Subject: Internship Program Guidelines & Information Letter

Dear Applicant,

Thank you for your interest in joining the Internship Program at CA TECHWORKS LTD, a leading institution in hands-on ICT training, innovation, and talent Software Development(SOD), Networking and internet technology(NIT), Computer Systems and Architecture(CSA), Internet of Things (IoT), Multimedia Design, Machine Learning and Robotics.

This letter outlines all essential information and expectations regarding our internship process, from booking to completion.

1. Internship Booking Process

Interested students are required to book an internship through our official website at www.catechworks.com/internship. After submission, each application will enter **pending review status and undergo approval by our administrative team.**

2. Approval & Notification

Applicants will receive notification of their application status (Approved / Rejected) via email or SMS. Selected interns will receive an internship acceptance letter and further guidance on orientation.

3. Internship Start Date

The internship program will officially begin on the first day of internship calendar unless otherwise communicated. Interns must report on time for orientation and administrative registration.

4. Requirements for Participation

- ➢ To attend the internship, participants must:
- ➢ Be up to 12 years old and enrolled in or recently graduated from a technical or secondary school.
- ➢ Provide a copy of:
  - •National ID or School ID
  - • Introduction letter from school.
- ➢ Sign the Internship Agreement Form

5. Training Areas

The internship is fully practical and will cover the following areas:

- ✓ Software development (HTML, CSS, PHP, Python, JavaScript, Node Js, Java).
- ✓ NIT and Cybersecurity (IP addressing, VLANs, Firewalls, Wireshark, Server administration, Linux Programing, clouding system computing).
- ✓ IoT, Embedded Systems and Machine Learning (sensors, microcontrollers, real-time data logging).
- ✓ Multimedia Design (Graphics, UI/UX, Video Editing).
- ✓ Computer System Architecture
- ✓ Robotics and Autonomous Systems.
- ✓ Soft skills: teamwork, communication, ethics, and professionalism.

6. Rules and Regulations

- ▪ All interns must wear their internship ID badges visibly at all times.
- ▪ Attendance is compulsory; a minimum of 90% participation is required to qualify for graduation.
- ▪ Interns must respect equipment, fellow interns, and staff.
- ▪ Noise, misconduct, or inappropriate behavior will lead to dismissal from the program.
- ▪ No phones allowed during practical sessions unless approved by a mentor.
- ▪ Interns must adhere to safety guidelines in labs and workshops.

7. Internship Fees

A contribution of 28,000 RWF is required to cover:

➤ ID badge

➤ Internet access and learning materials.

➤ Lab usage and equipment maintenance.

➤ T-shirt will be provided after reaching to the office(sometimes you have to add extra money for this).

➤ Breakfast once in week and Trip once in month.

➤ Fees should be paid before or on the first day of the internship.

8. Additional Activities

Week 2: Field Trip - Interns will visit a real working tech environment (e.g., ISP provider, server room, innovation lab).

Final Day: Graduation Ceremony - Successful interns will receive:

➤ Internship Certificate

➤ Awards for best project/team

➤ Group photo session & testimonials

9. Support & Contact

If you have any questions, please feel free to contact us:

Tel: +250 785 925 905 / 0729995588

✉ **Email:** catechworksltd@gmail.com | info@catechworks.com

⊕ **Website: www.catechworks.com**

We believe that your time at CA TECHWORKS LTD will be a life-changing learning experience, equipping you with practical skills, industry exposure, and a strong sense of professionalism.

We look forward to welcoming you to our tech family.

Warm regards,

The Management Team

CA TECHWORKS LTD

Kigali – Gasabo - Kimironko