



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS

MAURITIUS

02 July 2024

Ministry of Public Service, Administrative and Institutional Reforms

Circular Letter No. 50 of 2024

E/70/133/06 V2

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments

Centralised Work Placement Scheme

Government has approved the introduction of the Centralised Work Placement Scheme (CWPS), which will be managed and monitored at the level of this Ministry through a digital platform.

2. The main objectives of the CWPS are to streamline the placement process and to provide Mauritian students, who are enrolled on a full-time course at undergraduate and postgraduate levels in tertiary education institutions in Mauritius, with practical and hands-on experience in a real-world work environment in Ministries/ Departments and Parastatal Organisations. This scheme will also enhance their academic learning as well as the development of their professional skills with a view to boosting their employability.

3. The salient features of the CWPS are:

- i) the CWPS will target Mauritian students who are enrolled at undergraduate and postgraduate levels on full-time courses in tertiary education institutions in Mauritius, which are accredited by the Higher Education Commission;
- ii) all applications for work placement in Ministries/Departments and Parastatal Organisations will be channelled, managed and monitored by this Ministry, through the centralised digital platform;

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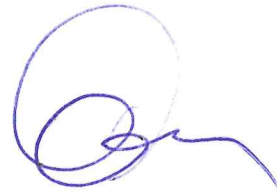
- iii) applications for work placement should be submitted by the tertiary education institutions on the centralised digital platform, for and on behalf of the students. This Ministry will then channel the students to the respective Ministry/ Department or Parastatal Organisation, after ascertaining that the request for work placement in the respective organisation can be entertained;
- iv) the work placement should not exceed three months;
- v) the work placement may be a mandatory requirement as part of the course for which a student has enrolled for. Alternatively, requests for placements which do not constitute a mandatory requirement as part of the course fulfilment may be considered, provided that the application is duly endorsed by the tertiary education institution;
- vi) Ministries/Departments and Parastatal Organisations would ensure that necessary logistics and facilities are made available to students on work placement under the CWPS;
- vii) Ministries/ Departments and Parastatal Organisations should identify an appropriate supervisor/mentor for every student enrolled in the CWPS in their respective organisation;
- viii) a monitoring and evaluation mechanism will be put in place by this Ministry to ensure that work placements undertaken by students in respective Ministries/ Departments and Parastatal Organisations are relevant and have contributed to their employability;
- ix) stipends amounting to Rs 750 weekly, inclusive of transport, which may be subject to revision, will have to be met under the vote item of respective Ministries/ Departments or Parastatal Organisations;
- x) following the successful completion of the work placement, students will be issued a certificate of completion by this Ministry; and
- xi) work placement of students in Parastatal Organisations will have to be coordinated by the respective Parent Ministry.

4. Ministries/ Departments should provide by 09 July 2024 details of a Liaison Officer (name, grade, email and telephone) who will be assigned the responsibility to ensure coordination with this Ministry and the successful implementation of the CWPS in their respective organisation.

5. The Liaison Officers would, besides supporting students during work placements, provide relevant information to this Ministry, such as the number of students the organisation can accommodate, areas/ fields where work placement opportunities are available and challenges encountered.

6. For further information/clarification, Mr. D. Narain, Manager, Human Resources or Mrs A. Bhowon Tengur, Assistant Permanent Secretary are available on email addresses donarain@govmu.org or abhowon@govmu.org or telephone number 4055770/ 4054113 respectively.

7. You are requested to ensure that the contents of this Circular Letter are brought to the attention of officers serving in your Ministry/Department, as well as those in Parastatal Organisations falling under the aegis of your Ministry/Department.



K. Conhye
Secretary for Public Service

Copy to: Secretary to Cabinet and Head of the Civil Service
Acting Financial Secretary