



Tertiary **Scholarships**  
& **Loans** Service  
Empowering Fiji's Future



# ALUMNI & EMPLOYER CONNECT FRAMEWORK







Tertiary **Scholarships**  
& **Loans** Service

---

Empowering Fiji's Future

**Contents**

- 1. RATIONALE.....3**
- 2. OBJECTIVES .....3**
- 3. FIJI GOVERNMENT SCHOLARSHIP ALUMNI AND EMPLOYER CONNECT FRAMEWORK.....4**
- 4. EXISTING EMPLOYER CONNECT .....4**
- 5. RESPONSIBILITY OF EACH PARTY FOR EMPLOYMENT OPPORTUNITIES ON THE FIJI GOVERNMENT SCHOLARSHIP ALUMNI AND EMPLOYER CONNECT PORTAL ....5**
- 6. FIJI GOVERNMENT SCHOLARSHIP ALUMNI .....6**
- 7. RESPONSIBILITIES OF THE FIJI GOVERNMENT SCHOLARSHIP ALUMNI .....7**
- 8. FIJI GOVERNMENT SCHOLARSHIP ALUMNI REGISTRATION & ACCOUNT CREATION .....7**
- ANNEXURE 1: GRADUATE DECLARATION .....8**
- ANNEXURE 2: EMPLOYER LETTER OF AGREEMENT .....9**
- ANNEXURE 3: TSLs EMPLOYER CONNECT FRAMEWORK..... 11**

## 1. RATIONALE

The Fiji Government scholarship has been in existence for over six decades. The beneficiaries, as graduates, have significantly contributed towards the country's development. They continue to play a pivotal role in the country at various levels including as leaders. The new graduates are joining the workforce with evolving knowledge, skills and attributes.

Tertiary Scholarships and Loans Service ("TSLs") established under the "Act 2014", is the national scholarship agency to administer all government funded scholarships, study loan, and grants. The absence of Fiji government scholarship alumni is one of the voids to improve upon, review and develop new policies. There is an existing Employer Connect Framework and Portal developed by TSLs.

The established TSLs Employer Connect Framework connects sponsored and funded graduates, with employers. The strength of information sharing with employers provides a mutual benefit to both the employers and graduates. This Framework adds on to the existing Employer Connect Framework to have the establishment of the Alumni network.

The establishment of an Alumni network has significant impact in assisting research and data collection, scholarship investment designs, reviewing policies and practices, and in industry mentoring. The network will publish success stories of alumnus for their contribution to the Fijian workforce.

## 2. OBJECTIVES

The objectives of incorporating the Fiji Government Scholarship Alumni into the Employer Connect Portal are as follows:

