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10th SEPTEMBER 2025

Dear Sir/Madam,

RE: REQUEST FOR Student Work-Placement: Peters Tetlo ID: 560417916

This letter serves as a request for work-placement for our student, as named above, within your Organization. The student is studying **BSc BUSINESS INTELLIGENCE AND DATA ANALYTICS (BIDA)** and ideally should be placed under the Business Intelligence, Digital Market Research, Data Analytics skills department or section that is Data Centric. Work-placement constitutes 100% of a 60-credit year 3 semester two module.

The work-placement period for which we are making this request is scheduled to commence on the 12th of January 2026 and to last until the 30th of June 2026. The rationale behind work-placement is to enhance the theoretical and practical prowess of the student through industry exposure and real-life practical applications. This would in turn enhance the student's industry-relevant skills, including business etiquette and professionalism. At the same time the student is expected to be assertive and not shy away from providing "fresh" views or ideas that leverage on his/her unexploited knowledge, to your business.

Botswana Accountancy College provides both life cover and indemnity insurance to cover any incident or injuries which might occur during the attachment.

Please do take note that there will be no obligation for your organization to remunerate the student during the period she/he will be attached to your organization for work-placement. Such an incentive to the primary objective of skills-acquisition can be offered at the organization's discretion.

Furthermore, kindly note that once the student is offered work placement within your organization, it is our intention to formally engage with your organization and share with yourselves our envisaged assessment model for the student as well as get your ideas on how we could further improve on this initiative as we progress into the future.

We look forward to your invaluable contributions towards developing a relevant and productive human resource for our national economy, regional economy, and global economy.
As always, we count on your assistance.

Student Contact Details

Phone Number: 26774125176

email: bida23-082@thuto.bac.ac.bw

Yours faithfully

A handwritten signature in black ink, appearing to read 'Keitumetse'.

Keitumetse Gobotsamang
Work Placement Coordinator (SCIS-Gaborone)
Programme Leader (Business Intelligence & Data Analytics)
School of Computing and Information Systems (SCIS)
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