



The Guiding Manual for

Student Employment and Training in the Federal Government

خطوة للمستقبل
FUTURE STEP



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Table of Content:

Introduction	6
I: Definitions	7
II: Scope of Application	8
III: Principles Governing the Manual	8
IV: Objectives	10
V: General Framework of the Manual	11
VI: The Online Platform	15
VII: Procedural Steps	16
VIII: Duration and Timeframe of Training	18
IX: Review and Continuous Improvement	19
X: Collaboration with Educational Institutions	19
XI: The Trainee's Rights	20
XII: Compliance with the Regulations	20
XIII: Breach of Obligations and Disciplinary Actions	20
XIV: General Provisions	21
XV: Roles and Responsibilities	21
XVI: Workflow Chart	23



Introduction

In line with the directives of the UAE wise leadership, premised on the principle that youth constitute the cornerstone of the future; whereas fostering Emirati national identity and developing their innovative capacities are instrumental in their empowerment and integration into diverse sectors to ensure national sustainability.

Given the great importance of supporting the youth demographic in view of accelerated global advancements and the concomitant digital and technological transformations; it is required to establish an attractive and stimulating work environment conducive to the proactive recruitment and consolidated participation and integration of youth within various employing entities.

To this effect, this Manual has been developed, encompassing the terms, conditions, and provisions governing the employment and training of students across federal entities. It prescribes transparent mechanisms and procedures for both the trainee and the host Federal Entity, pursuant to a unified regulatory framework for student training programs. This is designed to ensure the optimal realization of program objectives by furnishing students with requisite practical skills and expertise, while establishing a unified regulatory framework for Federal Entities to maximize program efficacy. Furthermore, it defines the criteria and procedures applicable to student training in Federal entities to maximize reciprocal benefit, refine trainees' competencies and solidify the nexus between students and the Federal Government, thereby fostering knowledge transfer and professional networking to improve employment prospects.

I: Definitions

For the purposes of this Manual, the definitions contained in the Federal Decree-Law Regarding the Human Resources in the Federal Government and its executive regulations shall be adopted as stated therein. Otherwise, the following words and expressions shall have the meanings assigned against each unless the context requires otherwise:

Federal Entities	Any Ministry established pursuant to Federal Law No. (1) of 1972 on the Competencies of Ministries and Powers of Ministers, as amended; including any federal entity, institution, or regulatory bodies subordinate to the Government, and Federal Government-owned enterprises.
Training Platform	An online portal integrated into the official website of the Federal Authority for Government Human Resources (FAHR), whereby Federal Entities may advertise training vacancies subject to the conditions and controls stipulated in this Manual.
Trainees	UAE National students enrolled in universities and institutes post-first year of study, or National graduates who have completed their degrees within a maximum period of three years prior.
Higher Education Institutions	Universities and scientific institutes, whether domestic or international, provided they hold a license / accreditation from the Ministry of Higher Education and Scientific Research.

II: Scope of Application

1. The provisions of this Manual shall apply to all Federal Entities, institutions, and Federal Government-owned enterprises, including those to be incorporated hereafter.
1. Furthermore, this Manual shall be applicable to UAE National students currently pursuing their studies who have successfully fulfilled the academic requirements of at least the first year at a university or institute, whether locally or internationally, as well as UAE National graduates whose graduation period does not exceed three years.

In all instances, the educational institution in which the student is enrolled or from which they have graduated must be duly accredited and recognized by the Ministry of Higher Education and Scientific Research.

III: Principles Governing the Manual

This Manual is predicated upon a set of fundamental principles, notably:

1. Gratuitous Nature of Practical Training:

- Students and graduates shall be exempt from any financial liabilities or fees in consideration for enrollment in training programs offered through the e-Training platform pursuant to the provisions herein. The trainee shall have no right to claim any financial remuneration, compensation, or stipends from the Federal Entity in respect of the training provided.
- Subject to their respective internal regulations and approved training policies, Federal Entities may, at their discretion, grant trainees discretionary incentives (monetary or non-monetary).

