

Work Integrated Learning (WIL) Placement Letter

To:

RE: Work Placement of

Dear

This letter serves as confirmation of the Work Integrated Learning (WIL) placement for the below-mentioned student and acts as a Memorandum of Understanding between CTU Training Solutions, the host company, and the student.

1. Student Details:

- **Full Name:**
- **Student ID:**
- **Programme Name:**
- **Campus:**
- **Contact Number:**
- **Email:**

2. Host Company Placement Details:

- **Company Name:**
- **Physical Address:**
- **Supervisor Name:**
- **Position/Title:**

In line with industry requirements, CTU Training Solutions (PTY) Ltd is fully accredited by the MICT SETA (ACC/2006/07/186) through the Quality Council for Trades and Occupations (QCTO). CTU Training Solutions is registered with the Department of Higher Education and Training as a Private College (2018/FE07/004) and provisionally registered as a private higher education institution (only selected registered campuses) (No 2014/HE07/004).
Directors: J Newby, E Ferreira, B Brown. | Co. Reg No: 2005/038944/07

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- **Contact Details:**

Placement Start Date:

Placement End Date (if applicable):

Working Days/Hours:

3. Conduct and Responsibilities:

By accepting this placement, the students acknowledge that they represent CTU Training Solutions and must:

- Abide by the host company's rules, regulations, and policies at all times.
- Demonstrate professionalism, punctuality, and a willingness to learn.
- Respect the confidentiality and internal procedures of the host company.
- Avoid any behavior that could be deemed disrespectful or inappropriate in the workplace.

4. Discipline and Grievance Procedures:

4.1 Discipline:

Discipline is necessary in any work environment. Learners are required to strictly follow the host company's disciplinary policy and procedures. Misconduct may result in termination of the placement and further academic consequences.

4.2 Grievance Procedures:

In the event that the learner encounters a grievance during the placement, the following steps should be followed:

1. Report the issue to the **WIL Coordinator**.
2. If unresolved, escalate to the **Student Support Manager**



5. Confirmation and Agreement:

By signing below, the student, host company, and CTU Training Solutions agree to the terms outlined in this letter and commit to supporting the successful completion of this work placement.

Signed on this day:

For Host Company

Name: _____

Position: _____

Signature: _____

Date: _____

Student

Name: _____

Signature: _____

Date: _____

Please return a signed copy of this letter to CTU Training Solutions prior to the student commencing the placement.

Thank you for your partnership in supporting our student's learning journey.

Kind regards,
Betty Matube
National WIL Coordinator
CTU Training Solutions
+27 78 894 9630

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