

REPUBLIC OF RWANDA



MINISTRY OF PUBLIC SERVICE AND LABOUR

**RESPONSIBILITIES OF TRADE UNION WORKPLACE LEARNING POLICY FOCAL
PERSON**

September, 2021

1. Introduction

According to the guidelines on the implementation of Workplace Learning Policy (Politiki ya Igira Ku Murimo) in Rwanda, approved by NSDEPS/NEP-Ministerial Steering Committee Meeting that took place on 12th May 2021, critical role of Trade Unions has been emphasized for effective coordination and implementation of Workplace learning. Each active Trade Union will delegate the Focal Person to facilitate their collaborations with different stakeholders involved in the Workplace learning.

2. Responsibilities

Trade Union Workplace Learning (WPL) Policy Focal Person has the following responsibilities:

- Facilitate the partnerships between Trade Union and TVET School;
- Advise and participate in the curriculum development and review in accordance with feedback from the industry;
- Facilitate WPL placement process in companies;
- Participate in selection of in-company instructors for WPL;
- Monitoring WPL learning process in the companies;
- Ensuring the lead role of Trade Union in the implementation of the Recognition of Prior Learning;
- Support in raising awareness and mobilization of WPL among workers;
- Facilitate the skills gaps assessment and subsequent industry Based Training (IBT) targeting informal workers;
- Provide semestrial and annual reports on WPL activities supported by Trade Union to MIFOTRA;
- Participate in the meetings/workshops/trainings related to WPL and ensure recommendations relevant to Trade Union are well implemented;
- Ensure compliance of guidelines on the implementation of Workplace Learning policy in Rwanda.

Kigali on 31/8/2021

For

RWANYINDO KAYIRANGWA Fanfan

Minister of Public Service and Labour