2. Professional Development and Vocational Empowerment

- Providing practical training opportunities for students and recent graduates to facilitate skill acquisition and bolster their employability within the job market.
- Emphasizing on the cultivation of technical, behavioral, and professional competencies in alignment with cross-sectoral demands.
- Training within a Federal Entity shall not constitute an offer of employment, a promise of appointment, or a phase of the recruitment process.

3. Collaboration between Education and Practical Application

- Aligning training curricula with students' academic specializations to ensure consistency between the training experience and prospective career trajectories.

- Affording students and graduates substantive opportunities to acquire practical expertise within the framework of the government work environment.

4. Regulatory Framework and Governance

- Formulating a unified regulatory framework to govern the implementation of training programs in accordance with the explicit controls for trainees' admission, management, and evaluation.
- Implementing the good governance standards to ensure transparency and accountability in the execution of training programs.

5. Sustainable Development and Capacity Building

- Supporting trainees through engagement in projects and initiatives aimed at capacity building and enhancing future employment prospects.
- Encouraging Federal Entities to adopt policies and practices conducive to the acquisition and professional development of young UAE national talent.

6. Partnership and Collaboration

- Promoting collaboration between Federal Entities and Higher Education Institutions (HEIs) to ensure the delivery of training programs in alignment with job market demands.
- Facilitating the exchange of knowledge and professional expertise between trainees and personnel within Federal Entities.

7. Assessment and Continuous Improvement

- Establishing appraisal mechanisms to evaluate the impact of training programs on the students' skill development and fulfillment of specified objectives.
- Enhancing continuous improvement practices within training programs to ensure the attainment of the highest levels of quality and efficiency.

IV: Objectives

The Guiding Manual for Student Employment and Training in the Federal Entities is intended to prescribe a general guiding framework governing the training process of students and graduates across Federal Entities via a designated online platform administered by FAHR. By streamlining procedural workflows, the Manual ensures compliance among trainees and relevant stakeholders in Federal Entities through structured mechanisms aimed at talent recognition, capacity building and the establishment of a database documenting all trainee data within the Federal Government's Human Resources Information System (Bayanati) or linked HR systems. This data serves as a reference for Federal Entities for research, studies, recruitment, or other similar purposes. Therefore, the objectives can be summarized as follows:

1. Strengthening partnerships between HEIs and Federal Entities through:

- Linking academic curricula with the actual job market demands.
- Creating training opportunities in alignment with national HEIs in the UAE.
- Guaranteeing the quality of training, enhancing the competencies of trainees, and qualifying them for integration into the job market.

2. Cultivating a professional work culture among students by:

- Instilling principles of professional commitment and discipline in students within the work environment.
- Developing their soft (life) skills, communication skills, teamwork, and time management.

3. Improving recruitment opportunities for prospective student and graduate trainees through:

- Enhancing the employability of high-performing trainees through professional networking.
- Offering practical exposure to facilitate informed career path selection.

4. Advancing innovation and development in the Government Sector through:

- Facilitating knowledge transfer and utilizing youth creative contributions to enhance the performance of the government.
- Cultivating an innovative environment and involving trainees in government projects.

V: General Framework of the Manual

First: Eligibility requirements for the trainees are as follows:

1. The trainee must be a UAE Nationals.
2. The trainee (student) must have successfully fulfilled the academic requirements for at least the first year at a university or institute.
3. The trainee (graduate) shall not have exceeded a maximum of three years from the date of graduation.
4. The student must be enrolled in a Higher Education Institution (HEI) within the UAE or abroad, provided that such institution is licensed/recognized by the Ministry of Higher Education and Scientific Research.
5. The training program shall be compatible with or directly relevant to the academic major.
6. The trainee must successfully pass any tests, evaluative interviews, or any other prerequisites as stipulated by the Federal Entity.