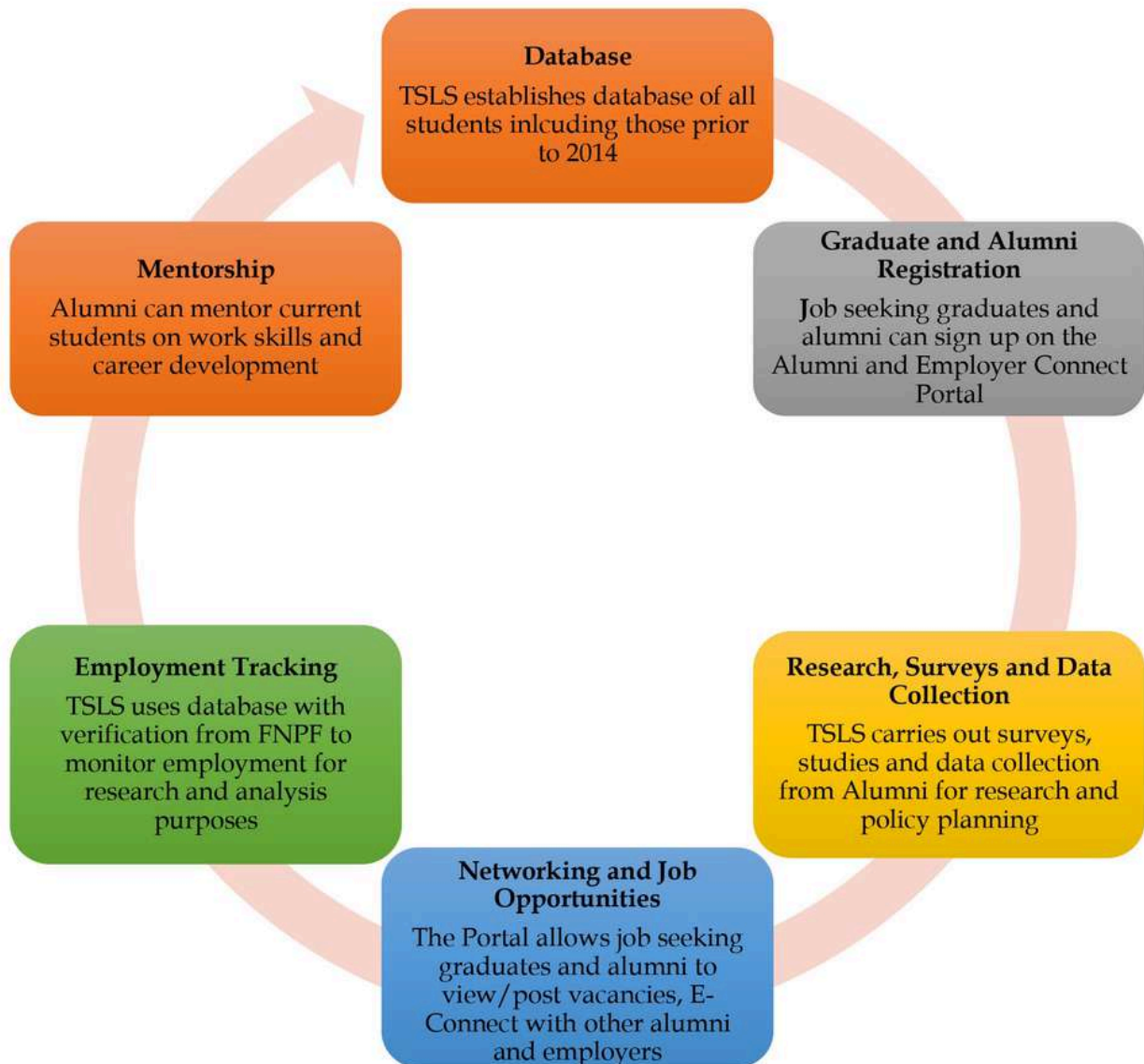
**2.1. Industry Intelligence-** To have a dedicated database of members who have been previously sponsored/funded by the Fijian government, comprising of the current workforce of Fiji, which will provide industry intelligence to TSLs.

**2.2. Research and Employment Monitoring-** For the purpose of research and scholarship planning deriving data from the Fiji Government Scholarship Alumni network, in terms of the relevancy of the qualifications attained under the sponsorship versus the careers pursued.

**2.3. Mentorship to current students-** Alumni mentoring current students on work skills and career development to be recognized with certificate of community service.



### 3. FIJI GOVERNMENT SCHOLARSHIP ALUMNI AND EMPLOYER CONNECT FRAMEWORK



### 4. EXISTING EMPLOYER CONNECT

#### OBJECTIVES

Through the TSLS Post-Graduation Care Framework, assistance is being provided to graduates on the basics of job searching. The objective for TSLS Employer Connect is to provide a connecting link between new graduates and potential employers to ease the search for employment opportunities and recruitment, respectively.

4.1 TSLs **will not** provide potential employers with the following:

4.1.1 Graduate Grade Point Average (GPA)- This may be acquired through recruitment process.

4.1.2 Graduate Phone Numbers- This information is sensitive and may be acquired through recruitment process unless agreed by the graduate.

4.2 TSLs **will**, however provide and share the following information with potential employers:

4.2.1 Graduate Names

4.2.2 Programme of Study with Majors and Minors

4.2.3 Higher Education Institution.

4.2.4 Email Addresses/Phone Contact (as agreed through Graduate Declaration)

4.2.5 Date of Graduation

4.2.6 Type of sponsorship by TSLs

## 5. RESPONSIBILITY OF EACH PARTY FOR EMPLOYMENT OPPORTUNITIES ON THE FIJI GOVERNMENT SCHOLARSHIP ALUMNI AND EMPLOYER CONNECT PORTAL

### Graduate Responsibility

The Graduate will be responsible for signing and providing the Graduate Declaration to TSLs, declaring consent for TSLs to share graduate information with potential employers.

### TSLs Responsibility

TSLs will be responsible for identifying potential employers that are in search of employees and provide a platform for information sharing for those graduates that have signed a Graduate Declaration with TSLs.

### Employer Responsibility

Employers will be responsible for signing a Letter of Agreement with TSLs via the Employer Connect, and establishing contacts with graduates. It would also be the responsibility of the employer to ensure graduate information released is kept confidential and only used for the purpose assigned.

## 6. FIJI GOVERNMENT SCHOLARSHIP ALUMNI



### 6.1. TSLS Database for Research and Scholarship Planning

- A dedicated database for graduates and Fiji government scholarship alumni.
- The database can provide industry intelligence and foresight through surveys and data collections on ways of policy improvements.
- Using feedback from alumni and through data trend analysis, more realistic information and feedback can be provided to further on the return of investment and expansions on the scholarships

### 6.2 Fiji Government Scholarship Alumni Directory

- A centralized platform or database where Fiji government scholarship alumni are listed.
- This allows employment tracking and provides indication on the relevancy of qualifications.
- The directory will include all Fiji government scholarship alumni under previous and current schemes.

### 6.3 Alumni Association

- Establishing an Association of alumni to chart a way forward for activities and engagements of the alumni network.

### 6.4 Mentorship

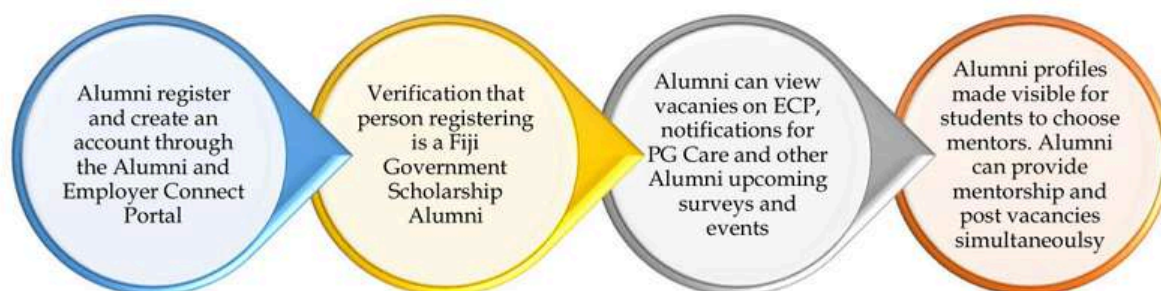
- Alumni to mentor current students for work skills development, career advice, networking, and personal development.
- Alumni assisting in mentoring and work skills development may be recognised by TSLS for their contributions through Certificate of Community Service.



## 7. RESPONSIBILITIES OF THE FIJI GOVERNMENT SCHOLARSHIP ALUMNI

- Alumni will be responsible to participate in surveys conducted by TSLS for the betterment of scholarship policies.
- Alumni will be responsible for providing correct and relevant information for the Fiji Government Alumni and Employer Connect Directory when requested.
- Alumni will be responsible for participating in activities.
- Alumni will be responsible for mentoring current students on work skills and career development. TSLS will be responsible for recognizing such contributions.
- Alumni consent TSLS to publish pictures or testimonials on the various media platforms for publicity and awareness purposes.

## 8. FIJI GOVERNMENT SCHOLARSHIP ALUMNI REGISTRATION & ACCOUNT CREATION



<b>Approving Authority:</b>	<b>The Tertiary Scholarships and Loans Service Board</b>
<b>Implementing Authority:</b>	<b>Chief Executive Officer</b>
<b>Policy Contact:</b>	<b>Manager Learning Enrichment, Postgraduation Care &amp; Alumni</b>
<b>Date Approved:</b>	<b>06 March 2025</b>
<b>Review Date:</b>	<b>06 March 2027</b>



## ANNEXURE 1: GRADUATE DECLARATION



Tertiary Scholarships  
& Loans Service  
Empowering Fiji's Future

# GRADUATE DECLARATION FORM

I, \_\_\_\_\_ of \_\_\_\_\_ hereby authorize TSLS to disclose my personal academic information to relevant potential employers.

The information will include but is not limited to:

- Full Name
- Programme of Study with Majors and Minors
- Higher Education Institution.
- Email Address
- Date of Graduation.
- The scheme under which I was sponsored/funded.

Please provide Active email address:

\_\_\_\_\_

I **agree/disagree** for my phone number to be shared with potential employers.

Phone: \_\_\_\_\_

*(Provide recent contact if you wish for this to be shared with potential employers)*

I understand that the information shared by TSLS will be explicitly used by potential employers for contact purposes should there be vacancies available and relevant to my qualifications.

