



Annex 3: Supplier Guidelines

Requirements concerning the employment of trainees and job seekers in the City of Copenhagen's invitations to tender

These guidelines describe the framework for the City of Copenhagen's scheme for requirements concerning the employment of trainees and job seekers.

The Copenhagen City Council has decided that in connection with the outsourcing of the City's tasks it must be ensured that a reasonable number of trainees, to be employed by the supplier during the contract term, are engaged for appropriate tasks.

A trainee is defined as an employee with whom the supplier concludes or has concluded a training agreement in accordance with the Danish Vocational Training Act, or who are subject to a similar scheme in another EU member state.

The tender documents will state the number of full-time equivalent trainees that must be employed for the task in question. In 2013, with effect from 1 January 2014, the Copenhagen City Council decided to expand the scheme for employment of trainees so that, under concrete tenders, suppliers have the opportunity to offer to employ either trainees or job seekers.

A job seeker is defined as a person that belongs to a target group that is subject to the Act on Active Employment Measures and who can be employed in either a job training, subsidised wage or flexjob scheme, or another similar scheme in another EU member state.

1. Documentation of employment of trainees

On the implementation of the project, the supplier must document that the required and/or offered number of trainees and/or job seekers are employed for the relevant task. The example below is based on a building/construction project. In the case of another type of project, a relevant process will be set up.

For trainees this will take place as follows:

- When the work plan is submitted, the supplier will submit a trainee plan for the employment of trainees for the task.
- At follow-up meetings such as building or project meetings, the supplier will state the number of trainees currently employed as a separate element of the overall personnel, and this will be noted by the construction manager/project manager in the minutes of the meeting.
- During construction, the supplier will update the trainee plan on an ongoing basis when there are personnel changes, for example in step with sub-suppliers' commencement of their work.

The trainee plan must, in principle, be drawn up in accordance with the following fictive example, using the form prepared by the City of Copenhagen.

Client: City of Copenhagen
 Project: Conversion of school
 Contract: Main contract
 Contractor: A/S Beton (main contractor)
 Agreed required FTE trainees engaged in the project: 2.6.
 Converted to monthly full-time positions: 2.6 x 12 = 31

| Project: | Contractor: | Month 1 | Month 2 | Month 3 | Month 4 | Etc. | Month 12 | TOTAL |
|----------------------|-------------|---------|---------|---------|---------|------|----------|-------|
| Conversion of school | A/S beton | 2.5 | 3 | 3 | 2.5 | | 3 | 31 |

In one month, 2.5 trainees can be employed, whereby 2 trainees are attached to the project for the full month and one trainee, for example, is not attached to the project until the middle of the month. Fulfilment of the trainee plan is monitored continuously at the follow-up meetings, for example construction meetings, and any non-conformances are handled in accordance with the provisions of the agreement concerning sanctions, etc.

For further information or assistance with achieving approval as a training venue, or to conclude a trainee agreement, please contact Teknisk Erhvervsskolecenter (Technical Vocational College Centre), contact person Karen Hornbæk Svendsen, email: khs@tec.dk, tel.: (+45) 2545 3389 or Copenhagen Technical College, contact person Ole Wilhelm Nielsen, e-mail: own@kts.dk Tel.: (+45) 2329 6486.

The supplier must expect a case processing period of 10 working days on making a request for approval as a training venue.

2. Documentation of employment of job seekers

If the employment of job seekers is required, the supplier can document that the required number of job seekers is employed by:

- At the request of the City of Copenhagen submitting a copy of the employment contracts for the job seekers employed under the project.

Virksomhedsservice (Business Service) at Jobcenter Copenhagen can answer queries concerning subsidised employment schemes under Danish conditions, including job training, subsidised wage or flexjob schemes. Virksomhedsservice can also help to assign relevant job seekers for employment under the project.

Virksomhedsservice at Jobcenter Copenhagen can be contacted via the City of Copenhagen's call centre: (+45) 8256 5682.