



MEMORANDUM OF UNDERSTANDING (MOU)

Between Tsepong Empowerment Centre (The Provider) and the Workplace

This Memorandum of Understanding outlines the terms and responsibilities for the supervised practical workplace experience required for the student's qualification.

I. Parties to the Agreement

Role	Details
Workplace/Host Institution	
Name:	
Physical Address:	
Phone Number:	
Email Address:	
Authorized Representative:	
Student/Learner	
Name:	
Student Number:	
Contact Details:	

II. Purpose and Scope of Workplace Assessment

This agreement is established in line with the Quality Management System (QMS) for Service Delivery Providers (Par. 15.4 and 17.5).

The primary purpose of the workplace assessment is to produce highly skilled practitioners who can operate effectively in real-life ministerial situations. Assessment is necessary to establish and document the learner's level of practical competency in specified ministerial functions according to standardized criteria.

III. Commitment of the Workplace

The Workplace/Host Institution agrees to the following:

1. Mentorship: To identify and assign a qualified Mentor/Facilitator for the practical and workplace experience of the student.
2. Opportunity Provision: To provide the student with appropriate opportunities within the religious community/congregation to complete their required workplace assignments as prescribed by the Learning Program.
3. Leadership Briefing: To brief the leadership of the congregation/assembly on the aims, procedures, and specific requirements of the learner's practical work.
4. Performance Feedback: To assist the Provider (Tsepong Empowerment Centre) with all necessary information to give an informed and fair judgment of the student's performance.
5. Documentation and Submission: To ensure that all evaluation documents are completed, duly dated, and signed by the Workplace Facilitator/Mentor and submitted to the Provider within five (5) working days after the assessment is concluded.

IV. Undertakings of the Student/Learner

The Student/Learner undertakes the following:

1. Submission to Authority: To submit fully under the authority and direction of the leadership and the appointed Facilitator of the workplace modules within the given assembly/congregation.
2. Ethical Standards: To uphold and strictly adhere to the ethical standards of Tsepong Empowerment Centre as well as the religious community/congregation where the workplace experience is being conducted.
3. Quality of Work: To complete all workplace assignments and practical tasks to the best of their ability, ensuring dedication and diligence throughout the placement.

V. Signatures

By signing below, the parties acknowledge and agree to abide by the terms set out in this Memorandum of Understanding.

Full Name of Applicant: _____

Signature of Applicant: _____

Date: _____

Note: Please complete, sign, and submit this document directly to the Administration Department via email at admin@tsepongcentre.co.za