



**VAAL UNIVERSITY OF TECHNOLOGY
FACULTY OF ENGINEERING
DEPARTMENT OF MECHANICAL ENGINEERING**

EXPERIENTIAL LEARNING

Letter to the student

1. Introduction:

To fulfil the requirements of the National Diploma, you as the student must complete at least one year (52 weeks) of applicable experiential training under the supervision of a qualified mentor (Qualification at least a National Diploma in Engineering from a University), preferably during the second year, i.e. after completing the academical components S1 and S2 at the University.

The ideal is to give you as the student practical training in as many aspects related to Mechanical Engineering as possible. **This would imply exposure to at least the fundamental and core learning material listed in the syllabus guide. From the fundamental learning all 9 topics must be covered and from the core learning 4 of the 5 topics.**

2. Responsibilities of the student:

- 2.1 The responsibility to ensure that the student receives the prescribed experiential training rests with the student.
- 2.2 After an opportunity was found the student must make sure that the company involved can offer the relevant training. Information is available from the Departmental Co-ordinator.
- 2.3 It is a requirement that the student register for each of the experiential training periods separately. This registration must take place within 6 weeks of the date of commencement of the training.
The registration procedure is as follows:
 - Pay your registration fee at finances.
 - Go to the Co-operative Education Department and submit the receipt to Mrs. L Dreyer and complete the registration form.

- You will be issued with a booklet with all the relevant documentation to assist you in your experiential training period.
- Registration may only be done for one semester at a time.

2.4 It is the responsibility of the student to ensure that he/she receives the relevant training according to the prescribed syllabus guide. Please also note that you need not follow the sequence of modules as stated in the guide. The important issue is that all the required work be covered during the training period.

2.5 The student must submit the following reports during the course of the training:

- A progress report after the first three months of training during P1 & P2.
- A semester report of at least 2000 words, including the progress report for every semester of training.
- The official document of the University, “Evaluation of Experiential Training”. Please note that this document **must** have the total duration of training per module completed and every module signed off. At least the final signing off on the last page of the report for P2 **must** be signed off by a person with at least a University diploma or higher qualification. ECSA registration is **not** a prerequisite, but it is preferable that someone with ECSA registration declares you competent. This should be in your favour when one day you would like to register with ECSA.
- A report on at least one project you have done during the training.
- A completed questionnaire by the student and one by the mentor.

2.5 The student must be exposed to at least one project during his/her training period. Guidelines with respect to project report writing is included in the documentation supplied to you. If your mentor/company has their own guidelines for report writing, you must include a written copy of the guidelines provided to you. This project must be some solution to a problem in the mechanical engineering field. It must be a project in which you will have to use and implement the knowledge that you have gained while at the University. If the project can be done by anyone without this tertiary academic exposure, the project is not up to standard. The project should include calculations, drawings and tables/graphs/figures.

This project **must** have a cover page and the evaluation by your mentor must be completed on this cover page. You and your mentor must sign your project report.

3. **Monitoring:**

A staff member will visit the student twice during his/her training. During this visit the training of the student will be scrutinized and an interview held with the student and his/her mentor. The questionnaire will form the basis of the interview. The student must have all his/her documentation available during this visit.

4. **Evaluation:**

The reports submitted by the student will be evaluated and feedback will be given to the student and his/her mentor.

5. Application for the diploma:

- When a student completes his/her studies, he/she must apply for their diploma to be awarded. The procedure is as follows:
- The student must ensure that he/she had passed all the required subjects for the diploma.
 - The student completes two Diploma Application forms at the Co-operative Education Department with Mrs. L Dreyer.
 - A covering letter on a letterhead from the company must accompany this application.
 - If this application takes place immediately after the completion of the P2 training the student must also submit the final documentation with this application.
 - The application is sent to the examination room where the examination staff will add the academic history of the student.
 - The application is sent from the exam room to the secretary of the department and she will distribute it to the persons responsible for the evaluation of the applications.
 - This departmental evaluator will evaluate the application and if all the documents are not in order, it will be referred back to the student for rectification. The responsibility for the correctness of the documentation is that of the student and **not** the evaluator.
 - The final dates for the submission of these applications are the 14 February for the April graduation ceremony and 31 July for the spring graduation ceremony.
 - If requested, a letter of confirmation with regard to the fulfilment of the requirements for the qualification can be issued.

6. Contact information:

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