

INDEPENDENT SERVICE SUPPLIER AGREEMENT

ENTERED INTO BY AND BETWEEN

NEHEMIAH BIBLE INSTITUTE,

15b Jan van Riebeeck Street, Wellington, 7654

(Hereinafter referred to as the EMPLOYER)

And

(Hereinafter referred to as the Independent Service Supplier/Facilitator)

1. NATURE OF THE AGREEMENT

The independent service provider is contracted without remuneration, for a period of twelve (12) months, automatically renewable annually, unless the employer or service supplier terminates the agreement), to provide services to the **Nehemiah Bible Institute (NBI)** as **Facilitator**.

2. DUTIES OF THE SERVICE SUPPLIER

Description of tasks/work to be provided by the independent service provider in the role of facilitator work entails:

- Facilitating the NBI courses in a safe environment for the students.
- Assisting students with the registering process for their courses, ordering student books and making the relevant payments to NBI.
- Preparing lessons before classes and helping students to understand what is required of them for their learning activities and assisting them with assignments in arrears and/or study related challenges.
- Ensuring attendance registers are signed for each class and regularly forwarded to the NBI office registrar.
- Ensuring the student's assessments are sent to and received from the NBI office for marking purposes and recording of results.
- Ensuring the students are continually reminded to obtain signatures for their logbooks from their mentors for their practical experience, workplace learning activities
- Facilitating in a manner that is an excellent representative of the NBI company image and ethics, as well as encouraging students to persevere in their progression
- NBI office may from time to time require certain reasonable requests of service

3. WORKPLACE

It will NOT be expected from the facilitator to perform his/her duties on the premises of Nehemiah Bible Institute, 15b Jan van Riebeeck Street, Wellington unless it is essential for the specific execution of the assignment. It is expected from the independent service provider to perform his / her duties in a safe environment for the students.

4. POLICIES AND PROCEDURES

Nehemiah Bible Institute reserves the right to terminate with reasonable notice of two (2) months to use the services of the facilitator. The facilitator reserves the right to terminate with reasonable notice of two (2) months, the services they provide.

5. PAYMENT, LEAVE and BENEFITS

The facilitator will provide services with no remuneration.

The facilitator does not qualify for leave, sick leave or any other benefits that normally apply to employees of the company.

The facilitator does not qualify for any other company benefits, as contained in the Basic Conditions of Employment Act, nor the company's staff policy, as this work is considered voluntary.

6. GENERAL

This contract is the total agreement between the parties and no variation, changes and additions will be of any force or effect except when written and signed by both parties.

Both parties acknowledge the signing of this contract that a copy thereof has been received and that the content has been read and understood.

Both parties undertake to keep them bound by the contract and to comply with the terms and conditions.

The independent service provider hereby declares that he / she understands the terms of this agreement, accepts it and commits himself/ herself to perform certain tasks under the terms mentioned above for Nehemiah Bible Institute.

SIGNED BY FACILITATOR:

Facilitator:

Name:

Sign:

As witness:

Name:

Sign:

Signed at _____ on this day of _____.

SIGNED BY NEHEMIAH BIBLE INSTITUTE

Principal:

Name:

Sign:

As witness:

Name:

Sign:

Signed at _____ on this day of _____.