Second: Obligations of the Federal Entity

1. The Federal Entity shall be committed to listing and publishing available training programs or disciplines for students and graduates via the online platform designated by FAHR..
2. Define the nature of scientific specializations required to be held by the trainees.
3. Determine the number of trainees admissible to the training programs offered by the Federal Entity.
4. Specify the schedules, durations, and timeframes governing the available training programs.
5. Specify the required documents to be submitted by the trainees.
6. Secure the requisite approvals for selected trainees pursuant to established Human Resources procedures.
7. Stipulate any further additional terms or conditions pertaining to the trainee category.

III: Responsibilities of the Federal Entity

- 1. Training shall commence pursuant to a predefined timeline stipulating commencement and expiry dates, as notified to the trainee by the host Federal Entity, and shall incorporate the following:**
 - Determining daily working hours and mandatory attendance schedules.
 - Specifying the deliverables to be executed throughout the training tenure.
 - Liaising with concerned organizational departments to guarantee the provision of an appropriate training environment.
- 2. Designating a direct supervisor from within the Federal Entity's staff for the purposes of:**
 - Rendering professional mentorship and vocational support throughout the duration of the training.
 - Monitoring the trainee's performance milestones and providing them with continuous feedback.
 - Assisting the trainees in understanding the nature of duties and ensuring integration into the government work environment.
 - Formulating a final comprehensive performance appraisal report upon the conclusion of the training duration.
- 3. Familiarizing the trainee with the labor laws, statutes, and executive regulations in force at the Federal Entity, with a focus on:**
 - The Code of Ethics and Professional Conduct, Official Dress Code, Attendance/Punctuality Policy, and interpersonal workplace relations.
 - The adopted Information Security Policy, Social Media Usage Regulation, and outlining the protocols for the processing of official data and documentation.
 - Directives pertaining to the utilization of internal systems, including official email, work-related digital platforms, and designated work projects.
 - Occupational Health and Safety (OHS) Procedures: Regulations for maintaining a hazard-free workplace.
 - Reporting and Formal Correspondence Procedures: Internal Communication Protocol of the Government Entity.

4. Conducting an induction program regarding the workplace and assigned duties, comprising:

- An introduction to the Governmental Entity: Its Objectives, Vision, Mission, and Core Mandates.
- Introduction to the Entity's Departments: And the mechanisms for interdepartmental coordination.
- The Trainee's Role: Expected Deliverables and professional benchmarks.

5. Granting the trainee access to essential tools and resources for the execution of training duties:

- Authorized access to essential electronic systems solely for training purposes, subject to operational interests, provided such privileges are rescinded upon the termination of the training program.
- Provision of computer hardware or technological equipment, as necessitated by the nature of the training tasks.
- Issuing security clearance and access permits for premises and offices to the trainees, as dictated by operational necessity.

In all cases, no administrative, financial, or supervisory authorities shall be delegated to the trainee regarding electronic systems, whether during or subsequent to the training period.

IV: Responsibilities of the Mentor or Supervisor

1. Monitoring the trainees' progress through:

- Tracking the completion of the tasks assigned to the trainee.
- Holding brief periodic meetings to discuss challenges they may face.
- Providing immediate support as required to ensure the trainee's comprehension of the nature of the work and the assigned duties.
- Documenting performance notes in a dedicated log for each trainee.

2. Providing periodic coaching and guidance sessions to enhance their training experience by:

- Explaining how to handle professional challenges at the workplace.
- Introducing the trainees to professional development opportunities after the completion of training.

- Offer strategies for performance improvement and work stress management.
- Encourage the trainees to ask questions and enquiries around the workplace and assigned tasks.

3. Providing feedback to the trainees regarding the strengths and areas for improvement through:

- Identifying areas of excellence, including but not limited to, compliance, aptitude, or proactivity.
- Directing the trainees to enhance the said competencies for prospective professional utilization.
- Pinpointing weaknesses and providing practical solutions to overcome them.
- Issuing developmental directives (e.g., communication skills, time management, precision in task execution. Engaging students in self-assessment to enhance performance awareness and further develop their skills.
- Preparing periodic reports on trainees' performance, learning rates, and challenges they encountered.
- Furnishing the students with self-evaluation templates to quantify competency progression during the training period.
- Holding discussion sessions with supervisors to exchange insights on performance and personal growth.

