

MINISITERI  
Y'ABAKOZI BA LETA  
N'UMURIMO

REPUBLIKA Y'U RWANDA



MINISTRY  
OF PUBLIC SERVICE  
AND LABOR

REPUBLIC OF RWANDA

Kigali, on... 18/11/2015  
N°... 4844/19, NEP

- Hon. Minister of Gender and Family Promotion
- Hon. Minister of Trade and Industry
- Hon. Minister of Local Government
- Hon. Minister of Youth and ICT
- Hon. Minister of State in charge of TVET
- Hon. Minister of State in charge of Economic Planning
- Hon. CEO of RDB and Cabinet Member
- Hon. Lord Mayor, CoK
- Executive Secretary, NCBS
- Executive Secretary, NYC
- Executive Secretary, NWC
- Executive Secretary, NCPD
- Chief Executive Officer, BDF
- Chief Executive Officer, PSF
- Director General, WDA
- Director General, LODA
- Director General, RCA
- Director General, NIRDA

**KIGALI**

**RE: Submission of Guidelines for the effective implementation of MVT, RRT and IBT**

Hon. Minister,  
Hon. Lord Mayor,  
Dear Madam/Sir,

Reference made to the NEP National Steering Committee meeting held on 15/10/2015 which reviewed guidelines above mentioned,

I am honored to share with you, attached herewith, the guidelines for the effective implementation of Massive short-term Vocational Training (MVT), Rapid Response Training (RRT) and Industrial Based Training (IBT) as recommended by the aforementioned National Steering Committee meeting.

Please accept, Hon. Minister, Hon. CEO of RDB/Cabinet Member, Hon. Lord Mayor, Dear Madam//Sir, the assurances of my usual high consideration and esteem.

**Judith UWIZEYE**  
Minister of Public Service and Labour

**Cc:**

**Right Hon. Prime Minister**

**KIGALI**



**UBURYO BUKURIKIZWA MU GUTORANYA ABAFATANYABIKORWA  
N'ABAHABWA AMAHUGURWA Y'UBUMENYINGIRO BUTANGWA MU GIHE GITO  
MURI GAHUNDA Y'IGIHUGU YO GUTEZA IMBERE UMURIMO (NEP- KORA  
WIGIRE)**

Nyuma y'uko bigaragaye ko ikibazo cy'ibura ry'imirimo cyane cyane biturutse mu kutagira ubumenyigiro, kutagira ubumenyi bukenewe ku isoko ry'umurimo n'umubare w'Abanyarwanda cyane cyane urubyiruko n'abagore badafite akazi; hateganyijwe gahunda yo guhugura urubyiruko mu masomo y'ubumenyigiro mu gihe gito (Massive short-term vocational training) bushingiye ku mirimo iboneka aho abayahabwa baherereye. Intego y'aya mahugurwa ni uguha ubumenyigiro abanyarwanda cyane cyane urubyiruko n'abagore bubafasha guhita bahanga akazi cyangwa bikaborohera kubona imirimo ku isoko ry'umurimo isaba ubumenyigiro. Hateganyijwe kandi gahunda yo gufasha Abikorera n'abafite imishinga minini kubona Abakozi batangirana bafite ubumenyi bifuzwa (Rapid Response Training) no guhugurira mu nganda ndetse no mu ma sosiyeti (IBT/ Apprenticeship).

Muri iyi gahunda hateganyijwe guha agaciro ubumenyi busanzwe bufitwe n'abantu batabifitiye impamyabushobozi (Implementation of Recognition of Prior Learning/RPL).

Ku bw'iyi mpamvu, ni ngombwa ko hashyirwaho uburyo bwo guhitamo abagenerwabikorwa bizo gahunda zitandukanye zavuzwe haruguru, ndetse no kugena uburyo abafatanyabikorwa batandukanye bazishyira mu bikorwa.

