

I-READY APPRENTICESHIP PROGRAM

I-READY PROGRAMME FOR GRADUATES

As per His Majesty's Titah during the opening of the Legislative Council 2017:

...Beta telah memperkenalkan satu Program *Apprenticeship* untuk mewujudkan khusus bagi graduan-graduan yang masih mencari pekerjaan. Program ini akan dilancarkan pada bulan April 2017, insya-Allah. Ia akan dikenali sebagai Program *i-Ready*, khusus sebagai platform bagi para graduan memasuki alam pekerjaan sama ada di sektor swasta atau sektor awam,



● 3 years apprenticeship programme

Platform to expose unemployed graduates to various industries in both the public and private sector.

The host organization has the option to permanently employ the apprentice at any time.

An i-Ready apprentice is **only** entitled to 36 months (3 years) of apprenticeship duration.





Apprenticeship programme

Platform to expose unemployed graduates to various industries in both the public and private sector.

The host organization has the option to permanently employ the apprentice at any time.

Continuous coaching and mentoring

To be done by respective host organization to ensure their development meets industry needs. The capability development will also be monitored regularly.

Monthly allowance funded by Government

The Government will provide a monthly allowance of \$800, for a maximum period of 3 years.

Apprentices are required to join the TAP and SCP scheme, in which the apprentices will make contributions in accordance to the TAP Act and SCP Order.





Citizens of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam or Permanent Residents of Brunei Darussalam.

Unemployed Graduates (Degree and Above) that are registered in JobCentre Brunei (JCB) System.

Little or no working experience required.



The Application Process to be an Apprentice

1. Graduates need to be registered on JobCentre Brunei (www.jobcentrebrunei.gov.bn)
2. Graduates to apply for positions posted by participating Companies on JCB, which will be titled:
“i-Ready: Position Title”
3. Shortlisted candidates are to be interviewed by a panel consisting of host company’s members
4. Successful candidates will be offered an Apprenticeship Contract

1. Graduates to register on JCB



2. Graduates to apply for i-Ready positions on JCB



3. Interview



4. i-Ready apprentice on seat



- 1 Apprentices will be assigned a coach and/or mentor.
- 2 Every apprentice's progress/performance will be monitored and assessed every 6 months.
- 3 At any time during the 3 year duration, the apprentice may be assessed for permanent employment. The host company has the first right of employing its apprentice.
- 4 In the event that an apprentice is offered employment, the apprentice will not be subjected to further probationary period, as the program will have already served this purpose.



- Make full use of the opportunity given during the apprenticeship to develop new skills and knowledge towards being more marketable in the job market.
- Demonstrate a high level of integrity and discipline at the workplace.
- Show full dedication and commitment towards the apprenticeship.
- Be proactive to enhance self-development.
- Abide by the host organization's respective rules and regulations.



I-READY PROGRAMME FOR COMPANIES

The Application Process for Companies

1. Companies need to register at JobCentre Brunei (www.jobcentrebrunei.gov.bn)
2. Companies to submit their demand to JCB (i-ready.demand@memi.gov.bn) along with required documents: *Job title, no. of slots available, academic and other skills requirement and job description.*
3. Apprenticeship Vacancies will be posted on JCB, titled: “***i-Ready: Position Title***”
4. Companies will receive candidates who have applied for the i-Ready positions.
5. Shortlisted candidates are to be interviewed by a panel consisting of 2 members from host company.
6. Successful candidates will be offered an Apprenticeship Contract.



Pre - Assignment

- **Screen all applications** and **shortlist** candidates.
- Consider **re-skilling opportunities** for the apprentice. **Contribute towards building new expertise.**
- Conduct **apprentice interviews** using the selected attributes and structured interview assessments as provided by JCB.
- Prepare the **apprentice contract** using the template provided by JCB, once a successful apprentice has been identified.

During Assignment

- To **onboard** the apprentice.
- To **develop clear tasks and targets** for the apprentice.
- To develop a **structured development programme** for the apprentice.
- To **assign a coach and/or mentor** to the apprentice.
- To **complete progress report every 6 months**, to be shared with JCB.
- To **report any misconduct to JCB in a timely manner.**

What's Next?

Email us on your interest in the programme and we will provide you the documentations for your i-Ready application. The documents must be filled in and submitted to iready.demand@memi.gov.bn.

- For more information, please contact us at:

JCB hotline: +673 2444123/100, +673 8239933

Or visit us at:

**JobCentre Brunei,
Former BINA Building, KM 8,
Jalan Perindustrian Kampung Beribi,
Bandar Seri Begawan**