4. Conducting a final evaluation of the trainees through:

- Evaluating the trainee's accomplishments and assessing their task mastery levels.
- Appraising their interpersonal and professional skill sets: such as collaborative work, time management and effective communication.
- Examining the trainees' feedback concerning the training, the extent of their satisfaction with the experience, and their proposed recommendations for improvement.
- Analyzing the trainees' strengths and weaknesses.
- Measuring their attainment levels of training requirements and objectives.
- Evaluating their compliance with professional conduct and work ethics.

V: Responsibilities of the Trainee:

1. Completion of the designated training term as prescribed by the training program, subject to compliance with:

- Mandatory working hours until the expiration of the defined training term.
- Fulfillment of all tasks and assignments mandated during the training term.
- Verification of training objective attainment to facilitate the application of acquired competencies in a practical work setting.

2. Submission of a final report by the trainee, detailing the following:

- Executed tasks and competencies acquired.
- A brief overview of the training host entity and the specialized field.
- Assigned objectives, tasks, and key activities performed.
- Challenges encountered and how they were addressed.
- Skills and knowledge attained throughout the training term.
- Proposals on how to improve the training experience in the future.
- Lessons learned and the impact of the training on the trainee's academic and career trajectory.

3. Commitment to professional code of conduct and formal dress code as per Federal Entity workplace standards.

4. Adherence to information confidentiality and signing a non-disclosure undertaking.

VI: The Online Platform

Regulatory provisions pertaining to the Online Platform.

- 1.** The Online Platform shall be accessible via the Authority's official website.
- 2.** The Online Platform shall be available to all Federal Entities throughout the year for the disclosure of:
 - Types of training programs and specialized fields offered.
 - Required disciplines and academic qualifications for the training candidates.
 - Projected intake of trainees per program or domain.

- The duration and timeframe for each program.
 - Any other terms or conditions stipulated by the Federal Entity.
3. Students or graduates satisfying the prescribed training requirements, as well as concerned parties within higher education institutions, are authorized to access the platform and review the training programs provided by Federal Entities.
 4. The student or graduate shall select the appropriate program and register via the online application form, attaching all required documentation.
 5. Higher Education Institutions may also submit a collective online training request for a cohort of their students, encompassing any of the programs or disciplines offered via the platform.
 6. The candidate must ensure compliance with the requirements set by both the Federal Entity and their respective HEI.
 7. Considering the fulfillment of requests from certain entities regarding specific, technical skills or proficiency in specialized software related to the training field.
 8. Submission of official documentation, including a "No Objection Letter" or evidence of required training hours completion for students.

VII: Procedural Steps

The procedural steps for both the trainee and the Federal Entity have been defined as follows:

1. The Authority (FAHR) shall develop and maintain the online platform, ensuring its functional capacity for Federal Entities to post comprehensive details of training programs.
2. Federal Entities shall list all available training opportunities on the aforementioned online platform.
3. The trainee shall undertake registration and submission of the application through the online platform, pursuant to the timeline prescribed by the Federal Entity for filing applications, and subject to the eligibility criteria and requirements stipulated by Federal Entities, whereby the applicant for training shall comply with the following:
 - The training program must align with the applicant's academic major or a closely related discipline.
 - Selecting a host entity offering career trajectories compatible with the trainee's academic major, ensuring the scope of work and training provides professional

value that contributes to their future skill development.

- The trainee must provide proof of academic standing through a formal letter issued by a Higher Education Institution (HEI) to the host entity, or a contemporary academic record as required.