## **I. INGINGO RUSANGE KU BIJYANYE N'AMAHUGURWA ATANGWA MU GIHE GITO (MASSIVE SHORT-TERM VOCATIONAL TRAINING)**

### **A. UZAHUGURWA AGOMBA KUBA YUJUJE IBI BIKURIKIRA:**

- Kuba ari Umunyarwanda by' umwihariko ari urubyiruko , umugore cyangwa ufite ubumuga;
- Kuba afite ubushake bwo kwiga muri amwe mu mashami aboneka ku kigo kizigishirizwamo kandi akazajya akurikiza ingengabihe uko yemejwe n'ishuri;

### **B. AMASHAMI AZIGISHWA N'IGIHE AMAHUGURWA AMARA**

Amashami azigishwa azatoranywa n'ikigo gishinzwe imyuga no guteza imbere imyigishirize y'ubumenyingingiro(WDA) ku bufatanye n'Uturere hagendewe ku bumenyi bukenewe cyane aho abiga baherereye kandi bashobora guhangamo imirimo n'imishinga mu buryo bworoshye. Amahugurwa atangwa mu gihe kitarengeje amezi atandatu (6).

### **C. GAHUNDA N'IBISABWA MU KWIYANDIKISHA**

- Kwiyandikisha bikorerwa ku kigo cy'Ishuri ry'Imyuga cyangwa ahandi hazatangirwa amahugurwa bikamenyeshwa abagenerwabikorwa ibyumweru bibiri (2) mbere y'uko amahugurwa atangira;
- Uwiyandikisha agomba kuza yitwaje ibyangombwa byemewe n'amategako harimo Indangamuntu, ibyangombwa bigaragaza amashuri yize cyangwa ikindi cyagenwa n'urwego rushinzwe guhitamo abahugurwa.
- Uwiyandikisha yuzuzwa imbonerahamwe/ifishi igaragaza umwirondoro we;
- Urutonde rw'abemerewe guhugurwa rumanikwa ku Kigo kizatangirwamo amahugurwa bikamenyeshwa n'abandi bafatanyabikorwa;

- Utishimiye uko guhitamo abahugurwa byagenze yiyambaza Umuyobozi w'Umurenge ishuri ribarizwamo bitarenze ibyumweru bibiri lisiti y'abemerewe guhugurwa ishyizwe ahagaragara.

#### **D. INSHINGANO Z'AKARERE AMAHUGURWA AZABERAMO**

- Gufatanya na WDA mu guhitamo amashami azatangwamo amahugurwa mu Karere hakurikijwe ibikenewe mu rwego rwo guhanga imirimo mishya izongera iterambere ry'akarere;
- Gutanga amatangazo mu Mirenge no mu Tugari ku bijyanye n'amahugurwa ndetse n'amakuru ku masomo azatangwa n'aho azatangirwa mu Karere;
- Kubahiriza ihame ry'uburinganire mu guhitamo abazahugurwa;
- Kugira uruhare, gukurikirana no kugenzura abagenerwabikorwa kugira ngo amahugurwa agende neza, kandi bikamenyeshwa WDA n'ubunyamabanga bwa NEP.
- Kubika amakuru y'imyirondoro y'abarangije amahugurwa no kubamenyeshya izindi gahunda zibunganira mu gushyira mu bikorwa ibyo bize.

#### **E. URUHARE RWA MINISITERI Y'URUBYIRUKO N'IKORANABUHANGA( MYICT) NA MINISITERI Y'UBURINGANIRE N'ITERAMBERE RY'UMURYANGO (MIGEPF)**

- Kumenyekanisha iyi gahunda binyuze mu Nzego z'Urubyiruko n'Abagore;
- Gukurikirana uko gukangurira abagore n'urubyiruko iyo gahunda bishyirwa mu bikorwa;
- Gufatanya n'Uturere gukurikirana uko igikorwa cyo guhitamo abazahugurwa kigenda.

