



**VUT**

Vaal University of Technology

CO-OPERATIVE EDUCATION DEPARTMENT

# PASSPORT to Co-operative Education

*Your world to a better future*

# CO-OPERATIVE EDUCATION DEPARTMENT

This passport belongs to

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Student Number 

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**VUT**

Vaal University of Technology

[www.vut.ac.za](http://www.vut.ac.za)

# Welcome to Co-operative Education at VUT

## Vaal University of Technology Vision

To be a University that leads in innovative knowledge and quality technology education.

## Co-operative Education Mission

To promote and extend the academic learning process into the work place through experiential learning aimed at enhancing learner vocational maturation and mutual benefit to employers and the University through:

- Establishing Co-operative Education partnerships with learning providers aimed at providing suitable work integrated learning opportunities for learners
- Establishing mechanisms to promote Co-operative education both inside and outside the University in order to increase visibility, support and participation.

## Co-operative Education Motto

“We are here for you”

The logo consists of a large, light blue circle with a darker blue border. Inside the circle, the text "VUT" is written in a large, bold, dark blue serif font. Below "VUT", the words "Passport to Learning" are written in a smaller, dark blue sans-serif font, arranged in two lines. The background of the circle is white. Several thin, light blue wavy lines extend from the bottom and right sides of the circle, suggesting motion or a signal.

**VUT**  
Passport to  
Learning

## CONTACT DETAILS

**Postal address:** Vaal University of Technology; Private Bag X021; Vanderbijlpark; 1900

**Physical address:** Vaal University of Technology; Andries Potgieter Boulevard; N-Block; 2nd Floor; Room 203; Vanderbijlpark; 1911

### **Co-operative Education Reception:**

Tel: 27(0)16-950-9496

Fax: 27(0)16-950-9759

Email: [wil@vut.ac.za](mailto:wil@vut.ac.za)

Website: <http://www.vut.ac.za/index.php/service/support/cooperative-education>

Facebook: VUT Co-op

Twitter: @VUT\_Cooperative

LinkedIn: VUT\_Cooperative Education Department

Slide Share: VUT Co-op

Instagram: VUT\_COOPERATIVE\_DEP

### **Office of the Director:**

Tel: 27(0)16-950-9137, Fax: 27(0)86-614-1186

### **Administrator:**

Tel: 27(0)16-950-9372, Fax: 27(0)86-614-1186

### **WIL Administrator:**

Tel: 27(0)16-950-9161, Fax: 27(0)16-950-9759

### **Information Coordinator:**

Tel: 27(0)16-950-9707, Fax: 27(0)16-950-9759

### **Industrial Liaison Officers:**

Tel: 27(0)16-950-9151/9343, Fax: 27(0)16-950-9759

# SERVICES OFFERED

Company presentations

CV submission

Company requests

Interviews

Student workshops

Career fair

International student summit

Employer function

Work Integrated Learning

Graduate programmes

Internships

Bursaries

Co-op information guide

Placement of students

Career information

WIL feedback day

Convention



# IMPORTANT DEFINITIONS

## **Co-operative Education**

A philosophy of learning that promotes the concept of enhanced learning based on the co-operation between education institutions and industry, commerce and the public sector (HEQC 2004).

## **Work Integrated Learning (WIL)**

A term used to describe a range of approaches, strategies and methods used to meaningfully integrate theory with practices of the workplace within a purposefully designed curriculum. It makes provision for four curricular modalities, namely Workplace or Work-based Learning in the workplace.

## **Internship**

An "internship" is an opportunity offered by an employer to potential employees called "interns" to work at a firm for a fixed, limited period of time. Interns are usually undergraduates or students, and most internships lasts for any length of time between one week and 12 months.

## **Graduate**

Refers to someone who has been the subject of a graduation, namely, someone who has completed the requirements of an academic degree.

## **Placement position**

A "workstation" or temporary position at a company or institution, where students are placed for periods of WIL.

## **Mentor**

A person who performs the role of host, friend, confidant and advisor to the student, with the agreed-upon goal of having the student grow and develop specific competencies.

# COURSES WITH COMPULSORY WIL

For a complete list of courses offered by the Vaal University of Technology, please visit [www.vut.ac.za](http://www.vut.ac.za) The courses listed below are only those that have compulsory WIL.

## **Engineering & Technology**

Electronics	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

## **Human Sciences**

Food & Beverage Management	06 months
Public Relations Management	06 months
Tourism Management	06 months
Fashion Retail Merchandise	06 weeks
Professional Cookery	06 months

## **Management Sciences**

Sport Management	06 months
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## **Applied & Computer Sciences**

Analytical Chemistry	12 months
Biomedical Technology	06 months
Biotechnology	12 months
Non-Destructive Testing	12 months
Office Management & Technology	360 hours
Community Nursing	360 hours
Nursing Administration	160 hours

# COURSES WITHOUT COMPULSORY WIL

## **Human Sciences**

Ecotourism  
Fashion  
Fine Art  
Graphic Design  
Labour Law  
Legal Assistance  
Photography  
Policing  
Safety Management

## **Management Sciences**

Cost & Management Accounting  
Financial Information Systems  
Human Resources Management  
Internal Auditing  
Logistics  
Marketing  
Retail Business Management

## **Applied & Computer Sciences**

Information Technology



# WIL PROCESS FLOW

1. Students are advised to submit their CV, academic record, motivational letter, copy of ID and proof of residence to the Co-operative Education Department (N203) – CV's must be updated and re-submitted every six (06) months!
2. This information will be forwarded to potential employers for opportunities.
3. Once the student is selected by the company, it's the student and the employer's responsibility to provide feedback on the outcome to the Co-operative Education Department.
4. Students must register WIL within one month (1) from the date of starting with the training.
5. It's the student's responsibility to confirm his/her registration as soon as possible!
6. The following procedures will apply after placement for WIL:

## **1. Registration cycles**

VUT has an annual (Jan – Dec) academic calendar set in line with the census dates; end of March and end of September

Please see the attached analysis, which should be adhered to by both administrators; WIL Co-ordinators and Academic HoD's.