4. The Federal Entity shall receive training applications submitted through the online platform, subject to the Federal Entity's verification of the following:

- The applicant is duly registered at an accredited educational institution.
- The trainee has successfully fulfilled the requirements of at least the first year of study.
- In the case of graduates, the period elapsed since the date of graduation shall not exceed three (3) years.
- The training program must be relevant to the applicant's specialization or academic field.

5. Upon verification of the aforementioned clauses, the Federal Entity shall undertake the following:

- Review and verification of the academic record and requisite documentation, including but not limited to the Curriculum Vitae and recommendation letters, to ensure compliance of the academic standing and competencies with the training program prerequisites.
- Verifying that applications satisfy the terms and conditions stipulated in the job posting published via the Platform.
- Matching applications with available training opportunities to ensure the appropriate specialization for each trainee.
- Benchmarking the trainee applicant's data against the predetermined admission standards.
- Referring the applications to the competent organizational units within the Federal Entity, including the Human Resources Department or the Training Division.
- Designating the departments or sections eligible to host trainees in accordance with operational requirements and available resources.
- Guaranteeing the availability of a conducive training environment that facilitates the acquisition of requisite skills and expertise.

6. Reviewing applications and verifying the compatibility of educational specializations with the training vacancies provided.
7. Communicating with applicants to conduct interviews, where applicable.
 - Issuing interview notices to eligible candidates for personal interviews.
 - Evaluating candidate competencies and their aptitude for functioning within a governmental environment.
8. Finalizing the selection of participants for the training program and proceeding to:
 - Initiating the procurement of necessary approvals pursuant to established HR protocols.
 - Formally notifying the trainees of their acceptance by issuing an email containing the final admission decision.
9. Executing the Training Agreement between the Federal Entity and the trainee prior to the commencement of the training, stipulating the rights and obligations and rights of both parties as per the approved form.
10. Ensuring the trainee executes a Confidentiality Undertaking as per the attached form prior to the commencement of the training.
11. Assigning trainees to the appropriate departments in alignment with their respective academic disciplines.
12. The department concerned shall designate a supervisor to oversee the trainee's progress.
13. A performance appraisal report shall be drafted by the supervisor, highlighting strengths and areas for development for each trainee.
14. Upon the conclusion of the training, the trainee shall fill out a survey aimed at enhancing future training programs.

VIII: Duration and Timeframe of Training

1. Training shall be for a maximum period of three months, subject to renewal pursuant to the standards of the Federal Entity.
2. Pre-coordination with the Higher Education Institutions regarding the timeframe is mandatory for institution-led nominations. Self-enrollment through the platform exempts the trainee from this requirement.

3. Training hours may be allocated per a flexible schedule observing the trainee's academic requirements, subject to prior agreement between the Entity and the trainee.
4. Training may be conducted during summer vacations or academic semesters, subject to the Federal Entity's capacity and educational institution's requirements. As for graduates, training is available year-round, provided they meet the requisite criteria.
5. Federal Entities may facilitate flexible training hours, such as part-time training schemes or during academic breaks, to accommodate students' academic calendars.

IX: Continuous Review and Improvement of Training Programs

1. The Federal Entity shall undertake periodic review regarding the efficacy of its offered training programs.
2. Surveys shall be conducted and shared with trainees to evaluate training quality and the attainment of intended objectives.
3. The trainees and training providers shall submit annual recommendations to the Authority (FAHR) to enhance training programs.
4. The competent organizational unit for training within the Federal Entity shall be tasked with administering post-training interviews to solicit trainee feedback and assess their experience, thereby facilitating the continuous improvement of future educational initiatives.

X: Collaboration with Educational Institutions

1. Federal Entities shall develop partnerships with higher education institutions to ensure the sustainability of internship programs.
2. The final trainee report shall be submitted to the educational institution, provided that the trainee was enrolled in the Federal Entity through said institution.
3. The report shall be shared exclusively with the trainees if the internship was undertaken on their own initiative.
4. Training duration shall be credited toward academic requirements in accordance with the regulations adopted by the educational institution.
5. The trainee or the training host entity may, upon request, disclose performance reports to the Higher Education Institution to which the student is affiliated.

