**(LOGO OF THE COMPANY)**

**INTERNSHIP/APPRENTICESHIP CONTRACT**

Referring to the law n° 66/2018 of 30/08/2018 regulating labour in Rwanda, especially in its articles35 and 36 concerning Apprenticeship and Internship contracts;

This contract is entered into and between the **……………………**, P.O BOX ……….Kigali-Rwanda, e-mail: ……………………. website ……………………………………, Tel: ………….., represented by**…………….),** [Hereinafter referred as “**Training provider**”**];**

**And,**

Mr/Mrs………resides at………………email…………… Tel……………….. [Hereinafter referred as “**internee/Apprentice”]**

**Now therefore the parties hereby agree as follows:**

**Article One: Purpose of this contract**

The purpose of this contract is to facilitate the internee/Apprentice to gain work experience in order to apply skills acquired through workplace learning.

**Article 2: Place and duration of the contract**

The duration of the Internship/Apprenticeship is ……………… The Internship/Apprenticeship will take place at the office of …………. or at any other place as may be agreed by Parties.

**Article 3: Working Hours**

The weekly working hours is .............starting from ……….. am to ……….. pm notwithstanding exception when it is deemed necessary.

**Article 4: Responsibilities of the Training provider**

The Training provider is responsible to:

1. provide day to day supervision and coaching to the internee;
2. Provide required consumables to Internee/Apprentice;
3. Provide relevant practical trainings where available;
4. Ensure health, safety and welfare at workplace for Internees/Apprentices;
5. evaluate the performance of Internees/Apprentices;
6. Certify Internee/ apprentice after completion of at least ¾ of training period;
7. Comply with Law Regulating Labour in Rwanda.

**Article 5: Responsibilities of Internee/Apprentice**

The Intern/Apprentice is responsible to:

1. Maintain a regular internship/Apprenticeship schedule determined by the supervisor;
2. Demonstrate honesty, punctuality, cooperative attitude, and a willingness to learn;
3. make use of every opportunity to improve his or her field of practical knowledge;
4. Follow the instructions given by his or her supervisor to achieve the objectives of the internship/Apprenticeship;
5. Observe the given working rules and institutional guidelines and to manage all tools, instruments, machines and materials with due care attention;
6. Protect and declare to his or her colleagues all that may endanger safety and health at work

**Article 6: Facilitation of Internee/Apprentice**

The training provider may facilitate the internee/Apprentice in terms of transportation and meals equivalent to 2,000 frw as per attendance, And both parties may agree on convenient payment modalities.

**Article 7: Modification of the contract**

Modification, extension, omission or cancellation of the terms or conditions of this contract may be agreed in writing and signed by all parties with copy to WDA.

**Article 8: Termination of the contract**

This contract may be terminated for one of the following cases:

1. upon the expiration of the duration provided by this contract;
2. if the parties mutually agree to terminate the contract;
3. when one of the party does not fulfill his or her responsibilities as provided for this contract;
4. if the internee/apprentice presents personal reasons;
5. if the Internee/Apprentice commits fault such as theft, fighting with another staff, or any other indiscipline act at workplace;
6. any other reason provided for by law regulating labour in Rwanda.

**Article 9: Dispute settlement**

Any dispute arising from the interpretation or execution of this internship/Apprenticeship contract shall be in the first instance be settled amicably by both parties. In case of failure to settle the matter, the matter shall be referred to District Labour Inspector.

**Article 10: Governing Law**

The governing Law shall be the Laws of the Government of Rwanda.

**Article 11: Entry into force**

This contract shall enter into force from the date of its signature by all parties and shall be effective from the date provided by parties to this contract.

**Done at ………, ……./………./2020**

**Training Provider Internee/Apprentice**

Signature: ……………………….. Signature: ………………………

Name: Name:

Post: Post: