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Date: 01 August 2025

To: Papala Hope Katlego
Institution: Tshwane University Of Technology
Student Number: 224346301

Subject: Confirmation of Internship Placement – MICT SETA Funded Programme

Dear ,

We are pleased to confirm your placement as a Software Developer at **Maxelo Business Solutions** under the **University Internship Programme**, fully funded by **MICT SETA**.

- **Duration:** Six (6) Months
- **Start Date:** 01 August 2025
- **End Date:** 31 January 2026
- **Monthly Stipend:** R3,800.00 (as per MICT SETA guidelines)
- **Work Location:** Maxelo Business Solutions, Malamulele

Scope of Work – ICT

As part of your internship, you will gain hands-on exposure in:

- IT Project Manager
- Software development and programming support.
- Database and information systems management.
- User support, troubleshooting, and ICT helpdesk services.
- Networking, hardware setup, and systems maintenance.
- Assisting with ICT-related projects, innovation, and digital transformation.

You will be guided by a **supervisor/mentor** who will monitor your progress and provide feedback throughout the placement.

We trust this internship will enhance your academic knowledge with valuable workplace experience.

Yours sincerely,

Mr. Mandla Mchavi
Managing Director – Maxelo Business Solutions

