



Memorandum of Understanding between Student and their Workplace

Work Place

Name of Institution _____

Physical Address _____

Contact details *Phone* _____

Email _____

Authorised representative _____

Student Name: _____

Student Number: _____

Contact details: _____

The objective of assessment in the workplace is to ensure that training programs yield skilled practitioners capable of effective performance in real-life scenarios. Despite learners' existing experience levels, it's crucial to observe and document their performance according to standardized criteria.

Assessment in the workplace aims to establish the practical competency of learners in specified ministerial functions and situations.

Workplace Responsibilities:

The Workplace agrees to:

1. Identify a mentor for each student to guide their practical and workplace experience.
2. Provide opportunities within the religious community/congregation for students to complete their workplace assignments as outlined by the Learning Program.
3. Brief the congregation's leadership on the objectives and procedures of the learner's practical work.
4. Assist Durban Bible College (DBC) with all necessary information to facilitate an informed and fair evaluation of the student's performance.
5. Complete evaluation documents, duly date and sign them, and send them to the Provider within five days after assessment.

Student/Learner Responsibilities:

The Student/Learner undertakes to:

1. Submit to the authority of the workplace leadership and facilitator within the designated assembly.
2. Uphold the ethical standards of DBC and the religious community/congregation where they are completing their workplace assignments.
3. Complete their workplace assignments to the best of their ability.

Signed:

For Workplace _____ Date _____

Student _____ Date _____

Note: Please, sign and submit this document directly to DBC website.