



Human Resources and  
Social Development



# Procedural Guide for Student Training Decision (Cooperative Training)

No. 84806

Dated 06/06/1445 AH (19/12/2023 AD)

Attachments: Procedural Manual

### Ministerial Decision

The Minister of Human Resources and Social Development,

Based on the powers vested in him by the regulations,

And after reviewing the Labor Law issued by Royal Decree No. (M/51) dated 23/8/1426 AH (27/09/2005 AD), as amended by Royal Decree No. (M/5) dated 7/1/1442 AH (26/08/2020 AD), and in accordance with Article II (repeated), and pursuant to Article 47, the minister is entitled to obligate establishments by ministerial decisions to accept a specified number or percentage of students and graduates from colleges, institutes, and centers in order to provide training opportunities and complete practical training based on ministerial decisions. After reviewing the executive regulations of the Labor Law and its appendices issued by Ministerial Decision No. (70273) dated 11/4/1440 AH (18/12/2018 AD), and in line with the Ministry of Human Resources and Social Development's endeavor to create appropriate regulations for student training in the labor market.

Decides as follows:

1. To train Saudi students in establishments with the aim of preparing them for the labor market and enhancing their skills in accordance with the attached procedural guide.
2. Establishments with 50 or more employees must train students within a cooperative training framework according to the approved curriculum of the educational institution they belong to, to prepare them for the labor market, not less than 2% of the total number of employees in the establishment.
3. A cooperative training contract shall be concluded between the trainee and the establishment, which shall be in writing and documented for a specified period, indicating the type of skills and profession agreed upon for training, the duration of training, and its successive stages, according to the conditions specified in the procedural guide attached to this decision.
4. The procedural guide and any subsequent amendments thereto shall be an integral part of this decision.
5. The Ministry shall take all necessary measures to ensure establishments' compliance with this decision. Penalties shall be imposed on non-compliant establishments in accordance with the penalty schedule issued by Ministerial Decision No. 92768 dated 05/05/1443 AH (09/12/2021 AD), taking into account any amendments to this decision.
6. This decision, along with the procedural guide, shall be published on the Ministry's website and shall be effective as of 01/01/2024.
7. The Deputy Minister for Labor shall take necessary actions to implement this decision.

By the grace of Allah

Minister of Human Resources and Social Development

/Handwritten Signature/

Mr. Ahmed bin Suleiman Al-Rajhi

## Introduction and Purpose of the Guide

In order to equip and train Saudi students to ensure their readiness and integration into the workforce, and to qualify and empower citizens to find stimulating, productive, and stable employment opportunities in various regions of the Kingdom, the Ministry of Human Resources and Social Development has issued this procedural guide for the qualification and training of Saudi students. This guide is based on the ministry's directives to enhance and increase their participation in the labor market in line with the goals of Saudi Vision 2030. This ministerial decision No. (84806) issued on 06/06/1445H is part of a series of decisions that the ministry has worked on to improve the efficiency of human resources in cooperation and partnership with governmental and regulatory entities concerned with improving the work environment, and enhancing the efficiency of employees to stimulate national human resources. It also aims to expand the participation of the private sector in accordance with the labor market strategy for human resources development by enhancing its contribution to the economic system. This guide outlines the details of cooperative student training according to the curriculum plan, along with the targeted entities, general conditions, and support programs provided by the Ministry of Human Resources and Social Development system, in addition to answers to frequently asked questions.

## Definitions

The Ministry	Ministry of Human Resources and Social Development
Student Training Decision	Referring to Ministerial Decision No. (84806) dated 06/06/1445 AH (19/12/2023 AD)
Qualification and Training Contract	according to Article (45) of the Labor Law, it is a contract whereby the employer commits to qualifying or training an individual to prepare them in a specific profession.
Documentation	The training contract must be documented through the cooperative training contract attached in the procedural guide for cooperative training.
Training	It refers to organized and planned efforts aimed at providing trainee students with specific knowledge and skills, enhancing their abilities, and positively changing their behaviors and attitudes, thereby improving their performance, productivity, and increasing their employment opportunities.
Cooperative Training	It is a training for students within an educational system that combines regular study periods with organized practical work experience relevant to the educational curriculum in the field of study and specialization, allowing the student to combine the knowledge and cognitive skills acquired in their educational study with practical work experience in the establishment for a specified period.
Establishments	Any legal or juristic entity registered in the records of the Ministry of Human Resources and Social Development.
Trainee Student	It refers to a student nominated for practical training from a university, college, or institute in any academic specialization, whether at the diploma, bachelor's, or higher degree level.
Trainee	It is the student trainee enrolled in a training program at an establishment.
Educational Institution	Any college, university, or institute, whether private or governmental.
Skills	These are the abilities that enable the worker or trainee to perform a specific task efficiently and effectively to achieve the best results.

#### Procedural Guide for Student (Cooperative Training) Decision:

The Student Cooperative Training Decision aims to enable university, college, and institute students to undergo training in establishments to qualify them, enhance their performance, and improve their practical skills by providing them with applied sciences, knowledge, and skills that contribute to increasing their employment opportunities after graduation. It also contributes to improving human resource efficiency and expanding private sector participation in line with the labor market strategy for human capital development. The contractual relationship of the trainee is subject to the provisions of the Labor Law, ministerial decisions, and internal regulations of the establishment.

