

BACKGROUND QUALIFICATION OF AVAILABLE INTERNS

These interns have completed 18 months of theoretical training (N4, N5 and N6) in one of the following fields:

- **Financial Management** (Accounting, Cost and Management Accounting, Computerised Systems, Taxation)
- **Human Resource Management** (Personnel Management, Personnel Training, Labour Relations, Public Relations)
- **Managerial Assistance** (Office Practice, Information Processing, Public Administration, Computer Practice)
- **Sales and Marketing** (Marketing Management, Sales Management, Marketing Communication, Marketing Research)
- **Business Management** (Cost and Management Accounting, Entrepreneurship and Business Management, Sales Management, Computer Practice)

SERVICES PROVIDED BY THE PROJECT TEAM

NEASA Youth Program, in partnership with Duja Consulting, will provide the following services:

- claim and administer the monthly learner stipend and travel allowance from FASSET
- mitigate the risks of delayed funding being released late by SETA's;
- administer learner payroll and payslips;
- facilitate and issue learner internship contracts;
- issue host-employer memorandum of understanding;
- pay UIF contributions for each student;
- administer learner leave and monthly timesheets and - journals;
- guide the students and host-employers with regards to the correct workplace exposure and experience;
- assist the students with relevant supporting documentation for the diploma applications;
- attend to any Industrial Relations matters during the internship; and
- supply project management support, including SETA reporting, site visits and student support services.