



ATTACHMENT COORDINATOR'S OFFICE  
Great Zimbabwe University  
Munhumutapa School of Commerce  
P.O Box 1235  
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MASVINGO

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## GREAT ZIMBABWE UNIVERSITY

26 May 2022

The Human Resources Manager  
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Dear Sir / Madam

### RE: REQUEST FOR WORK - RELATED LEARNING/ INDUSTRIAL ATTACHMENT PLACE

The Munhumutapa School of Commerce (on behalf of Great Zimbabwe University) hereby requests for Work - Related Learning/ Industrial Attachment place for our third year Bachelor of Commerce Honours ..... student name .....  
Reg Number ..... for the period between August 2022 to July 2023. The Attachment period is part of the student's partial fulfilment of the requirements of the Bachelor of Commerce Degree programme.

Work - Related Learning is not only a training strategy but also opens up avenues for new links between the University and the corporate world. While on attachment the student is expected to:

1. Appreciate team spirit and core values of the organisation, and ;
2. Have an opportunity to handle different tasks in the different departments in a working environment thereby developing in the student a repertoire of skills necessary for working in a multi-operational organisation.

A mentor at your organisation and a visiting lecturer will help to assess the student. The following shall be used: (a) First and Second Employer's Assessment Forms (b) First and Second Visiting Lecturer's Assessment Forms. In addition, the student is required to produce two reports for submission.

Thus, the Faculty of Commerce, kindly requests your assistance in the provision of guidance, counselling and supervision to the student in order to facilitate the success and completion of the attachment.

Finally, an attachment booklet and assessment forms will be handed to you by the student once the placement is confirmed.

We look forward to a fruitful partnership with your organisation.

Thank you.

M DUVE  
WORK RELATED LEARNING CO-ORDINATOR: MUNHUMUTAPA SCHOOL OF COMMERCE

