

# PASSPORT TO CO-OPERATIVE EDUCATION



VUT

Vaal University of Technology

*Your world to a better future*

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## 1. Welcome to Co-operative Education

### 1.1 From the Director

Co-operative Education facilitates a unique learning experience which delivers a specific type and level of knowledge, understanding and skills development through learning by applying theory in practice. The University movement sees itself as a partner with industry in the development and delivery of high-level human resources, which will contribute to the South African economy through its innovative approach to education.

Co-operative Education is the umbrella term that is used to summarise all activities such as placement of WIL students, Internship, etc.

WIL is 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. Being an element of the curriculum, WIL is part of the programme like any other module that needs to be successfully completed in order to satisfy the requirements of a relevant qualification. Work Integrated Learning as a pedagogy of learning, consist of four modalities namely, Workplace Based Learning, Project-Based Learning, Problem-Based Learning and Work Directed Theoretical learning.

Work Integrated Learning has become a key factor in Higher Education in South Africa. In this regard, there has been a growing interest in Work Integrated Learning (WIL) projects and its potential impact on student development.

The performance of universities, particularly that of universities of technology in terms of teaching and learning, has received increased attention in the recent years. This includes the employability or work readiness of graduates.

Employers expect universities to provide a strong knowledge base to students. Universities of technology have identified the importance of close ties with industry, and therefore, they are responsive to the world of work. Industry partnerships become an answer to unemployed graduates that are growing rapidly.

The strategic and operational intellectual of the Co-operative Education Department is drawn from the Institutional vision and mission statement.

## **1.2 Vision**

To provide Co-operative Education services to the students in order to enhance their employability in the industry and entrepreneurship capabilities.

### 1.3 Mission

To promote and extend the academic learning process into the workplace through Co-operative Education for the benefit of employers, students and the University by:

- Establishing Co-operative Education partnerships with host employers aimed at providing suitable learning opportunities for students.
- Establishing mechanisms to promote Co-operative education both internally and externally in order to increase visibility and support.
- Participating in research in the area of Co-operative Work Integrated Education (CWIE) and engaging in community engagement projects.
- Collaborating with stakeholders both national and international in order to build capacity of Co-operative and Work Integrated Education.

## 1.4 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.
Workplace Based Learning (WBL)	Learning for, at, or through work (Brennan and Little, 1996). WBL involves the acquisition of work-related knowledge and skills both in the university and in the workplace, with the formal or non-formal involvement of employers (Boud and Solomon, 2001).

<p>Problem Based Learning (PBL)</p>	<p>A range of pedagogic approaches that encourage students to learn through the structured exploration of a research or practice-based problem (Savin-Baden and Major 2004). Students work in small self-directed groups to define, carry out and reflect upon a task, which is usually related to, or based on a “real-life” problem.</p>
<p>Project Based Learning (PjBL)</p>	<p>Combines PBL and WBL in that it brings together intellectual inquiry, real-world problems, and student engagement in relevant and meaningful work. Well-crafted projects should engage students, provide a meaningful and authentic context for learning and immerse students in complex, real-world problems that do not have a predetermined solution.</p>
<p>Work-Directed Theoretical Learning (WDTL)</p>	<p>Involves an attempt to ensure that theoretical forms of knowledge (such as mathematics and physics in engineering programmes) are introduced and sequenced in ways that meet academic criteria, and are applicable and relevant to the career-specific components (Barnett, 2006).</p>

<p>Simulated Learning (S)</p>	<p>Cooperative &amp; Work-Integrated Education (CWIE) is a term created by the World Association for Co-operative Education (WACE) to acknowledge and embrace all forms of experiential learning utilized by industry and educational institutions to prepare the next generation of global professionals. CWIE is an encompassing term that includes: cooperative education, internships, semester in industry, international co-op exchanges, study abroad, research, clinical rotations, service learning and community service.</p>
<p>Internship</p>	<p>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 last for any length of time between one week and 12 months.</p>
<p>Graduate</p>	<p>Refers to someone who has been the subject of a graduation, that is, someone who has completed the requirements of an academic degree.</p>

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.

