

CIRCULAR 66b/2021: Apprenticeship guidelines COVID-19 March 2021

Dear Students,

In view of the current situation and the new directives issued by the health authorities, kindly see hereunder the guidelines for students attending Apprenticeship and Placements:

- If the company has not closed down following the new health directives, then apprentices are to contribute to their work environment just like any other employee.
- Apprentices are to follow health and safety measures closely as established by their employer.
- MCAST finds no objection for apprentices to work from home where possible if this is within company policy.
- Apprentices are to follow company policies and procedures since teleworking is granted at the discretion of the employer.
- In cases where the company offers a service classified by health authorities as *non-essential* and had to close down, apprentices are to record sponsorship days attendance as E* and include a footnote on the attendance as follows “* *excused due to COVID-19 closure.*”
- To process top-up stipend payments on time, apprentices need to deposit their monthly attendance at the WBL office by the set deadline.
- Apprentices who need to present their newly-signed contracts and JobsPlus Employment History Sheet may do so by setting an appointment by sending an email to apprenticeship@mcast.edu.mt . Our team will communicate with you to control visitors and maintain social distancing.

Apprentices can contact the WBL office if they have any concerns regarding their apprenticeship on the following numbers 23987144 /145 /153 /158. Students on placement are to follow the placement requirements as directed by their Institute Director following the guidelines above.

Regards,

Ronald Curmi
Deputy Principal
Academic Management of Students and Work-Based Learning