

Section A

MEMORANDUM OF AGREEMENT entered
between

CAPE PENINSULA UNIVERSITY OF TECHNOLOGY
(hereinafter referred to as "CPU T")
and

Thimna Gogwana
(hereinafter referred to as "the Student")

Registered for the Diploma:
Information and Communication Technology OCT)

WHEREAS in developing academically, socially, and technologically competent Students who are responsive to the needs and challenges of society, CPUT is committed to facilitating Workplace Learning as part of that process of education.

AND WHEREAS Workplace Learning formally integrates the Student's academic study with work experience within a Co-operative Education partnership between CPUT and organizations

AND WHEREAS the Student will be undergoing Workplace Learning at

Anishka Batchelor
(hereinafter referred to as "the Host Employer")

The work term starting on: 01 July
And ending on: 31 December

Now then the Student accepts the aforesaid placement upon the following terms and conditions:

During the work term, the Student shall always conduct himself/herself in a professional and responsible manner as a representative of CPUT and the Co-operative Education programme.

To this end, the Student undertakes to conform to CPUT's Code of Conduct as well as the Host Employers' policies and procedures and to follow safety regulations.

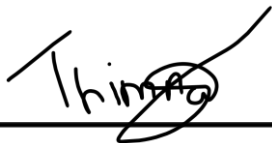
Additionally, the Student shall conform to the following:

- 1 The Student accepts that placement is not necessarily linked to remuneration and that where such remuneration is offered by the Host Employer or through a grant that is sponsored by an external funder, it is at the discretion of the Host Employer or is subject to regulations of the funder. As such, a The Student shall not be entitled to abandon the placement solely on account of dissatisfaction with issues related to remuneration b The Student shall not demand any kind of remuneration or an increase to remuneration in lieu of the work performed as part of Workplace Learning.
2. The Student shall complete assigned tasks as instructed by the Host Employer diligently and within the required time.
3. The Student shall submit all academic assignments within the required dates as set out in the Learner Guide
4. The Student who benefits from a grant that is sponsored by an external funder shall submit all documents as required by the funder
5. The Student shall not represent an interest that competes or conflicts with that of the Host Employer.
6. The Student must be neatly and appropriately always attired.
7. The Student undertakes to immediately notify the WIL Coordinator of CPUT if:
 - a. He/She is laid off temporarily or permanently.
 - b. There is a strike at the workplace.
 - c. Because of illness or another emergency, he/she must be absent from work for a long period.
 - d. Disciplinary proceedings are instituted against the Student by the Host Employer.
8. The Student undertakes to abide by the CPUT policy and procedure on sexual harassment.
9. If the Student fails to report to the Host Employer, leaves the aforesaid placement without prior approval of the Work Integrated Learning Coordinator of CPUT or fails to submit the required academic assignments, the student will receive no accreditation for the work term unless evidence of exceptional circumstances exists.

If the Student commits any action deemed to be irregular or brings CPU T into disrepute (such as failing to report to the Host Employer, leaving the employment without prior approval of the Work Integrated Learning Coordinator, dereliction of duty, theft, etc.) disciplinary steps will be taken. The disciplinary process may be initiated by the Academic Head of the Department and will follow normal procedures via the Internal Disciplinary Committee of the CPU T.

Section B

Signed at Cape Town this 17 day of September 2025

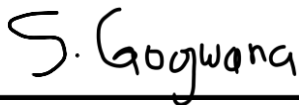


Signature
of
Student



Signature
of
Host Employer

Signature
of
CPUT Representatives



As Witness

As Witness

As Witness

Section C

STUDENT ACKNOWLEDGES THIS PAGE

To give content to the terms and conditions set out above, the following guidelines are furnished.

Students are expected to avoid:

- Divulging confidential information
- Arriving late for work
- Using Host Employer services for personal use
- Padding an expense account
- Calling in sick to take the day off
- Authorizing a subordinate to violate Host Employer rules
- Pilfering materials and supplies
- Accepting gifts/favours in exchange for preferential treatment
- Giving gifts/favours in exchange for preferential treatment
- Taking longer than necessary to do a job
- Conducting personal business during work hours
- Concealing mistakes
- Passing blame for errors to an innocent co-worker
- Claiming credit for someone else's work
- Falsifying time/quality/quantity reports
- Taking extra personal time (late arrivals, longer lunch hours and breaks, early departures)
- Not reporting violations of Host Employer policies and rules
- Copying copyrighted computer software and/or any other intellectual property

I Thimna Gogwana student number (222213973), have read and understood the afore-mentioned information stipulated with respect to my expected professional conduct at the workstation.

Date: 17 September 2025

Signature of Student:

A handwritten signature in black ink, appearing to read 'Thimna', with a large, stylized circular flourish at the end.