



**REPLICATING  
THE JOB JOURNEY  
IN YOUR ORGANISATION**

CHANGE THAT TRANSFORMS  
**common good**  
IMPACT THAT LASTS

 **THE FINCOACH  
FOUNDATION**  
educate | equip | empower

# INTRODUCTION

We are very excited to hear that you are interested in Partnering with us to offer the Job Journey course in your organisation!

With our increasingly high unemployment levels in South Africa, and the growing number of people who need help in becoming work ready, we have created a new 11 day Job Journey course. But we cannot do this alone! Collaboration is the heart of this new sustainable and replicable Work Readiness Course we have created, and we believe that by coming together as different organisations we can create great impact and promote social change on a larger scale. We would love to be able to reach as many South Africans as possible in helping them to become work-ready.

This agreement outlines the respective roles and responsibilities of both parties required **BEFORE**, **DURING**, and **AFTER** the 11-day course. The purpose is to ensure that all stakeholders are clear on their commitments and obligations for the successful running of the course and its associated activities.

Become part of our larger collaborative effort and partner with us!

# COMMON GOOD FOUNDATION

At Common Good we have a relentless determination to see the lives of people and communities that have been marginalised by injustice, transformed.

Common Good was founded in 2005 by Common Ground Church and is an independent and registered non-profit based in Cape Town, South Africa. We focus on areas of human development that have the greatest potential in breaking cycles of poverty, and these areas are early life, education, and employment. Through research-based, innovative and replicable interventions we provide sustainable support at critical life stages where intervention has the most significant impact and the greatest possibility of affecting overall systemic change. With a view of a whole person, and indeed a whole lifetime, the change that we work to bring about is holistic, deep and long-lasting.

We live in a country where up to half of children in their First Thousand Days of life don't receive enough of the essential inputs they need to thrive, where 3 out of 4 grade 4 learners can't read for meaning, and where 46.6% of South Africa's working age population is unemployed, including many who have given up hope of finding work. Inequality continues to trap people in cycles of poverty, excluding them from opportunities to re-write the narrative of their lives. But this story can change. Common Good focuses on three key stages of human development, where the possibility to release innate potential is most significant. By investing in Early Life (the First Thousand Days), Education, and Employment we believe there is great opportunity for positive change in our society.

We believe that the Church has a crucial role to play and that by igniting Christ-followers to live lives of justice, compassion and mercy and, by leveraging the strengths of the Church, we will see people reach their God-given potential for the Common Good of South Africa

Within our Employment programme, we hope to partner with organisations so that they can train and equip unemployed people with the skills they need to become economically active.

## THE FINCOACH FOUNDATION

**The FinCoach Foundation is a registered NPC with PBO Status, and was founded in 2017 as the CSI division of The Financial Coach.**

The Fincoach Foundation exists to offer Financial Literacy, Small Business and Work Readiness Training and Mentoring. **We aim to promote social change and lasting impact by** educating, equipping and empowering individuals through our positive, interactive and innovative workshops.

**As an organisation** we are committed to help develop individuals by sharing our skills and experience. We build strong partnerships with those organisations we work with, and constantly strive to offer integrity, reliability and efficiency.

## OUR COLLABORATION

The Job Journey is the rebirth of what was previously The Zankhanyo Network Work Readiness course. This started in 2009 and has evolved over the years. In 2022 The Fincoach Foundation collaborated with the Common Good Foundation to rewrite this material creating a sustainable **and replicable course which is more easily accessible to a broader South Africa.**

# THE JOB JOURNEY COURSE

## VISION

The Job Journey is a course designed to help unemployed people become work ready. During this journey participants gain a clear vision of themselves, a deeper understanding of the workplace, possible options available to them, and knowledge of how technology can help their search for meaningful employment.

This interactive and transformational course offers tangible skills and tools, equipping participants with an increased confidence and hope for a brighter future.

Outcomes of the 11 day Job Journey:

1. Clearer understanding of Who I am
2. Improved ability to speak English with confidence and courage
3. An understanding of the workplace and the importance of having the right Attitude
4. Understand how Technology can help in your Job Journey
5. Some Interview Skills
6. A complete and usable online CV - Jobstarter
7. A complete Cover letter to accompany your CV
8. An Action plan for your Job search
9. Increased confidence and hope for a brighter future

Note: The course does not guarantee participants jobs but is designed as a tool to help them become work ready.

*"Life is a journey, not a destination"*

## REPLICATING THE JOB JOURNEY COURSE

We believe that partnerships can amplify the impact of our efforts and promote social change on a larger scale. By partnering with us in replicating the Job Journey Course, we hope to foster an environment of shared learning, resources and expertise – resulting in a stronger more unified response to a multifaceted problem.

