LEARNERSHIP PROGRAMME CONTRACT
OF EMPLOYMENT
FURTHER EDUCATION AND TRAINING CERTIFICATE:
GENERIC MANAGEMENT: Level 4 (NQF4)
57712 LP74630

According to the Skills Development Act (No. 97 of 1998):

1. If the learner was not in the employment of the employer party to the learnership programme agreement concerned when the agreement was concluded, the employer and learner must enter into a contract of employment.

2. The contract of employment with a learner contemplated in subsection (2) is subject to any terms and conditions that may be determined by the Minister on the recommendation of the Employment Conditions Commission established by section 59 (1) of the Basic Conditions of Employment Act.

3. Chapters Eight and Nine1 of the Basic Conditions of Employment Act apply, with the changes required by the context, to a determination made in terms of subsection (3) except that--
   a. for the purposes of section 54 (3) of that Act, the Employment Conditions Commission must also consider the likely impact that any proposed condition of employment may have on the employment of learners and the achievement of the purposes of this Act; and
   b. section 55 (7) of that Act does not apply.

5. The contract of employment of a learner may not be terminated before the expiry of the period of duration specified in the learnership programme agreement unless the learnerships programme agreement is terminated in terms of section 17 (4).

6. The contract of employment of a learner terminates at the expiry of the period of duration specified in the learnership programme agreement unless the agreement was concluded with a person who was already in the employment of the employer party to the agreement when the agreement was concluded.

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1. Employer / Learner Details

Employer name	
Khathula Consulting Services	

Address of employer	**Phone number(s)**
23 Normady Gardens Estate, 210 Kirkness Avenue	( ) 0836896330
Centurion 0157	( )

Contact person
Tutu Molomo

Learner name and Surname	Njabulo V. Ntuli

Name of Skills Programme for which the Learner is registered

FETC: Generic Management

Date of employment contract commencement	**Date of employment contract termination**

Name(s) and physical address(es) of locations where the learner will be required to work

1.

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2. Learner hours of work / study

The learner will be required to work	**45** No. of hours	hours per week in on-the-job learning
The learner will be required to spend	**35** No. of hours	hours per week in off-the-job learning

3. Payment of Learner

(PLEASE NOTE: See paragraphs 3 – 7 of Annexure A for regulations pertaining to learner allowance and payments)

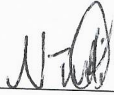|	
The learner will be paid a <u>daily allowance</u> of	R
Total to be paid to learner monthly	R

4. Learner leave

(PLEASE NOTE: See paragraphs 19 – 26 of Annexure A for full regulations pertaining to learner annual, sick, maternity and family responsibility leave)

The learner is entitled to	12 No. of days	annual leave for the period
The learner is entitled to	12 No. of days	sick leave for the period
The learner is entitled to	4 No. of months	maternity leave for the period
The learner is entitled to	3 No. of days	family responsibility leave

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The learner and the employer must sign this contract

_____
Learner signature

_____
Employer signature

_17/01/2020_____
Date

_17-9-2020_____
Date

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DUTIES AND RESPONSIBILITIES FOR

.... *Njabulo Vincent* ....
(Name of Learner)

Date: 17/01/2020

Further to our discussions, you will be responsible for inter alia, the following duties set out hereunder:

1. Reception

2. Customer Service

3. Attending and scheduling meetings

4. Filing and record keeping

5. Emails & correspondence

6. General Office Administration

The above duties are by means exclusive or absolute. They provide a general guideline for purposes of measuring / determining your performance levels during the learnership. These duties and responsibilities will be reviewed, together with you and your manager, over the learnership period.

We welcome you into the Company team and wish you every success in your learnership with us.

....
Company Signature
CHIEF EXECUTIVE OFFICER

....
Learner Signature

....
Learner Name

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