#### Compliance Plan:

The minimum required compliance plan for trainee students in each establishment, which employs 50 or more employees, is 2% of the total number of employees annually. The total number of employees in the establishment refers to the total number of nationals and expatriates working full-time or equivalent. The establishment enters cooperative training data through the training activity disclosure service on the Qiwa platform.

#### Roles and Responsibilities:

Without violating the labor system and its executive regulations, establishments commit to the following:

- Developing a plan and program for student training.
- Identifying candidate requirements and application procedures.
- Specifying training conditions, benefits, and opportunities offered.
- Publishing the available training plan and opportunities, along with the requirements for accessing them, in a manner that enables eligible students to know about and access them.
- Selecting trainee students where the establishment selects students through a competitive process based on a set of criteria such as the student's cumulative GPA, skills, practical experiences, professional interests, or others.
- Entering into a training contract between the trainee and the establishment, specifying the training duration, start and end dates of training, the profession or skill to be trained on, successive stages, roles, responsibilities, and obligations of both parties.
- Appointing a contact officer and coordinator responsible for training activities, including monitoring trainees, preparing files for each trainee containing periodic reports on their performance, evaluating the trainee, and recommending their exclusion if performance reports necessitate it, in cooperation with the training supervisor responsible for the department in which the student is training.
- Not imposing any training-related expenses on the trainee.
- Informing employees and trainees of the approved work regulations of the establishment.
- Issuing documentation confirming the training relationship with the trainee, such as an ID card, during their presence at the establishment, and when representing it outside the establishment.
- Enabling the trainee to perform actual tasks that assist them in gaining necessary experiences and skills.
- Implementing the provisions of the labor system related to annual leave, official holidays, maximum working hours, daily rest periods, weekly rest periods, occupational safety and health regulations, work injuries and their conditions, and any decisions made by the minister concerning the trainee.
- Issuing a training completion certificate to the trainee indicating the training duration, profession or skill relevant to the training, year of training, and the overall assessment rating of the trainee.

- Notifying the educational institution to which the trainee is affiliated to take appropriate action in case of the trainee's violation of the training contract or obligations outlined in this guide, and documenting it in the trainee's file.

Without violating the work system and its executive regulations, the trainee commits to the following:

- Adherence to all clauses, requirements, and duties stipulated in the training agreement.
- Performing the assigned tasks in the facility as required.
- Following the regulations, policies, and instructions of the facility, and adhering to all safety and occupational health instructions therein.
- Maintaining good conduct, behavior, and interactions with the staff, clients, and all relevant parties of the facility.
- In case of the trainee's absence from training for any reason, they should inform the responsible person in the training monitoring unit of the facility or the direct supervisor in the department where they are undergoing training, according to the workplace policies.
- Not changing the facility or the training path without obtaining approval from both the facility and the educational institution.
- Maintaining the confidentiality of the facility's secrets, tools, properties, as well as the safety of its employees and clients.

Violations and Penalties:

- The violations listed in the violations and penalties schedule issued by the minister apply.

Frequently Asked Questions:

Can the facility set specific requirements or conditions for trainee candidates?

Yes, the facility can set requirements or conditions for candidates, such as educational level, field of study, or relevant skill set to the training program, provided that these requirements are published in a way that enables qualified students to know and access them.

Should the facility announce the standards it relied on when selecting candidate students who meet the training requirements or conditions announced by the facility?

Yes, the facility, when rejecting the acceptance of candidate students who meet the announced admission requirements, should announce the standards it set for selection among the candidates who meet all requirements (or conditions).

Can the trainee be trained outside the facility at accredited training entities?

No, this is not possible because cooperative training is on-the-job training for acquiring job skills.

Should the trainee be registered with social insurance?

No, the facility is not obligated to do so.

Should a report be written about the trainee at each stage of the training process?

Yes, the facility should evaluate the trainee and prepare a report about them after each training stage. These evaluations and reports should be kept in the trainee's file at the institution.

Can the trainee receive a reward during training?

The trainee can receive a reward if agreed upon in the training contract, and the facility can benefit from support programs provided by the Human Resources Development Fund in this regard.

If the trainee discontinues training midway through the training program, is the facility exempt from the minimum training requirement?

If the facility is responsible for violating or not complying with the terms of the training contract, it is not exempt from that.

Can the trainee be charged training costs if they choose to stop training before completion?

The trainee does not bear any costs.

What is the duration of training that the trainee must undergo?

This depends on the terms of the training contract between the trainee and the facility, provided it does not conflict with the educational institution's curriculum followed by the trainee.

Can the trainee be trained for a period longer than the specified duration?

The training plan outlined in the educational institution's curriculum followed by the trainee must be adhered to.

Should the trainee be trained according to their field of study?

Yes, or in accordance with the trainee's specialization or study path.

Should the facility provide an experience certificate or training certificate to the trainee?

The trainee should be awarded a completion certificate after completing their training period, mentioning the profession's name, the skills covered in the training, the training duration and dates at the facility, in addition to the evaluation grade.

