



## INFORMATION ON THE ROLE OF A HOST ORGANISATION

### What happens if our trainee decides to leave before completion of the project?

All Trainees are encouraged to complete their traineeships. In the event of a termination, trainees are required to provide one month notice and the training allowance will be pro-rated based on the duration of the fulfilled obligations. NYC will work with the Host Organisation to redeploy a replacement trainee for the digital project or role.

## INFORMATION ON TRAINEE ENTITLEMENT

### What are the potential costs involved for the Host Organisation?

The training allowance of the Trainees will be fully borne\* by NYC and will be disbursed directly to the youths. Host Organisations shall bear the costs of executing the digital projects, e.g. procurement of products and/or services directly related to the projects, if any.

\* Subject to NYC's assessment of projects/roles being fully digital.

### Are Host Organisations required to make CPF contributions for the Trainees?

As there is no employment relationship between the Host Organisation and the Trainee(s), Host Organisations are not required to contribute CPF.

### As a Host Organisation, can we apply for other sources of government funding for the project concurrently?

Yes. Host Organisations can concurrently apply for other government funding to subsidise the cost of executing the digital projects, if eligible. However, the Host Organisation cannot tap on other funding for the Trainee(s)' training allowance.

### What is NYC's role once I take on the trainees?

NYC will organise and coordinate compulsory on-boarding and regular check-ins with trainees. NYC will also work with Host Organisations to address matters related to the programme.

### Do Host Organisations have to provide annual and sick leave entitlements to the Trainees?

As there is no employer-employee relationship in this traineeship, Host Organisations are not obliged to offer employee benefits to the Trainees. However, Host Organisations may choose to offer non-monetary benefits on a goodwill basis, such as granting personal leave benefits in accordance with their human resource policies.

If the Host Organisations wishes to extend leave entitlement to the Trainees differing from your employees, NYC recommends the following leave provisions:

Placement Duration (Weeks)	24 to 31	52
Recommended No. of Days of Leave	4	7

### What are the Trainee's working hours?

Working hours are normal office hours, Mondays to Fridays. Should the Host Organisation require the Trainee to work apart from normal office hours, the Host Organisation must secure the Trainee's agreement and is expected to provide time-off in lieu where necessary.

## INFORMATION ON TRAINEE ENTITLEMENT

### Do Host Organisations have to provide insurance for the Trainees?

NYC will provide general insurance coverage to the Trainees. However, Host Organisations are encouraged to extend the Host Organisation's relevant insurance coverage to cover the Trainees during their attachment(s) for the Approved Attachment Period.

### Do Host Organisations have to provide a workstation or a computer for the Trainees?

Host Organisations are required to provide working conditions for the Trainees that are no less favourable than the minimum standards provided for employees of the Host Organisation. If the nature of the digital project requires the Trainee to have a workstation and computer, amongst other things, the Host Organisation is expected to provide the necessary working conditions for the Trainees.

## INFORMATION ON TRAINEE ENROLMENT - SHORT AND LONG TERM

### Can a Host Organisation enrol a Trainee more than once?

Each Trainee will only be eligible for one traineeship funding for a maximum duration of 12 months under the YouthTech Programme. Any subsequent enrolment will be at the Host Organisation's own expense.

### What should the Host Organisation do if they face issues with the Trainees?

Host Organisations are advised to resolve any issues with the Trainees amicably and fairly. If this is not attainable, Host Organisations can raise the issue with NYC.

### Is there a cap to the number of Trainees a Host Organisation can take in?

While there are no limits stipulated, the number of Trainees required by the Host Organisation will be evaluated and approved by NYC based on the proposed projects submitted and the Host Organisation's ability to provide Trainees with meaningful traineeship opportunities.

### Can a Host Organisation terminate the traineeship during the YouthTech Programme?

All Host Organisations are encouraged to work closely with the Trainee(s) including providing feedback and implementing interventions to address issues to facilitate the completion of the traineeship. In the event of unforeseen circumstances or should the trainee be deemed unsuitable (e.g. unsatisfactory performance) Host Organisations can terminate the traineeship on a case-by-case basis, subject to NYC's agreement.

### Can a Host Organisation offer a permanent position to a Trainee during or after the completion of the YouthTech Programme?

Yes, a Host Organisation may offer a permanent position to the Trainee if found suitable. This is aligned to NYC's interest to increase employment opportunities for eligible youths.