#### **F. URUHARE RW'IKIGO CY'IGIHUGU GISHINZWE IMYUGA NO GUTEZA IMBERE UBUMENYINGIRO (WDA).**

- Gufatanya n'Akarere guhitamo amashami n'ibyiciro amahugurwa azatangwamo;

- Gutegura imfashanyigisho zijyanye n'amashami n'ibyiciro byumvikanweho n'Uturere.
- Guhitamo ibigo by'amashuli byujuje ibisabwa kugira ngo byigishe ibijyanye n'amashami yatoranyijwe.
- Guhitamo, kugenzura no guhamba abarimu bazifashishwa mu gutegura no gutanga amahugurwa.
- Gutanga ibikoresho bizifashishwa mu mahugurwa
- Ikigo cy'Igihugu gishinzwe Imyuga no Guteza Imbere imyigishirize y'ubumenyingingiro (WDA) gifatanyije n'ibigo bigishamikiyeho kizajya gikusanya kinabike amakuru y'imyirondoro y'abarangije amahugurwa kandi gitange Raporo yabo buri Gihembwe ku bunyamabanga bwa NEP (NEP Secreteriat).
- WDA izajya itanga impamyabushobozi (certificates) ku barangije amahugurwa.

#### **G. UKO RAPORO IZAJYA ITANGWA**

Buri kigo kizajya gitanga raporo z'abatoranyijwe gukurikira amahugurwa ndetse n'abarangije guhugurwa kuri WDA kandi Akarere kagenerwe kopi.

#### **H. ABAGIZE AKANAMA GASHINZWE GUHITAMO ABAHUGURWA**

- Umuyobozi w'Ishami Rishinzwe Guteza Imbere Umurimo n'Ishoramari (BDE Unit) ku Karere ari nawe ukuriye akanama;
- Umukozi ufite mu nshingano Uburezi n'Amahugurwa y'Ubumenyingingiro (TVET) mu Murenge amahugurwa azaberamo;
- Umukozi ufite uburezi mu nshingano ku rwego rw'Akarere
- Umukozi ushinzwe urubyiruko, umuco na siporo ku rwego rw'Akarere;
- Umuyobozi w'ikigo cyatoranyijwe kubera amahugurwa;
- Umuhuzabikorwa w'Inama y'Igihugu y'Urubyiruko ku rwego rw'Akarere(CNJ);
- Umuhuzabikorwa w'Inama y'Igihugu y'Abagore ku rwego rw'Akarere (CNF);

Nibura bane (4) mu bagize akanama bashobora guterana bagahitamo abagenerwabikorwa.

## **I. IGIHEMBO KU BATANGA AMAHUGURWA**

Abatanga amahugurwa baba abarimu bashya cyangwa abasanzwe mu mashuri ya Leta ya TVET bakora amasaha y'ikirenga bagenerwa agahimbazamusyi naho mu mashuri y'abikorera, ikiguzi gitangwa ku mwarimu ntikigomba kurenga ku gitangwa muri Leta. Agahimbazamusyi ku barimu basanzwe ari aba Leta kemezwa na NEP steering committee.

## **II. INGINGO ZIHARIYE KU BIJYANYE N'AMAHUGURWA YIHUSE AGAMIJE GUTANGA UBUMENYI BWIHARIYE BITWE N'IMISHINGA IBUKENEYE (RAPID RESPONSE TRAINING-RRT)**

### **A. IBIGENDERWAHO MU GUTORANYA IBIGO BIKENEYE AMAHUGURWA KU BAKOZI**

- Kuba Ikigo gifite cyangwa kigaragaza umushinga wizewe guhita utangira cyangwa usanzwe uriho kandi ubasha gutanga imirimo ku bahugurwa kugeza nibura kuri 70% by'abahuguwe nyuma y'amezi atandatu;
- Kuba Ikigo cyiteguye kugira uruhare mu kiguzi rusange cy'amahugurwa kugeza nibura kuri 30%.
- Kuba Ikigo cyujuje ibyangombwa byose byo gutangira gushyira mu bikorwa umushinga gisabira ubumenyi bwihutirwa.
- Kuba amahugurwa azatangwa ari ayihariye yongera ubumenyi bugendanye no kongera umusaruro mu kigo (demand led training for skills specific for company production and business).