## **2. Cycle - 1**

Students that register before the end of March will have their results released in June, justifying the minimum period required for Work Integrated Learning, six (6) months; these students can only graduate in September.

## **3. Cycle – 2**

Students that register before the end of September will have their results released in December to make the March graduation ceremony the next academic year.

## WIL - Registration Cycles

Registration

Results

Graduation

Cycle - 1



Cycle - 2



### 4. Prerequisites

- Students need to have completed all the third year and S3 modules before they can register for WIL.
- WIL students should NOT be allowed to register both P1 and P2 simultaneously
- It's the student's responsibility to confirm the registration.
- Validation/Accreditation of WIL Employers will be done by the WIL Coordinators.
- Placement will be done by the Co-operative Education Department.
- Recognition of Prior Learning will be approved by the WIL Coordinator.

### 5. Fees & Registration of WIL

The WIL registration fee is payable per WIL module. The WIL registration fee increases annually. For the latest fee, please contact Student Admission & Registration or Co-operative Education. The fee can be paid at the VUT Finance department or it can be paid into the VUT bank account.

Note that the additional student card fees, Student levies and the WIL registration fee will be billed to the students account.

The WIL registration form **MUST** be accompanied by the following documents before registration can take place:

1. WIL registration form (obtainable from the Co-operative Education website).
2. Appointment/confirmation letter from the company (on company letterhead, signed by mentor/manager and have a company stamp)
3. Proof of payment (payment at VUT Finance or via bank deposit)
4. Certified copy of ID
5. Proof of residence (physical address)
6. Certified copy of matric certificate
7. Checklist (International Students)

## **6. Banking details**

### **Students paying for themselves:**

ABSA Branch Code: 334237

Account Number: 4068126832

Reference: Your student Number.

### **Companies paying for students:**

ABSA Branch Code: 334237

Account Number: 530861945

Reference: Your student Number.

## **7. WIL registration**

Student Admission & Registration

CW-25

Tel: 27(0)16 950 6730

## **8. WIL report submission**

Once you are placed at a company you will have to submit your reports according to the specifications from your relevant academic department. The syllabus (logbook) and other information can be found on the Co-operative Education website:

<http://www.vut.ac.za/index.php/service/support/cooperative-education>

1. Reports are submitted at the Co-operative Education offices (N203).
2. After you submit your report, you will receive a receipt as proof that the report has been submitted.
3. After capturing the report on the system, the report will be sent to the relevant department for evaluation/assessment.
4. The marks can be obtained from the Examinations department and on your academic record.
5. After WIL is completed and when there is no outstanding subjects, students can apply for graduation at the Examination department.

## **9. Diploma application**

1. Students can apply at the Examinations Department for graduation.
2. Documents to be submitted upon application:
  - a. Certified copy of ID
  - b. Original covering letter from company
  - c. Form from Examinations Department
3. The closing dates for April graduation is 31 January and for September graduation 31 July of each year.
4. NB: P2 or final reports MUST be submitted to N203 BEFORE applying for graduation!

## GRADUATES / INTERNSHIPS

1. Students are advised to submit the following documents at the Co-operative Education Department (N203):
  - a. CV
  - b. Academic record
  - c. Motivational letter
  - d. Certified copy of ID
  - e. Proof of residence (physical address)
  - f. Certified copy of Gr 12 certificate
  - g. Certified copy of qualification
2. CV's must be updated and re-submitted every 06 months.
3. This information will be forwarded to potential employers for opportunities.
4. Once the student is selected by the company, it is the student and employer's responsibility to provide feedback on the outcome to the Co-operative Education Department.
5. Students MIGHT stand a chance to get permanent placement provided that they performed well and if there is a position available at the company.
6. Should a student be appointed for a permanent position, they should inform the Co-operative Education Department about the appointment.

# STUDENTS WITH DISABILITIES

1. All students with compulsory WIL courses should follow the WIL process flow guidelines.
2. All students with non-compulsory WIL courses should follow the Graduates/Internships process.
3. Extra document required:
  - a. Letter from a qualified medical practitioner confirming the disability and nature thereof.
4. After submitting documents for WIL and graduate placement or internships, students should report at the Co-operative Education Department for additional information.

## WORK INTEGRATED LEARNING (WIL)

### Registration Procedure

#### Student to:

1. Find a company
2. Get letter to confirm placement from the company – on official letterhead, signed by company representative, and company stamp

#### Registration:

Within one month starting with your training.  
**NB: Please refer to cycle 1 and cycle 2**

#### Payment at

#### VUT Finance Department:

Amount: (Contact Co-op department for latest amount per semester)

**ONLY ONE SEMESTER AT A TIME**

#### Fees payable:

WIL Fee  
Registration fee  
Student levy  
Student card

OR

#### Internet Payment:

Vaal University of Technology

ABSA Bank

Branch Code: 334237

Account no: 4068126832

**Reference number: student number**

#### Submit at Admin building

Registration form  
Appointment/Confirmation letter  
Proof of payment  
Certified copy of ID  
Proof of residence  
Certified copy of Senior Certificate  
International students: + checklist  
**Tourism & NDT students + letter from Lecturer**

#### 4

Go to CW-25 to get registration form or download from website

<http://www.vut.ac.za/index.php/service/support/cooperative-education/work-integrated-learning>

#### 2

#### 3

#### Follow up on your registration

#### NB:

It is the student's responsibility to follow up on his / her registration!!

VUT

