



## Co-operative Education

### **GUIDELINE FOR THE PLACEMENT OF STUDENTS ON CAMPUS FOR THE PURPOSE OF COMPLETING WORK INTEGRATED LEARNING**

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#### **Introduction**

In 2008 Management approved the Placement of Students on Campus for the purpose of completing Work Integrated Learning (WIL). The project was assigned to and is managed by the Co-operative Education Department. A specific budget is provided by Management in this regard.

This placement process is strictly to accommodate students that is still in need of WIL, in other words, they need WIL in order to receive the relevant diploma. So therefore, **only** students with a highest qualification of Grade 12 and who are still busy with their National Diploma will be accommodated. **NO** B-Techs, etc. can be accommodated under this project.

#### **Process**

Departments are invited in the beginning of each year to apply for student assistants to assist them with various tasks in the office. These tasks vary according to the syllabi of the specific course that the student is enrolled for.

Closing dates for application for student assistants:

1<sup>st</sup> semester – 31 March

2<sup>nd</sup> Semester – 31 July

No students may be requested after 10 November of each year to allow the Human Resources department to include all relevant contracts and claims for December on time.

Courses that have compulsory WIL are as follows:

Faculty	Duration
<b>Engineering &amp; Technology</b>	
Electronics	12 months
Building	12 months
Computer Systems	12 months
Civil Engineering	12 months
Chemical Engineering	12 months
Industrial Engineering	12 months
Instrumentation & Control	12 months
Mechanical Engineering	12 months
Metallurgical Engineering	12 months
Power Engineering	12 months
<b>Human Sciences</b>	
Food & Beverage Management	06 months
Public Relations Management	06 months
Tourism Management	06 months
Visual Arts & Design	06 weeks
<b>Management Sciences</b>	
Sport Management	06 months
<b>Applied &amp; Computer Sciences</b>	
Analytical Chemistry	12 months
Biomedical Technology	06 months
Biotechnology	12 months
Non-Destructive Testing	12 months
Office Management & Technology	360 hours

The following step is the approval of the request from various departments. This approval is subject to the discretion of the Director: Co-operative Education and according to the budget allocation from Management.

Once the approval has been made, the necessary forms must be collected from the Co-operative Education Department (Lena Dreyer). These forms must be completed by the relevant Line Manager and Student and submitted to the Co-operative Education Department **within a week** of the student starting with training together with the following forms:

1. "Authorisation for the appointment of student assistants" form – to be completed by Line Manager

2. VUT Biographical questionnaire – to be completed by student
3. CV of student
4. Certified copy of ID (student)
5. Certified copy of Grade 12 certificate
6. Certified copy of marriage certificate/complete divorce decree/or affidavit for customary marriage
7. Proof of Residence

It is important to note that students will not receive a monthly salary. Students will only receive a stipend of R3000.00 at the end of the completed training. The Line Manager must inform the student about this at the time of offering the student the opportunity for training.

**NO student will be allowed to claim at the end of the training period if the necessary forms (as set out above) have not been submitted to the Co-operative Education Department within the allocated time.**

For any queries in this regard, please contact Lena Dreyer (x9372)