- Kuba ubumenyi butangwamo amahugurwa budafitwe na benshi ku Isoko ry'Umurimo mu Rwanda.
- Kuba Ikigo cyiteguye kubahiriza ihame ry'uburinganire (gender) no kwita by'umwihariko ku bafite ubumuga mu mitangire y'amahugurwa ndetse no gutanga akazi;
- Mu gihe kibisabwe n'inzego zibifitiye ububasha, kuba Ikigo cyiteguye gusinya amasezerano yihariye ajyanye no kugaruza amafaranga yatanzwe na Leta ku mahugurwa, azakatwa ku mushahara nyuma yo guha akazi uwahuguwe. Ayo mafaranga agasubizwa Ubunyamabanga bwa NEP (NEP Secretariat) kugira ngo azafashe abandi bazahugurwa nyuma. Amafaranga akatwa ntakwiye kurenga 8% y'umushahara mbumbe w'ukwezi.
- Ikigo cyatoranyijwe kigomba kwandikira WDA gisaba kugenerwa amahugurwa yihariye (RRT) kikamenyesha NEP Secretariat. Urwo rwandiko rugomba kuba ruherekajwe n'innyandiko zisobanura birambuye uwo mushinga.
- Mbere yo gutangira amahugurwa, isosiyete igomba gutanga integanyanyigisho izakoresha mu mahugurwa kuri WDA kandi iyo nteganyanyigisho ikemezwa.
- Amahugurwa yo mu rwego rwa RRT areba kandi imishinga ya Leta cyangwa iy'abikorera ikeneye Kongererwa ubumenyi bwihariye kubayishyira mu bikorwa kugira ngo igere ku ntego zayo.

## **B. IBIGENDERWAHO MU GUTORANYA ABAHUGURWA MURI "RAPID RESPONSE TRAINING"**

Gutangaza gahunda yo guhitamo abahugurwa muri "RRT", kubatoranya ndetse no kumenyekanisha abemerewe amahugurwa bikorwa na WDA ku bufatanye na sosiyete cyangwa Umushinga.

Ukeneye guhugurwa agomba kuba yujuje ibi bikurikira:

- Kuba ari Umunyarwanda byumwihariko ari urubyiruko, umugore cyangwa ufite ubumuga,
- Kuba afite ubushake bwo kwiga ubumenyingiro bukenewe n'ikigo cyateguye umushinga, mugihe cyateganyirijwe amasomo kandi yiteguye guhita atangira akazi mu gihe ikigo cyakamuhaye;
- Kuba yiyemeje gukorera ikigo cyamuhuguye nibura mu gihe cy'umwaka umwe(1) mu gihe ahawe akazi;
- Abisabwe n'inzego zibifitiye ububasha, kuba yiteguye kwishyura ikiguzi cyose cy'amahugurwa yahawe nyuma yo kubona akazi hakurikijwe amasezerano azagirana n'umukoresha;

### **C. AHO AMAHUGURWA ATANGIRWA N'IGIHE AMARA**

Amahugurwa atangira nyuma yuko WDA n'ikigo bamaze kumvikana uburyo, igihe n'aho amahugurwa azabera kandi amahugurwa ntashobora kurenza amezi atandatu (6).

