



INTERNSHIP AGREEMENT

Entered into between

Please ensure to attach the following evidence to this agreement:

- Certified copy of ID
- Certified copy of highest qualification
- Signed, Original fixed term contract (unemployed learners only)

_____ (Employer Full Name)
Hereafter referred to as the Employer

And

_____ (Learner full name)
Hereafter referred to as the Learner

And

_____ (Training Provider full name)
Hereafter referred to as "the Training Provider"

Learner Initials

Employer Initials

Training Provider Initials

Content

1. Details of Parties
2. Details of Pre-Internship Programme
3. Rights and Responsibilities of parties
4. Duration and Termination
5. Signatories

1) Details of Parties

a) Learner details

Full Name												
Surname												
I.D Number												
Date of Birth	1	9	Y	Y	M	M	D	D				
Race	Black African	Colored	Indian	White	Other							
Age												
Gender	Male						Female					
Disability Status	Disabled (please specify)						Not disabled					
Employment Status	18.1 (Currently Employed)						18.2 (Unemployed or pre-employed)					
Physical Address												
Code												
Region/Province												
Municipality												
Rural / Urban												
Postal Address												
Code												

Learner Initials

Employer Initials

Training Provider Initials

Region/Province											
Municipality											
Rural / Urban											
Telephone Numbers:	Home:										
	Cellphone										
E-mail address											
Citizen Status											
Highest Education											
NQF Level											
Home language											

b) Details for Next of Kin (not at the same residence of learner)

Full Name											
Surname											
I.D Number											
Date of Birth	1	9	Y	Y	M	M	D	D			
Race	Black African	Colored	Indian	White	Other						
Gender	Male					Female					
Physical Address											
Code											
Region/Province											
Municipality											
Postal Address											
Telephone Numbers:	Home:										
	Cellphone										
E-mail address											

Learner Initials	
Employer Initials	
Training Provider Initials	

c) Employer details

Registered Name		
Trading Name		
SDL number		
Organisation registration number		
Physical Address		
Code		
Region/Province		
Postal Address		
Contact Person	Name	
	Telephone number	
	E-mail address	

d) Training Provider details

Registered Name		
Trading Name		
SDL number		
Primary ETQA		
Accreditation number		
Private or Public Provider		
Organisation registration number		
Physical Address		
Code		
Region/Province		
Postal Address		

Learner Initials	<input type="text"/>
Employer Initials	<input type="text"/>
Training Provider Initials	<input type="text"/>

Contact Person	Name	
	Telephone number	
	E-mail address	
	Cell number	

2) Internship Details

Programme Name			
Registration Number			
NQF Level			
Qualification Number			
Qualification Name			
OFO Code/description			
Is the Programme SETA Funded	Yes		No
Grant Amount per learner			
Funding year			

3) Rights and responsibilities of parties

Declaration of the parties

We understand that this Agreement is legally binding.

We understand that it is an offence in terms of the Skills Development Act 97 of 1998 ('the Act') to provide false or misleading information in this Agreement.

We agree to the following rights and duties.

Learner Initials	<input type="text"/>
Employer Initials	<input type="text"/>
Training Provider Initials	<input type="text"/>

a) Rights of Learners

- i) The learner has the right to attend classroom instruction on the pre-Internship programme during normal working hours
- ii) The Learner has a right to access his/her assessment documents.
- iii) The Learner has a right to reassessment

b) Rights of Employers

- i) The Employer has the right to schedule the training hours of the learner as per the contract concluded between the Employer and the Learner
- ii) Take disciplinary action against the learner for any breach of the disciplinary code of the employer

c) Rights of Training Provider

- i) The Training Provider has the right to assess the learner on both the formative as well as the summative assessment per the Pre-Internship programme at the classroom instruction

d) Responsibilities of Learner

- i) The learner has the responsibilities to
 - (1) Conduct herself in a manner as befitting an employee of the Employer
 - (2) Attend all classroom instruction and assessments as scheduled by the Training Provider
 - (3) Attend all workplace experience as scheduled by the Employer
 - (4) Abide by the disciplinary code and conduct of the Employer at all time

e) Responsibilities of Employer

- i) The Employer has the responsibility to
 - (1) Pay the learner their monthly learner allowance.
 - (2) Provide the learner with adequate support relevant to this Pre-Learnership programme
 - (3) Provide the learner with the necessary mentoring and coaching support as relevant to this skills programme
 - (4) Ensure that the provision of training is at all times conducted by a Training Provider accredited and which has the scope to deliver and assess against the unit standards as per the skills programmes

Learner Initials

Employer Initials

Training Provider Initials

f) Responsibilities of the Training Provider

- i) The Training Provider has the responsibility to
 - (1) Provide proof of its accreditation status as well as maintain accreditation and the scope to deliver and assess against the unit standards as contained in this skills programme at all times for the duration of this agreement
 - (2) Provide adequate theoretical instruction to the learner in order for the learner to attain competence
 - (3) Assess the learner, both formatively and summative against all unit standards as relevant to this Work Readiness Programme

4) Duration and Termination

- a) This agreement will commence on _____ and will terminate on_____.
- b) Partners to the process shall at all times consider mitigating circumstances to ensure neither party is negatively impacted by premature contract termination.
- c) This agreement will terminate earlier than the date indicated in 4(a) above should one of the following occur:
 - i) The learner resigns from the employment of the Employer
 - ii) The learner is dismissed by the employer due to a breach of the disciplinary code and after following the necessary steps as provided for within this disciplinary code
 - iii) The Employer voluntarily terminates the agreement subsequent to consultation with the Training Provider and the BANKSETA and written confirmation by the BANKSETA of its agreement to this termination
 - iv) The Training Provider voluntarily terminates this agreement subsequent to consultation with the BANKSETA and the Employer and the Learner and written confirmation by the BANKSETA of its agreement to this termination
 - v) The Protection of Personal Information Act, No 4 of 2013 promotes the protection of personal information by public and private bodies. The BANKSETA is in full support of the PoPI Act, and will disclose information only to ensure compliance in terms of the PIVOTAL reporting requirements.

Learner Initials	<input type="text"/>
Employer Initials	<input type="text"/>
Training Provider Initials	<input type="text"/>

5) Signatories:

Learner

Date: _____	Date: _____	Date: _____
Learner	Witness	Witness

For and on behalf of the Employer

Date: _____	Date: _____	Date: _____
Authorised Representative	Witness	Witness

For and on behalf of the Training Provider

Date: _____	Date: _____	Date: _____
Authorised Representative	Witness	Witness

Learner's appointed guardian or parent should the learner be under the age of 18

Date: _____	Date: _____	Date: _____
Parent or Guardian		
Learner / Guardian / Parent (Please cross out which is not applicable)	Witness	Witness

Learner Initials

Employer Initials

Training Provider Initials