### **In partnering with us, you'll have access to:**

1. The 11 day Job Journey Participant manual
2. A full Facilitator Guide
3. Supporting Job Journey resources including posters, videos, ice-breakers, daily devotionals, and certificates
4. A full Marketing plan with social media, operational/guiding templates
5. Access to additional training events & resources.

Shared knowledge, learnings & guidance from our JJ Team

All of this will be available to access via our newly created website on [www.jobjourneycourse.org.za](http://www.jobjourneycourse.org.za)

This will ensure that any updates are centralized and accessible to all.

### What we ask from you is:

1. You are aligned with our vision to restore dignity and hope to unemployed people.
2. Use the Job Journey curriculum as it was intended, aligned to our vision.
3. You offer the Job Journey course in your community, at your venue and with your own facilitators.
4. The running of the Job Journey course is funded by you.
5. Share monitoring & evaluation (by pooling resources, data, and insights – partners gain a holistic view of their initiatives and contribute to a shared narrative of success)
6. Open Communication – Sharing progress updates, discuss challenges and address any issues that may arise.

Clarity is the glue that holds partnerships efforts together. It ensures everyone is on the same page, working towards the same goals, and making informed decisions.

### See a detailed breakdown of responsibilities below:

BEFORE THE COURSE	JOB JOURNEY	PARTNER	Comment
Access to Participant manual, Facilitator manual and other resources to host Job Journey course - provided online.	ü		
Advertise the 11 day Job Journey, using JJ Marketing material – social media platforms, brochures, posters, local community networks		ü	Co-branding of material is possible. A recommended Marketing Plan is available.
Recruitment of participants – (Suggested max of x20 per class) using outlined selection criteria		ü	
Use Application form provided by JJ		ü	
Use Facilitator Guide for course preparation		ü	
Print Facilitator Manual		ü	
Print Participation Manuals for the number of participants in the course		ü	
HOSTING THE COURSE	JOB JOURNEY	PARTNER	Comment
Venue: Safe space with tables and chairs, ventilation, functional bathrooms		ü	
Training Resources needed: Stationery, name stickers, flipchart, projector, speaker, extension cords		ü	
Computer/Laptop Access: Available for x3 days of Job Journey course. One per participant. Reliable Wi-Fi connections.		ü	
Catering – offer tea/coffee and biscuits at 10am, and then a simple lunch at 1pm		ü	
Registration and Fee collection		ü	Participant fee may be at your discretion. However, fees charged may not be for profit.
Facilitation of the Course		ü	Trainer provided by partner.
Recruitment and Management of Volunteers – for Mock Interview day		ü	
Facilitator Training Materials		ü	
Certificate template	ü		
Print Certificates for each participant on completion for Graduation day		ü	
Graduation Outline and recommendation in Facilitator Guide	0		

MONITORING AND EVALUATION	JOB JOURNEY	PARTNER	Comment
Monitoring and Evaluation outline available on Job Journey website	ü		
During the course – attendance and rubrics to complete		ü	
After the course – Course evaluation and feedback		ü	
Quality control of course	ü	ü	
Allow Job Journey to share a collective story (M&E) of the success of our joint efforts.	ü	ü	
AFTER THE COURSE	JOB JOURNEY	PARTNER	Comment
Psycho-social support during and after graduation – Mentoring, Counselling, Referrals if needed.		ü	
Engaging with the graduates to learn and understand what their goals are after the Job Journey course.		ü	
Online Job Searching options for participants (For Day 8 and 10)	ü		
Connection to local opportunities – further skills development courses, Volunteering, Possible Employment options, Entrepreneurship programs		ü	
Refer graduates to relevant networks for further personal development and growth.		ü	
Set up a Whatsapp Broadcasting Group for participants where you can encourage, support and share opportunities post-Graduation		ü	

## FACILITATOR COMMITMENTS

Facilitators play a crucial role in creating an environment where ideas are exchanged, conflicts are managed, decisions are made, and lives are changed. Whilst there is room for varying levels of facilitators, we ask that facilitators be prepared for, and committed to:

- Attend Job Journey's 2-day onboarding training (a train-the-trainer approach may follow this)
- Encourage active participation from all participants, ensuring that diverse perspectives are heard, respected and integrated.
- Manage conflict – addressing disagreements and guiding participants towards resolution.
- Remain patient and composed, especially during challenging or emotional discussions.
- Be open to feedback – recognising that continuous improvement is essential for effective facilitation.
- Establish trust and confidentiality with participants. Creating a safe space to share sensitive information.

# PARTICIPANT CRITERIA

We recognise that skills, qualifications, faith, and cultural traditions will vary widely within each group. Participant criteria serve as a strategic tool to shape engagement in a way that maximises impact, relevance and effectiveness.

