



**Ministry of Gender, Labour and Social Development**

**GENERATING GROWTH OPPORTUNITIES  
AND PRODUCTIVITY FOR WOMEN ENTERPRISES (GROW) PROJECT**

**APPLICATION FORM FOR REGISTRATION AS WORK PLACEMENT/APPRENTICESHIP  
PROVIDER**

**1. Basic Information**

- i) Name of the Enterprise/Industry Association:.....
- ii) Telephone Contact:.....
- iii) Contact Email:.....
- iv) Website .....
- v) Location and Physical Address:.....
  - a) District/City: .....
  - b) Constituency: .....
  - c) Sub-county/Division: .....
  - d) Parish/Ward .....
  - e) Village/ cell/zone: .....
  - f) GPS Points: .....
- vi) Registration Status .....
- vii) Date of Registration.....
- viii) Reg. Number .....
- ix) Name & Tel contact of the Contact Person:.....
- x) Title of the contact person.....
- xi) Education Level of Workers

	No formal	PLE	UCE	UACE	Certificate	Diploma	Degree	Post Graduate	Total
Number of Workers									

xii) Category of the Employees

	Permanent		Contract		Casual		Self-employed		Others Specify		Grand Total	
	M	F	M	F	M	F	M	F	M	F	M	F
No of Workers												

**2. Sector/trade of operation**

Which of the targeted priority trades is the enterprise/industry association involved in? (Tick)

- i) Hotel and hospitality (hotels, lodges, restaurants, cafes, catering, tour operators and travel agencies);
- ii) Food and agro-processing (beverage production, bakery and confectionery, dairy processing and snack food production)
- iii) Cosmetology (hair salons and beauty parlours);
- iv) Tailoring and textiles (tailoring, sewing and embroidery, and fashion design);
- v) Welding and Metal fabrication; and
- vi) Electrical and electronics

**3. Partnership and Willingness**

Why does your industry association/enterprise want to partner with the Ministry of Gender, Labour and Social Development and GROW Project for the work placement/apprenticeship program?.....

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**4. Business Size and Stage**

- a) How long has your business been trading? .....
- b) Number of Employees: Male.....,Female..... Total.....
- c) Size of the enterprise: (tick the most appropriate):
  - i. Micro (1-4 employees);
  - ii. Small (5-49 employees);
  - iii. Medium (50-100 employees);
  - iv. Large (100 and above employ
- d) Stage of development of the enterprise:
  - i. Early-stage;
  - ii. Growth-stage;
  - iii. Mature

**5. Business Success Record**

Provide a brief overview of the enterprise's track record of business growth.....  
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**6. Industry Expertise**

Describe the enterprise's expertise in the relevant field selected in section 2 above.....  
.....  
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**7. Mentorship Capacity**

Describe the adequacy of competent and experienced staff to guide and mentor apprentices in your enterprise.....  
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**8. Infrastructure**

Describe the infrastructure, facilities, and tools available for hands-on learning:.....  
.....  
.....  
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**9. Experience in Hosting Apprentices**

- a) Has the enterprise hosted apprentices, interns or industrial trainees before? (Yes/No)
- b) If yes, provide details of the experience:.....  
.....  
.....  
.....
- c) What is the maximum number of apprentices that can be taken up at the moment?  
.....

**10. State the work placement/apprenticeship courses that you will be able to offer and the duration of each**

SN	Course	Duration (in weeks)

**11.** State and describe the form of support and the associated payment you require per apprentice in order to provide the apprenticeship services

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**12. Additional Comments**

Please, provide any additional information or comments relevant to the eligibility criteria, if any.....

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**13. Declaration**

I, ....., declare that the information provided above is true and accurate to the best of my knowledge.

Signature..... Date.....

For and on behalf of (Industry Association/Enterprise).....

*(You may attach an extra sheet, if necessary)*