation of the on-the-job training**

Businesses as training providers have an obligation to train the participants in line with the agreed training content, over an agreed number of hours, for a certain professional occupation, in order for the participants to acquire competencies for a specific job position.

A Legal entity, contracted by the Programme, has obligations to conduct regular monitoring, organise external evaluation of acquired skills and conduct payments of subsidies for the training to the training provider.

**Training curriculum** is an integral part of the Contract business and legal entity.

**The contract for on-the-job training with the unemployed trainee include:**

1. **Name of the training provider and type of occupation for which is training for**
2. **Training duration with the start date**
3. **Amount and dynamic of financial compensation -** Trainee is entitled to compensation equal to 50 per cent of the minimum net wage as in force in January 2024 (i.e. RSD 24,932 per month), while the Programme will cover insurance against accidents according to the Article 47 of the Law on Contributions for Mandatory Social Insurance (which is 2% of financial subsidy). If there are expenses of mandatory medical examination for the participation in the training for a certain occupation, these costs could be covered only by the business as training provider.
4. **Other rights and obligations for each party relevant for the implementation of the on-the-job training -** regular attendance, timely informing on changed circumstances relevant to training implementation, etc. Replacement with the suitable trainee in case of withdrawal from the training is possible only within the first month of training.

1. Sjenica, Priboj, Prijepolje, Nova Varoš, Obrenovac, Ub, Vladimirci, Valjevo, Lajkovac, Ljig, Mionica, Osečina, Koceljeva, Barajevo, Lazarevac, Mali Zvornik, Loznica, Krupanj, Ljubovija, Sombor, Apatin, Odžaci, Kula, Bač, Sremska Mitrovica, Šid, Bogatić, Šabac, Ruma, Užice, Čačak, Bajina Bašta, Požega, Arilje, Čajetina, Kosjerić, Lučani, Ivanjica, Pirot, Babušnica, Dimitrovgrad and Bela Palanka [↑](#footnote-ref-0)
2. Apatin, Bač, Valjevo, Kula, Loznica, Obrenovac, Odžaci, Prijepolje, Ruma, Sremska Mitrovica, Ub and Šid. [↑](#footnote-ref-1)
3. The Law on Personal Data Protection,https://www.poverenik.rs/images/stories/dokumentacija-nova/zakon-o-zastiti-podataka-o-licnosti\_en.pdf [↑](#footnote-ref-2)
4. The Programme will prepare a form of the Timesheet for training participants [↑](#footnote-ref-3)