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To Whom It May Concern

01 May 2026

Attention:

All Employers of Learners enrolled for Occupational Qualifications

All Workplaces of Learners enrolled for Occupational Qualifications

Request For Assistance:

Requirements of Qualifications Registered on the Occupational Qualifications Sub-Framework

The purpose of this letter is to request your assistance in supporting the enrolled learners in meeting the Workplace Module requirements set by the registered qualifications.

This letter must be read in the context of the following documents;

- 🌀 **Guidelines for Completing Forms**
- 🌀 **Memorandum of Understanding and Non-Disclosure Agreement**
- 🌀 **Statement of Workplace Experience**

1. Guidelines for Completing Forms

This document serves as a guide for completing the “Memorandum of Understanding and Non-Disclosure Agreement” and the “Statement of Workplace Experience”.

2. Memorandum of Understanding and Non-Disclosure Agreement

The Memorandum of Understanding and Non-Disclosure Agreement is a crucial document that formalises the commitment between the learner, the employer, and the Skills Development Provider (Forensic Academy Africa) during the Statement of Workplace Experience Module.

This agreement outlines the obligations of all parties to ensure the confidentiality and protection of sensitive information disclosed during the learner's workplace experience. It provides a framework for handling confidential information, ensuring that the learner is fully supported in completing the required activities reflected in the Statement of Workplace Experience without compromising the data integrity of the employer organisation or workplace involved.

The completed and signed Memorandum of Understanding and Non-Disclosure Agreement is generally required to be submitted by the enrolled learner in the first month of study.

3. Statement of Workplace Experience

The Statement of Workplace Experience essentially confirms the learner's workplace experience related to the activities indicated therein. Each activity clearly indicates the requirements and scope, and that NO additional information or documents are required to be submitted; just the completed and signed Statement of Workplace Experience.

The activities can be confirmed by considering any of the following:

- ④ Provide the enrolled learner the opportunity to gain workplace experience by conducting or showing somebody who is conducting the specified task.
- ④ Recognise the enrolled learners' previous experience in conducting the specified task, at the employer organisation, or workplace.
- ④ Recognise the enrolled learners' previous experience in conducting the specified task, with a former employer organisation, or workplace, by means of analysing the Curriculum Vitae of the learner.

The completed and signed Statement of Workplace Experience is generally required to be submitted by the enrolled learner in the first month of study.

My hope is that the employer organisation or workplace will support the enrolled learner with their skills development endeavour, irrespective of who is funding the studies.

I trust that you will contact me if any aspect needs further clarification.


Nick Olivier

Chief Executive Officer

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