



## IMPORTANT INFORMATION FOR COMPANIES

1. Link to the HRDF services related to sponsoring the trainees

<https://www.hrdf.org.sa/program/%D8%A8%D8%B1%D9%86%D8%A7%D9%85%D8%AC-%D8%AF%D8%B9%D9%85-%D9%85%D8%B9%D8%A7%D9%87%D8%AF-%D8%A7%D9%84%D8%B4%D8%B1%D8%A7%D9%83%D8%A7%D8%AA-%D8%A7%D9%84%D8%A7%D8%B3%D8%AA%D8%B1%D8%A7%D8%AA%D9%8A%D8%AC%D9%8A%D8%A9-%D9%85%D9%86%D8%B4%D8%A7%D8%AA>

2. The offered diplomas details including names of each diploma, outcomes, duration, and semester plans (UNDER PROGRAMS PAGE)
3. Contact details of the Employers Relation Coordinator: Ms Hawazen Al Ahmadi, [h.alahmadi@saea.sa](mailto:h.alahmadi@saea.sa)
4. OJT dates: March June 1 2023-August 28 2023, March 14 2024-May 14 2024

### Special requirements for ON JOB TRAINING hosting Companies:

- Each company will host the OJT of its employers
- Each company will identify its safety and equipment requirements and share them with the trainees
- Each company will identify an OJT Training Supervisor who will coordinate with the Academy Training Supervisor in assessing the trainees during and at the end of the OJT