XI: The Trainee's Rights

1. Being clearly informed of their rights and obligations prior to the commencement of training.
2. Being granted a certified document from the training host entity upon successful completion of the training program.
3. Providing a suitable training environment that offers professional and valuable practical experience.
4. Receiving professional supervision and guidance from the personnel concerned at the Federal Entity.
5. Obtaining interim and summative assessments concerning their training performance.

XII: Compliance with the Regulations

1. The trainee shall comply with the policies and regulations of the Federal Entities and maintain professional decorum within the work environment.
2. The trainee shall execute a Non-Disclosure and Confidentiality Agreement and attend induction workshops on Information Security and Social Media Usage By laws.

XIII: Breach of Obligations and Disciplinary Actions

Without prejudice to any criminal liability arising therefrom, the Entity is entitled to take the following actions upon the trainee's breach of obligations:

1. Termination of the trainee's enrollment in the training program.
2. Issuance of a letter of notice or a formal warning to the trainee to ensure compliance and non-recurrence of any violation.
3. Imposing a permanent ban on the trainee's admission to any future training programs offered by the Entity.
4. Referral to the competent authorities in cases of behavioral misconduct, unauthorized disclosure of confidential information, or violation of information security and social media policies.

XIV: General Provisions

1. Due regard may be given to geographical distribution; training opportunities shall be allocated across the Federal Entities, maintaining branches throughout the various Emirates.
2. The Federal Entity shall vest the authority to adopt appropriate mechanisms for selecting trainees, pursuant to its internal regulations, operational capacity, and prescribed training standards.
3. A training applicant may apply for and enroll in training programs multiple times, subject to availability and fulfillment of eligibility criteria; priority shall be accorded to candidates who have not previously undertaken post-graduate training.
4. The training applicant shall be required to submit a contemporary academic record or an official certificate from the educational institution validating the training requirement, as applicable.
5. The Federal Entity reserves the inherent right to stipulate such rights and obligations as it deems requisite within the Training Agreement.
6. The Federal Entity shall have the right to withhold the issuance of a certified official letter should the trainee fail to satisfy the fundamental training prerequisites.
7. During or upon the conclusion of the training period, the Federal Entity may, at its discretion, recruit such trainees as it deems fit, in accordance with the prescribed statutory procedures.

XV: Roles and Responsibilities

Responsibilities	Roles
The Federal Authority for Government Human Resources (FAHR)	<ul style="list-style-type: none">• Developing the online platform dedicated to trainee and graduate internship programs via the Authority's website.• Registration of Federal Entities within the online platform.• Drafting periodic reports concerning the trainee intakes and training programs at the Federal Government level.• Reviewing and updating the provisions of this Manual in accordance with the work interest, and as deemed necessary.

<p>Senior Management of Federal Entities (Chairman of Entity or Undersecretary and their equivalents)</p>	<ul style="list-style-type: none"> • Supporting student and graduate attraction programs and the appropriation of requisite resources thereto. • Strengthening collaboration and partnerships with Higher Education Institutions (HEIs). • Supervising the efficacy of training program performance and ensuring their continuous improvement.
<p>Human Resources and Training Departments within the Federal Entities</p>	<ul style="list-style-type: none"> • Administration and execution of practical training programs. • Receipt of applications and the conduct of interviews. • Obtaining the necessary approvals in accordance with due process. • Selection of candidates for the commencement of training. • Designation of supervisors and monitoring the performance of trainees. • Submission of appraisal reports and approval of training certificates. • Coordinating with Higher Education Institutions within the UAE regarding training programs, opportunities, and demands.
<p>The Trainee</p>	<ul style="list-style-type: none"> • Adhering to the training schedule and tasks assigned pursuant to the provisions of this Manual. • Engaging positively within the workplace and seeking professional guidance. • Preparing interim and summative reports. • Compliance with prevailing laws and professional codes of conduct.

XVI: Workflow Chart



