

| | |
|-----------------------------|--|
| Relevant Legislation | National employment Centre Decree 2009 |
| Commencement Date | 26 October 2017 |
| Review Date | The review date is 12 months after the commencement date and every three years after that. |

POLICY STATEMENT

1 Intent

The national Employment Centre Decree 2009, section 44 states “An employer who employs more than 50 workers must engage suitably qualified unemployed persons as attachés or volunteers on a ratio of at least 5% of the total number of workers employed by the employer”.

The office of the Auditor General (OAG) recognizes that it has a social obligation towards human resources development by engaging in attachés once the need has been identified to fill the gaps in respective departments within OAG.

The process of engaging attaché’s from National Employment Centre (operating under the National employment Centre Decree 2009) will create an opportunity for acquisition of knowledge, positive work ethics and maintain high standard of discipline, obedience and adherence to laid down rules and regulations of the OAG to build high standards of integrity.

2 Scope

The OAG may request or accept requests from National Employment Centre (NEC) and bona fide student’s application from tertiary or vocational institutions for work attachments in OAG when the need arises.

3 Objective(s)

The policy outlines the details of attaché engagement and the need to consider requesting or accepting attachment in OAG.

The policy also provides an opportunity for on-job training as part of tertiary education. The attaché will have the opportunity to gain an insight into the practical application of their skills and knowledge and also sharpen the attaché’s ‘hands on’ skills in real work situation.

4 Definitions and Acronyms

Policy Maker Auditor-General

Management Approval of Auditor-General or Deputy Auditor

5 Supporting Documents/References

National employment Centre Decree 2009

6 Key Words

Attachment

Training Period

7 Supporting Procedures/Guidelines

The guidelines to the policy are attached as Annexure I to this policy. This information will provide the background to the development of the policy should staff need clarification.

| RESPONSIBILITIES | |
|----------------------------------|---|
| Implementation | The Supervisors and Senior Admin Officer (HR) are responsible for implementing the policy. |
| Compliance | The applicant is responsible for complying with the policy. |
| Monitoring and Evaluation | The Supervisors, Directors and Senior Admin Officer (HR) are responsible for monitoring and evaluating the policy |
| Development and/or Review | The Corporate Services division will be responsible for developing and/or reviewing the policy |
| Interpretation and Advice | The Deputy Auditor General is responsible for interpreting and advice on the policy. |

ANNEXURE 1

Definitions

Attachment

Attachment is a workplace or business attachment undertaken under Part 8 (Formal employment services) or Part 9 of NEC Decree.

Attaché is an unemployed person who is registered with the National Employment Centre and undertakes skills training or workplace attachment or business attachment under Part 8 or Part 9 of NEC Decree. An attaché is a student who needs work attachment to complete his/her study.

Benefits of Recruiting Attachés

- Additional manpower
- Efficient work process through creative ideas
- Avenue for selection of competent employees
- Easy to manage, retain and develop for prospective days

Attaché Requesting Procedure

The Senior Admin Officer (HR) will seek to confirm availability of opening for attaché in the respective department, upon request received from Heads of Department.

The request is then forwarded to Auditor General for approval.

Once approval is granted, the Senior Admin Officer (HR) will communicate with the National Employment Centre to advice on the potential candidates for the job type.

Moreover, the Heads of Department select applicants and make arrangements for one to one interview.

The attaché records are kept and maintained in the attachment file for future reference.

Application and Selection

Where the request for attachment is greater than the number of places available, acceptance shall be determined solely by academic merit.

Recommendation from NEC should be considered first and if the requirements and qualification is not sufficient enough than applications from tertiary or vocational institutions should be selected.

Attachments shall be considered only in the major area of the applicant's study, supported by a letter from the institution or recommendation from NEC.

Applicants must be a student of a tertiary or vocational institution in Fiji and have attained the legal age of employment in Fiji.

The attachment provided should be documented by a contract of attachment or terms and conditions of service between the attaché and OAG.

Period of Attachment

The duration of attachment will be for a period of three (3) months effective from the date of appointment.

No extension shall be provided for any attachment, unless approval is granted by the Auditor General.

- ❖ An attachment is not an employment with the OAG. The attaché's status remains that of a student who is fulfilling the conditions necessary for graduation from his/her Programme of studies or to gain work experience.

Responsibilities of OAG

Attaché's shall receive formal orientation, including orientation to the work practices of the OAG, and shall be provided with a conducive working environment, including a working space, requisite equipment for her/his attachment, and mentoring.

Terms and Condition

- a) The attaché is required to undergo medical and police clearance at OAG expense.
- b) The attaché will not be filling a line position in the establishment.
- c) "Contribute \$30.00 (50%) to the weekly allowance of an unemployed person undertaking workplace attachment at the Employer's workplace".

This allocation of 50% allowance for workplace attachment by the Employer shall not in any way limit the Employer from paying a higher allowance rate. Every employer shall pay volunteers or attachés equal allowances for work of equal value.

The Office of the Auditor General will be paying \$70.00 per week as the attachment allowance for the period of attachment and the National Employment Centre will be paying \$30.00 if the attaché has joined through NEC.

- d) Attaché's are required to maintain absolute confidentiality with any information they may come across and must abide by the Official Secrets Act at all times;
- e) The attaché must uphold the attached Public Service Values and Code of conduct during the period of their engagement.
- f) The Office will not be liable for any costs arising out of accidents or injuries sustained during the period of engagement as attachés are allowance based.
- g) The engagement may be terminated if the attaché breaches any office rule.
- h) This practical attachment may be terminated by one week's notice on either side.
- i) Attaché's shall adhere to all regulations, policies and procedures of the OAG.
- j) Attaché's shall demonstrate willingness to fully and actively participate in the learning experience provided by OAG, and shall always demonstrate their ability to work in a multicultural environment.

- k) Attaché's cannot represent the OAG in any capacity other than as an attaché of the OAG. They also can not represent the OAG at any public event without the prior written consent from the Auditor General.
- l) An attaché is entitled to 3 days paid leave which can be used for Annual/Sick/Bereavement leave.

Workplace Attachment

- a) As part of the on-the-job training programme the Office must also provide quality orientation with clear objectives of the programme and expected outputs and outcomes to be achieved by the attaché at the end of the programme.
- b) At the end of the workplace attachment, the office will provide to the attaché a Certificate of Workplace Attachment under the letterhead, highlighting the attachment details as prescribed. A copy of the Certificate of Workplace Attachment will also be sent to the National Employment Centre Secretariat.
- c) At the end of the workplace attachment period, the office is encouraged to recruit the attaché as a full-time worker or a part-time worker or a trainee or to be placed as a reserve in the OAG's database for any future employment.

Fundamental Principles & Rights

- a) No person shall be required to perform forced labour.
- b) No person shall discriminate against any unemployed person, attaché, volunteer or prospective worker on any of the prohibited grounds.

8 Review

This policy will be reviewed 12 months after implementation and every 3 years after that.

9 Who to Contact About this Policy

Any queries is directed to Deputy Auditor-General

10 Revision/Change Log

| Version 1.0 | |
|--|--------------------------------|
| Policy endorsed by: | Executive Management Committee |
| Policy approved by: | Auditor-General |
| Policy effective from: | 26 October 2017 |
| Policy to be reviewed by: | 27 October 2018 |
| Manager responsible for policy: | Manager Corporate Services |

