

**Training Agreement**

This agreement is designed for successful candidate who is selected to attend the scholarship programme in Japan provided by Cambodian Federation of Employers and Business Association (CAMFEBA).

Mr. /Ms……………………….…………..agrees to fulfill the following tasks as required by CAMFEBA in accepting the offer to attend the ……………………………………………………………………… [course title, date, and place]:

1. SubmitPre-departure presentation to CAMFEBA [five days] before his/her departure to Japan
2. After attending the program, submit a summary report includes:

* *Challenges that he/she has faced and wish to explore solution at the training or for your workplace.*
* *The benefits that he/she received from this course including specific activities that interesting him/her (for example, company visit, sharing between participant, etc...), lesson learnt, new experiences, how applicable the course is to you, or social relations if any.*
* *His/her personal action plan as a follow up activity after the training.*
* *Comments or Suggestions for further improvement.*
* *Attach few pictures of the activities during training programme with a description in the report.*

1. At the return the candidate will automatically become a member of CAMFEBA HIDA Alumni. Specifically, for the OSH course, you will become a member of CAMFEBA-OSH club. Each member has to participate and contribute their learning experience to other members as provision in the statute of the club.
2. Within three months after the return, the candidate is required to share his or her learning experiences as well as best practices that s/he acquired from the programme to the public at the forum which will be organized by CAMFEBA at least.
3. After returning from the training, prepare a copy of training materials both soft and hard copy send to CAMFEBA.

I, **…………………………………………………** [Full legal Name], hereby certify that I have carefully read this agreement and accept all the requirements as set in this agreement.

Phnom Penh, date: **……………………………………………….**

Signature: …………………………………………..

Name: …………………………………………..