



# **LEARNING GUIDE: WORK INTEGRATED LEARNING VAAL UNIVERSITY OF TECHNOLOGY**

**FACULTY OF HUMAN SCIENCES  
DEPARTMENT VISUAL ARTS AND DESIGN  
DIVISION: FASHION**

**CONTACT DETAILS**  
**DEPARTMENT OFFICE E-MAIL ADDRESS TELEPHONE**  
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VAAL UNIVERSITY OF TECHNOLOGY  
 DIVISION FASHION  
 WORK INTEGRATED LEARNING (WIL)

**REGISTRATION REPORT: COVER PAGE**

<b>DIVISION</b>	<b>FASHION</b>	<b>SUBJECT CODE: HCFRM2A</b>
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<b>STUDENT: NUMBER</b>		<b>STUDENTS POSTAL ADDRESS:</b>
	<b>INITIALS &amp; SURNAME</b>	
	<b>ID NUMBER</b>	<b>CELL</b>
	<b>E-MAIL</b>	

<b>COMPANY:</b>		
	<b>NAME</b>	
	<b>STREET ADDRESS</b>	
	<b>E-MAIL</b>	
	<b>CELL OR TELEPHONE</b>	

<b>MENTOR:</b>		<b>ACCREDITED ASSESSOR: Y/N</b>
<b>INITIALS &amp; SURNAME</b>		
<b>ID NUMBER</b>		
<b>E-MAIL</b>		
<b>CELL OR TELEPHONE</b>		<b>FAX NUMBER</b>

<b>WIL TRAINING: COMMENCE DATE</b>		
<b>WIL SCHEDULE: DATE:</b>	<b>APPROVED BY MENTOR</b>	<b>ACCEPTED BY STUDENT</b>

<b>MENTORS DECLARATION</b>	
<b>MENTOR INITIALS AND SURNAME:</b>	
<b>STUDENT INITIALS AND SURNAME:</b>	
<b>STUDENT NUMBER:</b>	
<b>ID NUMBER:</b>	
<p><b>DECLARATION</b></p> <p>I, the above-mentioned mentor, declare that the above-mentioned student has completed the work integrated learning component of the qualification under my Supervision. The student was found competent in the outcomes as specified in the final report. The achieved credits as specified above may be awarded to the student</p> <p>The mark indicated above may be awarded to the student as the final result for work integrated learning completed.</p>	
<b>Signature:</b>	<b>Date:</b>

<b>STUDENT DECLARATION</b>	
<b>MENTOR SURNAME:</b>	<b>INITIALS AND</b>
<b>STUDENT SURNAME:</b>	<b>INITIALS AND</b>
	<b>STUDENT NUMBER:</b>
	<b>ID NUMBER:</b>
<p><b>DECLARATION</b></p> <p>I, the above-mentioned STUDENT, declare that the project is my own, unaided work.</p> <p>It is submitted as a fundamental component of work integrated learning. It is submitted to the Division Fashion at the VUT, Vanderbijlpark. It has not been submitted before for any assessment to any educational institution.</p>	
<b>Signature:</b>	<b>Date:</b>

MENTOR NAME:			
Signature: _____ Date: _____	ASSESSMENT SHEET	MENTOR	VUT MENTOR
	<b>Work ethics</b>	<b>/30</b>	<b>/30</b>
	Communication (Use of language)	/10	/10
	Quality of work	/20	/20
	Theoretical knowledge applied	/20	/20
	Practical knowledge applied	/10	/10
	Organizational skills	/10	/10
	<b>TOTAL</b>	<b>/100</b>	<b>/100</b>

## Evaluation guidelines

These guidelines can be used by the assessor to do student evaluation.

<b>Rating</b>	<b>Theoretical knowledge</b>	<b>Application of theory</b>	<b>Use of: advanced tools / measuring equipment</b>	<b>Skills integration / Competencies gained</b>	<b>Working speed</b>	<b>Accuracy</b>	<b>Interpersonal relations</b>	<b>Diligence motivation</b>
1	Has little knowledge	Cannot apply any theory	Cannot use advanced equipment	Has not integrated any skills	Very slow and do not successfully complete any tasks	Never accurate	Does not get along with any staff	Does nothing unless instructed
2	Can recall some basic knowledge	Can apply some theory with assistance	Can use advanced equipment with assistance	Has integrated some documented skills	Never complete tasks successfully on time	Has to redo and then sometimes accurate	Can interact positively with most of the staff	Does just enough to keep out of trouble
3	Knows the basic minimum	Can apply the basic minimum theory	Can use advanced equipment to do the basic minimum	Has integrated the basic minimum documented skills	Just complete tasks successfully on time	Just meets the minimum specifications	Interact positively with all the staff	Does the minimum expected

4	Good knowledge	Can apply high level theory	Can select and use advanced equipment independently	Effectively integrate skills as needed in practical applications	Normally complete all tasks successfully before/on time	Work is always better than minimum expected	Is accepted by the staff as somebody with good personal skills	Normally looks for over and above work to do
5	Excellent knowledge	Can analyse and synthesize	Optimally select and use advanced equipment	Innovatively integrate all theoretical and practical skills to solve problems	Always complete all tasks successfully before time	Work is always excellent.	Uses personality to positively influence other staff	Ambitious and eager to prove talents beyond requirements

### ASSESSMENT

It is the responsibility of the student to compile all the reports and submit them on time.  
The reports must be submitted by post or in person to the above e mail address or office