Signature: ..... Date: .....

TIN: .....

Name of **Witness**: ..... Date: .....

Contact: .....

## ANNEXURE 2: EMPLOYER LETTER OF AGREEMENT



# EMPLOYER LETTER OF AGREEMENT

This Agreement is made between **Tertiary Scholarships and Loans Service**, a statutory body under the Tertiary Scholarships and Loans Service Act 2014 (hereafter referred to as "TSLS") and \_\_\_\_\_, a potential Employer in Fiji (hereafter referred to as "**Employer**") for the purposes of sharing information data.

(Collectively referred to as "Parties")

### **1.0 PERIOD**

The period of this Agreement is effective from date of signing and, subject to earlier termination, will end \_\_\_\_ year(s) after the date of signing.

### **2.0 RESPONSIBILITIES**

The Parties jointly agree on the following responsibilities:

#### **2.1 TSLS**

TSLS will be responsible and required to carry out the following:

- 2.1.1 To identify potential Employers that could provide graduates with quality employment in line with their qualification;
- 2.1.2 To provide the Employer with a list of TSLS graduates according to field of study; and
- 2.1.3 To provide graduate contact in the form of email address or phone number.

#### **2.2 Employer**

The potential Employer will be responsible and required to carry out the following:

- 2.2.1 To directly liaise with graduates for recruitment process.
- 2.2.2 To ensure confidentiality of the information shared by TSLS.
- 2.2.3 To ensure an update is given to TSLS on graduate recruitments

### **3.0 GOVERNING LAW**

- 3.1 This Agreement shall be governed and construed in accordance with applicable laws of Fiji and as per TSLS Act and Regulations, and that of the Employer.



**4.0 RELATIONSHIP OF THE PARTIES**

4.1 The parties agree that in the performance of this Agreement, the parties are acting as independent parties and not as agents, an employee, partners, joint ventures or associates of one another. Neither party is authorized to act on behalf of the other for any purpose.

**5.0 NON-DISCLOSURE OF CONFIDENTIAL INFORMATION**

The parties hereto agree that in their performance under this Agreement all information or intellectual property marked or characterized as confidential or proprietary to the parties will be managed pursuant to a standard of care normally given to sensitive or confidential information. When further warranted or requested by either of the parties hereto, acceptable forms of the Non- Disclosure Agreement will be executed as further evidence of the mutual commitment.

**6.0 NOTICES**

**A. TSLS**

Phone: (+679) 8921240  
Contact Person: Ms. Monisha Kumar  
Email: [MKumar@tsls.com.fj](mailto:MKumar@tsls.com.fj)

**B. Employer**

Phone: .....  
Contact Person: .....  
Email: .....

**7.0 GENERAL**

If any term of this Agreement is held invalid or unenforceable, such term shall be considered omitted from this Agreement and shall not affect the validity or enforceability of the rest of this Agreement. No modification of the terms of this Agreement shall be valid unless made in writing and signed by authorized representatives of the parties.

In witness whereof, the Parties hereto have offered their authorized signatures on the date set forth below:

