

Especificação Técnica – Contratação de Aprendizes

Objeto

Contratação de fornecedor especializado na formação e gestão de **Aprendizes**, conforme legislação vigente, contemplando a seleção, capacitação teórica, acompanhamento pedagógico e suporte administrativo necessários ao cumprimento do Programa de Aprendizagem.

Objetivo

Garantir a contratação de aprendizes qualificados, assegurando o cumprimento da **Lei da Aprendizagem (Lei nº 10.097/2000 e Decreto nº 9.579/2018)**, bem como a padronização do processo, a integração entre as áreas envolvidas e a formação técnico-profissional adequada aos aprendizes e às necessidades da empresa.

Requisitos técnicos necessários para classificação do fornecedor

O fornecedor deverá atender, no mínimo, aos seguintes requisitos técnicos:

1. **Credenciamento legal**
 - Ser entidade qualificadora devidamente **credenciada junto aos órgãos competentes** (ex.: Ministério do Trabalho ou órgão equivalente).
 - Atuar em conformidade com a legislação vigente do Programa de Aprendizagem.
2. **Experiência comprovada**
 - Experiência mínima comprovada na gestão e formação de aprendizes corporativos.
 - Capacidade de atendimento em volume compatível com a demanda da empresa.
3. **Modelo pedagógico**
 - Programa de aprendizagem estruturado, com **conteúdo teórico alinhado às atividades práticas** desempenhadas na empresa.
 - Metodologia de ensino adequada ao público jovem, com acompanhamento pedagógico contínuo.
4. **Gestão administrativa**
 - Responsabilidade pela **gestão contratual do aprendiz**, incluindo folha de pagamento, encargos, controle de frequência e documentação legal.
 - Disponibilização de relatórios periódicos de acompanhamento (frequência, desempenho e evolução do aprendiz).
5. **Processo de seleção**
 - Apoio ou condução do processo seletivo dos aprendizes, respeitando critérios legais de idade, escolaridade e perfil.
 - Comunicação clara com a empresa sobre prazos, etapas e cronograma de admissão.
6. **Integração e suporte**
 - Apoio ao processo de integração dos aprendizes, alinhado ao calendário da empresa.
 - Canal de atendimento dedicado para suporte ao RH, gestores e aprendizes.
7. **Compliance e LGPD**



- Compromisso com a **proteção de dados pessoais**, conforme LGPD.
- Adoção de boas práticas de compliance, ética e responsabilidade social.

Daniela Rodrigues Ferreira Calado

DANIELA RODRIGUES FERREIRA CALADO
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ANTONIA DE BRITO OLIVEIRA

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 Coordenadora de Recursos Humanos
 Nível de segurança: E-mail, Autenticação da conta (Nenhuma)

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