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**the dti**

Department:  
Trade and Industry  
REPUBLIC OF SOUTH AFRICA

## REQUEST FORM FOR PARTICIPATION IN THE ITUKISE 2.0 PROGRAMME

### 1. Introduction

The official name of the programme is Itukise (Internships for Unemployed Graduates) programme. The Itukise programme was established to provide relevant work experience to unemployed graduates through a twelve (12) months internship programme in private sector companies. The Skills for the Economy unit conceptualised this programme and applied for the required funding to implement it. The department is strategically positioned to administer the programme as it has easy access to beneficiary enterprises across the industrial sectors.

the dti sources internship placements for the unemployed graduates from enterprises that are or have received incentives from the department and other interested companies. the dti, through Ditsebi Solutions (Pty) Ltd who will also administer stipend payment for the placed interns. The participating enterprises will be required to sign a memorandum of agreement with Ditsebi implementing Itukise on behalf of the dti.

Enterprises interested in hosting interns or in-service trainees must complete and submit their internship needs form to [itukise@ditsebi.co.za](mailto:itukise@ditsebi.co.za).

Please note the guidelines below before completing the form.

### 2. Guidelines:

- Interns/in-service trainees should not be recruited as replacement for permanent/contract employees
- Requisition forms must be completed per company and sent to Ditsebi Solutions (Pty) Ltd for consideration and recommendation
- Work assignments must be carefully planned so that the work experience should relate to the field of study of the graduates/in-service trainees in order to augment their theoretical knowledge base
- The outcome of the programme must be that the Interns/in-service have gained the relevant work experience commensurate with their field of study and a better understanding of the Labour Market.
- There should be mentors to support the Interns and the environment should be nurturing (a designated mentor should oversee the work and development activities of the Interns and record progress).
- Participation in the internship programme shall be through a competitive and transparent process

1	Particulars of the internship(s) to be filled	
1.1	Company name	
1.2	Province and town	
1.3	Contact person	
1.4	Business unit(s) in which the intern(s) will be placed	
1.5	Number of interns required	
1.6	Level of qualification required	Qualification
		National Diploma
		Degree
		In-service trainees
1.6	Field of study required (only one and most relevant field of study per intern) e.g Accounting, Electrical Engineering	
1.7	Does the enterprise have the required equipment/tools for effective work experience? e.g. work station, computer etc. (verification will be conducted). Provide a list.	
	If not indicate how the work experience will be carried out.	

2. Motivation:

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REQUESTED BY

3.1. Applicant: line Manager/Mentor

3.2. Company's HR: Manager

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Date \_\_/\_\_/2019

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Date \_\_/\_\_/2019