**READ AND AGREED THIS ..... DAY OF .....2025.**

Signed for and on behalf of  
**Tertiary Scholarship and Loans Services**

Signed for and on behalf of **Employer**

\_\_\_\_\_  
**Dr Has Mukh Lal**  
**Chief Executive Officer**

\_\_\_\_\_  
**(Employer)**

**Name of Witness:**

**Witness:**

\_\_\_\_\_  
**Sign:** \_\_\_\_\_

\_\_\_\_\_  
**Sign:** \_\_\_\_\_

## ANNEXURE 3: TSLS EMPLOYER CONNECT FRAMEWORK



### TSLS EMPLOYER CONNECT FRAMEWORK

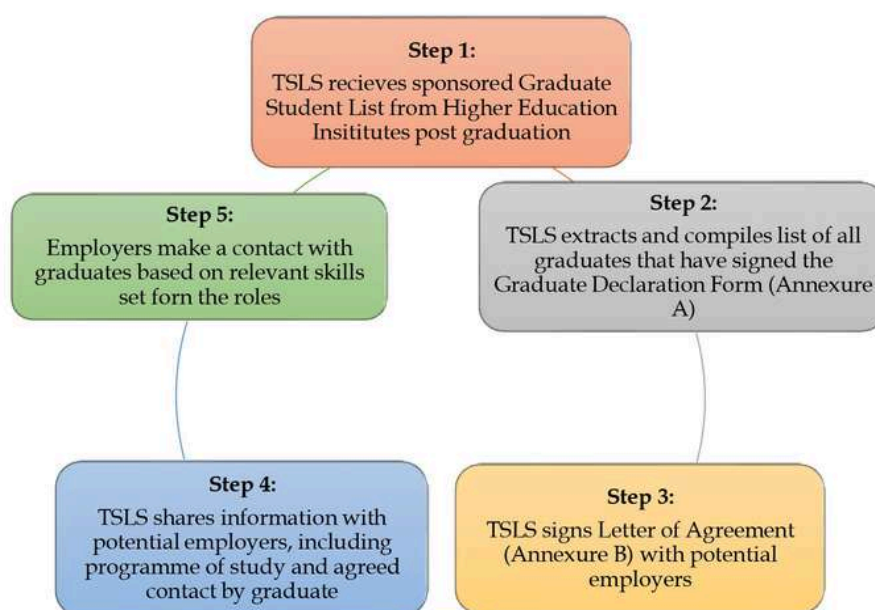
1. **RATIONALE** - The Tertiary Scholarship and Loans Service (TSLS) has embarked on a transformative journey with the goal to assist students during the learning and post-graduation journey.

The TSLS Employer Connect Framework aims to connect sponsored and funded students who have graduated, with potential employers. The strength of information sharing with potential employers could provide a mutual benefit to them and graduates.

2. **OBJECTIVE** - Through the TSLS Post-Graduation Care Framework, assistance is being provided to graduates on the basics of job searching. The objective for TSLS Employer Connect is to provide a connecting link between new graduates and potential employers to ease the search for employment opportunities and recruitment, respectively.

3. **BACKGROUND** - In the new normal, amidst business recovery and challenged by fast turnover of staff underpinned with various reasons, employers utilize significant time and energy in recruiting replacements or to fill newly created positions. TSLS Employer Connect Framework will ease the burden by sharing information on graduates through formal letter of agreement with employers agreeing to join the initiative. This is an extraordinary initiative taken by TSLS with employers to expedite talent search for employers and at the same time providing an avenue for the graduates to secure employment opportunities.

#### 4. TSLS EMPLOYER CONNECT FRAMEWORK





## 5. INFORMATION SHARING

The information that will be shared by TSLS is student sensitive therefore, even after signing the Graduate Declaration Form, TSLS will only provide to potential employers' relevant information that may benefit recruitment process.

5.1 TSLS **will not** provide potential employers with the following:

5.1.1 Graduate Grade Point Average (GPA)- This may be acquired through recruitment process.

5.1.2 Graduate Phone Numbers- This information is sensitive and may be acquired through recruitment process unless agreed by the graduate.

5.2 TSLS **will**, however provide and share the following information with potential employers:

5.2.1 Graduate Names

5.2.2 Programme of Study with Majors and Minors

5.2.3 Higher Education Institution.

5.2.4 Email Addresses/Phone Contact (as agreed through Graduate Declaration)

5.2.5 Date of Graduation

5.2.6 Type of sponsorship by TSLS

5.3 The information shared will be done so in the following format:

Date of Graduation	Type of Sponsorship	Full Name	Programme of Study	Major	Minor	HEI	Email Address

## 6. RESPONSIBILITY OF EACH PARTY

### Graduate Responsibility:

The Graduate will be responsible for signing and providing the Graduate Declaration to TSLS, declaring consent for TSLS to share graduate information with potential employers.

### TSLS Responsibility:

TSLS will be responsible for identifying potential employers that are in search of employees and provide a platform for information sharing for those graduates that have signed a Graduate Declaration with TSLS.

### Potential Employer Responsibility:

Potential Employers will be responsible for signing a Letter of Agreement with TSLS via the Employer Connect, and establishing contacts with graduates. It would also be the responsibility of the employer to ensure graduate information released is kept confidential and only used for the purpose assigned.

<b>Implementing Authority:</b>	<b>Chief Executive Officer</b>
<b>Policy Contact:</b>	<b>Manager Learning Support Services</b>
<b>Approving Authority:</b>	<b>TSLS Board</b>
<b>Date Approved:</b>	<b>_27<sup>th</sup>_ April 2023</b>
<b>Review Date:</b>	_____



Tertiary **Scholarships**  
& **Loans** Service

---

Empowering Fiji's Future





Tertiary **Scholarships**  
& **Loans** Service

---

Empowering Fiji's Future