### **III. IBIGENDERWAHO MU GUHITAMO IKIGO, ISOSIYETE/URUGANDA BITANGA AMAHUGURWA MU RWEGO RWO KWIGA UMWUGA ( IBT na "APPRENTICESHIP)**

- Kuba ikigo, isosiyete/uruganda cyanditse kandi cyujuje ibyangombwa byose byo gukorera mu Rwanda bitangwa n'Inzego zibifitiye ububasha; ,
- Kuba ikigo, isosiyete/uruganda bifite workshop/(Aho amahugurwa azatangirwa) zirimo imashini zigezweho bitewe n'ubwoko bw'amahugurwa



bishaka gutanga (workshop should be equipped with the modern machines according to the nature of training),

- Kuba amahugurwa azatangwa ari ayihariye yongera ubumenyi bugendanye n'ibikenewe ku isoko ry'umurimo,
- Ikigo, Isosiyete/uruganda gifite abakozi b'inzobere mu gutanga ubumenyiringiro mu mahugurwa abera mu masosiyete n'Ibigo;
- Mbere yo gutangira amahugurwa, WDA n'isosiyete/uruganda babanza kwemeranya ku nteganyanyigisho izifashishwa muri ayo mahugurwa.
- Amahugurwa yo muri isosiyete/uruganda ntagomba kurenza amezi atandatu (6);
- Kuba Ikigo cyiteguye kubahiriza ihame ry'uburinganire no kwita by'umwihariko ku bafite ubumuga mu mitangire y'amahugurwa ndetse no gutanga akazi;
- WDA ku bufatanye na NEP secretariat, MINICOM na PSF bazajya bemeza ikigo, isosiyete/uruganda bishoboye gutanga amahugurwa hashingiwe ku bikenewe ku isoko ry'umurimo kandi hakurikijwe ingingo zavuzwe haruguru;Ikigo, isosiyete/uruganda byatoranyijwe byandikira WDA ibaruwa bisaba gutanga amahugurwa bikagaragaza ibyo bizatangamo amahugurwa n'abazatanga amahugurwa.

#### **A. IBIGENDERWAHO MU GUHITAMO ABAHUGURWA MURI (IBT)/ APPRENTICESHIP"**

Gutangaza gahunda yo gutoranya abahugurwa muri "IBT/Apperenticehip", kubatoranya ndetse no kumenyekanisha abemerewe amahugurwa bikorwa na WDA ku bufatanye n'isosiyeti/Uruganda .

Ukeneye guhugurwa agomba kuba yujuje ibi bikurikira:

- Kuba ari Umunyarwanda byumwihariko ari urubwiruko, umugore cyangwa ufite ubumuga;

- Kuba afite ubushake bwo kwiga ubumenyingiro bukenewe buzatangwa kandi yiteguye guhita atangira akazi mu gihe Ikigo cyikamuhaye;
- Kuba yiyemeje gukorera ikigo cyamuhuguye nibura mu gihe cy'umwaka umwe (1) mu gihe ahawe akazi;

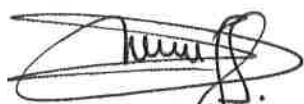
### **B. AHO AMAHUGURWA ATANGIRWA N'IGIHE AMARA**

Amahugurwa atangirwa muri sosiyete/uruganda byatoranyijwe hibandwa gusa ku bumenyigiro bwihariye bukenewe ku isoko ry'umurimo kandi amahugurwa ntashobora kurenza amezi atandatu (1).

### **C. IBIGENERWA UMUFATANYABIKORWA N'UMUGENERWABIKORWA MU GIHE CY'AMAHUGURWA**

- WDA igomba kwishyurira abagenerwabikorwa ubwishingizi
- WDA izajya yishyura ibikoresho bizifashishwa mu gihe cy'amahugurwa (Consumables). Igiciro cy'ibyo bikoresho kizajya cyemezwa nyuma y'ibiganiro hagati ya WDA n'Ikigo cyangwa isosiyete/uruganda kiberamo amahugurwa;
- National Steering Committee ya NEP ishobora kwemeza ibindi byishyurwa Ikigo, sosiyete/uruganda.

Bikorewe i Kigali, ..18./11/2015



**UWIZEYE Judith**

Minisitiri w'Abakozi ba Leta n'Umurimo/

Chairperson of NEP Steering Committee