## Participant criteria for the Job Journey course:

1. Entry age is 18 years and above
2. On Day 1 proof of identification must be presented (i.e., ID/Passport/Status or Asylum papers)

Both 1&2 are the discretion of the Partner. If Job Journey course being offered in School environment then under 18. And if applying for Jobs an ID/ Proof of Identification is necessary.

3. The course is facilitated in English and so participants will be required to read and write in English.
4. No prior access to computer/smartphone necessary – although it is recommended!
5. Commitment to 11 days required – no certificate if less than 9 days attendance.

# COST OF THE COURSE

The cost of facilitating the Job Journey Course is your responsibility. Our hope is that you'd be able to secure funding, resources or donations to cover the expenses of the course for each participant. You are welcome to charge participants a nominal amount as a Registration fee – in the past we have suggested between R50-R150. This could help you to cover some of the costs, and sometimes asking people to pay means they are more committed to the course.

However, to give you an idea of the cost of facilitating the course per participant:

ESTIMATED COST	JOB JOURNEY
Printing of Participant Manual	R120
Printing of Certificate	R10
Tea/Coffee/Biscuits – x11 days(@R5)	R55
Lunch x10 days (@R10)	R100
Graduation meal	R20
<b>TOTAL</b>	<b>R305PP*</b>

\*This excludes the cost of the facilitator, venue and any other expenses.

**Therefore: Cost for a Group of 20 people = R6100**

# MEMORANDUM OF UNDERSTANDING

## **Background**

In the face of unprecedented social, political, and economic challenges in our country, systemic change hinges on recognizing the importance of collaboration. It is evident that tackling these complex issues alone is not viable. Therefore, NGOs/organisations must prioritize finding effective ways to work together, pooling their efforts to create genuine and meaningful social impact by combining their passions, services, and resources.

## **Purpose**

The purpose of a MOU agreement is to create trust, ensure smooth communication, as well as maintain the boundaries needed for a healthy relationship so that both organisations thrive.

DRAFT





## Memorandum of Understanding

Between

**The Job Journey**

(Common Good Foundation & The Fincoach Foundation)

And

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This Memorandum of Understanding (MOU) sets the terms and understanding for anyone running/making use of The Job Journey Course curriculum, marketing and materials. Additionally, this MOU must be read in conjunction with the Replication Job Journey document.

## **Use of the Job Journey course:**

1. When signing this Memorandum of Understanding the Partner will be given access to all the Job Journey material, which will be available via the website.
2. The Partner shall use the programme in the context of equipping learners with foundational skills, knowledge, and values in keeping with the programme's outcomes and purpose.
3. The Partner must commence training within the reasonable period after receiving the training material, unless agreed otherwise by Job Journey.
4. If a Partner does not adhere to standards set out by Job Journey, Job Journey reserves the right to revoke the partnership agreement and subsequently, the course curriculum.
5. The Partner must issue certificates which indicate that learners have completed the Job Journey Course. These certificates shall indicate a realistic assessment of what learners have achieved. A template of the certificate will be made available to the Partner for printing purposes. The partner may include their logo.
6. When facilitating the The Job Journey Course the Partner will be required to register all participants on the online platform and complete all Monitoring and Evaluation, so that together our combined impact can be assessed and shared.
7. A Partner may not enter into any agreement with a corporate or governmental entity whereby the Partner receives for-profit remuneration for the provision of The Job Journey Course without the express, written approval of Job Journey.
8. Partners have the right to utilise Job Journey material, manuals and videos but may not make any changes to these materials, manuals or videos without prior written consent from Job Journey.
9. The copyright of the Job Journey material shall rest solely with Job Journey. Materials may not be adapted and/or sold for profit or distributed in any way whatsoever.
10. Partners hereby agree to do their best to regularly connect with Employers/Organisations in their communities to create awareness of the programme and to develop relationships with employers so that they might employ staff from the Partners pool of graduates. The employment process has no charge.
11. Job Journey reserves the right to modify the Job Journey Course curriculum from time to time.

## **Financial Matters**

1. A Partner may charge a nominal amount as a registration fee. In the past we have suggested between R50-R150. This could help you to cover some of the costs, and sometimes asking people to pay means they are more committed to the course. This course may not be used to generate profit for your organisation.
2. The funding of the Job Journey Course is the sole responsibility of the Partner.
3. No funding applications may be made on behalf of Job Journey by a Partner. Funding applications may be made on behalf of the partners independent organisation.
4. The Common Good Foundation and The Fincoach Foundation are not responsible for raising funds for the Partner to facilitate the Job Journey in their organisation.



### Common Good Foundation

\_\_\_\_\_  
(Name & Surname)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### The Fincoach Foundation

\_\_\_\_\_  
(Name & Surname)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### Partner Details

\_\_\_\_\_  
Partner

\_\_\_\_\_  
(Name & Surname)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature