



ESWATINI TECH

ACADEMY

Terms of Reference (ToR)

For all new applicants to training programs – 2025

1. Purpose

This Terms of Reference outlines what is expected from all applicants who are selected to join any ETA learning program. It ensures everyone understands their role, responsibilities, and the support available.

2. Who This Applies To

This ToR applies to all individuals applying to:

- Short courses (e.g., Basic Computing, Data Management, Web Design)
- Sponsored or supported programs
- Internships or skill development opportunities hosted by ETA

3. Applicant Responsibilities

If accepted, each applicant agrees to:

- Attend all scheduled sessions (in-person or online), unless excused in advance
- Participate actively in class discussions, group tasks, and assignments
- Respect timelines and deadlines for all coursework and activities
- Maintain professionalism in communication with tutors, staff, and fellow learners
- Take care of shared devices or learning tools, if provided
- Not share or misuse training materials without permission

4. ETA Responsibilities

ETA commits to:

- Provide structured and quality learning sessions
- Offer access to learning materials and tools
- Support applicants with guidance, mentorship, and regular feedback
- Foster a respectful, inclusive, and practical learning environment
- Notify applicants of any changes to the program

5. Code of Conduct

All applicants must follow ETA's learning code, which includes:

- No discrimination, harassment, or disruptive behavior
- Honest participation – no cheating, plagiarism, or false reporting
- Respect toward staff, mentors, and classmates

6. Termination Clause

ETA has the right to remove any learner from the program if:

- They miss more than 3 sessions without valid reason
- They break the code of conduct
- They misuse academy resources or fail to engage

7. Agreement

By applying for and accepting a place at ETA, the applicant agrees to follow this Terms of Reference throughout the program period.

Signed:

Applicant Name: _____

Date: _____

For ETA Use Only:

Program: _____

Accepted by: _____

Position: _____

Date: _____