Is the trainee subject to labor laws?

Yes, according to Article (49) of the Labor Law, where the provisions regarding annual leave, public holidays, maximum working hours, daily and weekly rest periods, occupational safety and health rules, work injuries and their conditions, and other regulations determined by the minister apply to the training contract.

Should the trainee be trained by specialized trainers? What is the training procedure to be followed?

On-the-job training should be supervised or assisted by a specialized employee who helps the trainee acquire the required knowledge and skills.

Cooperative Training Agreement:

**Party Details:**

First Party Data	
National ID	
Establishment File Number	
Mobile Number	
Official Email of the Establishment	

Second Party Data	
Gender	
Marital Status	
Religion	
Date of Birth	
National Address	
Mobile Number	
Email	

## Contract Clauses:

1. Profession, Skill, and Training Location	
Targeted Profession for Training	
Skills to be Acquired	
Training Location	
Type of Training	

2. Contract Duration
This training agreement shall be effective for a specified period starting from (Date of Contract Commencement), and it is intended for the type of training: <ul style="list-style-type: none"><li>- Cooperative Training</li></ul>

3. Working Hours and Weekly Rest
<p>The trainee's working days, daily working hours, and weekly working hours shall be determined according to the working days and hours applicable to employees in the establishment in the same profession as the one the second party is undergoing training for.</p> <p>The second party shall be entitled to the weekly rest days as per the entitlement for employees in the profession they are undergoing training for.</p>



#### 4. Training Allowance (Optional)

The second party is entitled to the following training allowance if agreed upon in this contract, and it shall be binding on the first party:

Basic Allowance	
Other Allowances	

The first party shall pay the second party an allowance of (Total Value/Amount) Saudi Riyals, payable at the end of each month.

#### 5. Bank Account Information for the Second Party

(Optional)

The second party is entitled to the following training allowance if agreed upon in this contract, and it shall be binding on the first party:

Bank Name	
IBAN Number	

## 6. First Party Obligations

Regularly evaluate the second party and notify them of the evaluation results.

Grant the second party official holidays and sick leaves as required by the labor regulations approved by the Ministry of Human Resources and Social Development, in a manner consistent with the labor law and its executive regulations.

Not compel the second party to work for them after the training period ends. And not charge them any fees resulting from the training.

## 7. Second Party Obligations

Complete the assigned work tasks in accordance with the standards of the profession and the instructions of the first party, provided that these instructions do not contradict the contract, regulations, or public norms, and do not expose them to risk.

To take sufficient care of the tools, tasks assigned to them, and materials owned by the first party placed under their disposal or entrusted to them, and to return any non-consumable materials to the first party.

To adhere to good behavior and ethics during work, at all times complying with the regulations, customs, traditions, and norms observed in the Kingdom of Saudi Arabia, as well as the rules, regulations, and instructions applicable to the first party. The second party shall bear all penalties resulting from their violation of these regulations.

To provide all necessary assistance without demanding additional compensation in cases of disasters and hazards threatening the safety of the workplace or the employees therein.

To undergo, upon the employer's request, medical examinations desired by them before or during training, to ensure their freedom from occupational or contagious diseases. The employer shall bear all costs of the required examinations.

## 8. General Provisions

The labor law and its executive regulations, regulations, ministerial decisions, and the establishment's labor regulations approved by the Ministry of Human Resources and Social Development shall be the reference for any provision or matter not covered by this contract and shall constitute an integral part of the contract. This contract replaces all previous oral or written agreements if any exist.

The parties agree that the addresses stated at the beginning of the contract are the legal addresses for the exchange of notices and notifications and are considered valid addresses for legal correspondence.

Both parties acknowledge that they have been informed and have understood all the provisions of this contract and its contents.

The singular form includes the plural, and the plural form includes the singular. Reference to one gender implies both genders, and reference to persons includes both natural and legal persons unless the context indicates otherwise.

Reference to any system, regulation, decision, or instructions shall be interpreted as including any amendments made to them from time to time.

## Ministerial Decision

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Based on the powers vested in him by the regulations,

And after reviewing the Labor Law issued by Royal Decree No. (M/51) dated 23/8/1426 AH (27/09/2005 AD), as amended by Royal Decree No. (M/5) dated 7/1/1442 AH (26/08/2020 AD), and in accordance with Article II (repeated), and pursuant to Article 47, the minister is entitled to obligate establishments by ministerial decisions to accept a specified number or percentage of students and graduates from colleges, institutes, and centers in order to provide training opportunities and complete practical training based on ministerial decisions. After reviewing the executive regulations of the Labor Law and its appendices issued by Ministerial Decision No. (70273) dated 11/4/1440 AH (18/12/2018 AD), and in line with the Ministry of Human Resources and Social Development's endeavor to create appropriate regulations for student training in the labor market.

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By the grace of Allah  
Minister of Human Resources and Social Development  
Mr. Ahmed bin Suleiman Al-Rajhi

Al-Shalqan 06/06/1445 AH

A picture of our office.

A picture of the office of His Excellency the Deputy Minister of "Labor"

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