## 1.5 Contact Us

<p><b>Reception</b></p> <p>Telephone: +27(0)16 950 9496 / 9522 / 9388 / 9817</p> <p>Fax: +27(0)16 950 9759</p> <p>Email: wil@vut.ac.za</p>	<p><b>Office of the Director</b></p> <p>Telephone: +27(0)16 950 9372 / 9137</p>
<p><b>Industrial Liaison Practitioners</b></p> <p>Telephone: +27(0)16 950 9343 / 9804 / 9151</p>	<p><b>WIL Administration</b></p> <p>Telephone: +27(0)16 950 9161 / 9707</p>

Postal Address	Vaal University of Technology Co-operative Education Department Private Bag X021 Vanderbijlpark Gauteng 1900
Physical Address	Vaal University of Technology Co-operative Education Department N-Block, 1st Floor, Room 108 Cnr Andries Potgieter Boule- vard & Barrage Road Vanderbijlpark Gauteng 1911
<p style="text-align: center;"><b>Social media platforms:</b></p> <p>Website: <a href="https://www.vut.ac.za/cooperative-education/">https://www.vut.ac.za/cooperative-education/</a>          Facebook: VUT Co-op          Twitter: @VUT_Cooperative          LinkedIn: VUT_Cooperative Education Department          Instagram: VUT_COOPERATIVE_DEP</p>	

## **2. Services offered**

### **2.1 How we assist students**

The Department will assist students in securing opportunities such as WIL, WBL and graduate placement. Students can submit CV's at the Co-operative Education Department. It's important to note that CV's must be updated every 06 months!

As soon as a company contact us, the relevant CV's will be sent to the company. The company can contact the student directly or the student will be contacted by the Department if the student was successful.

### **2.2 How we assist companies**

1. Selection & Placement of students
  - Companies can contact the Department if they are looking for students for placement opportunities.
  - The Department will provide relevant CV's. The Department can contact the students on behalf of the company. The Department can facilitate the interview process.

## 2. Company presentations

- Companies can contact the Department to coordinate company presentations to students.

## 3. Career Fair

- The Department host an annual Career Fair (free of charge) during which
- companies are invited to set up exhibition stalls – please contact the Department for the next date.

### **2.3 Summary of services:**

- Company presentations
- Company requests for student
- Placement of WIL/WBL students
- Scheduling of interviews
- CV submission
- WIL/WBL report submission
- Placement of graduates
- Employability workshops (Job Search Skills, CV Writing Skills, Interview Skills)
- Work Readiness Program
- Annual Career Fair
- Annual Employer Awards Function

### 3. Courses with compulsory WIL / WBL

Engineering & Technology		
Course	Old qualification (National Diploma)	New Qualification Diploma
Chemical Engineering	12 Months	06 Months
Civil Engineering	12 Months	06 Months
Computer Systems	12 Months	06 Months
Electronics	12 Months	06 Months
Industrial Engineering	12 Months	06 Months
Mechanical Engineering	12 Months	06 Months
Metallurgy	12 Months	06 Months
Operations Management	12 Months	06 Months
Power Engineering	12 Months	06 Months
Process Control	12 Months	06 Months
Human Resources		
Course	Old qualification (National Diploma)	New Qualification Diploma
Ecotourism	06 Months	06 Months

Tourism	06 Months	06 Months
Public Relations Management	06 Months	06 Months
Food Service Management	06 Months	06 Months
Business Fashion	06 Weeks	06 Weeks
<b>Applied &amp; Computer Sciences</b>		
<b>Course</b>	<b>Old qualification (National Diploma)</b>	<b>New Qualification Diploma</b>
Analytical Chemistry	12 Months	12 Months
Biomedical Technology	06 Months	06 Months
Biotechnology	12 Months	12 Months
Non-Destructive Testing	12 Months	12 Months
Agriculture	12 Months	N/A
<b>Management Sciences</b>		
<b>Course</b>	<b>Old qualification (National Diploma)</b>	<b>New Qualification Diploma</b>
Sport Management	06 Months	06 Months

#### 4. WIL / WBL Process Flow

1. Students are advised to submit the following documents at Co-operative Education:
  - CV (must be updated every 06 months)
  - Motivational letter
  - Academic record
  - Certified copy of ID
  - Certified copy of grade 12 certificate
  - Proof of residence (physical address)
  - Indemnity form (to give the Co-operative Education Department permission to send your information to companies)
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/WBL within one month (1) from the date of starting with the training. Registration is done at:
  - Student Admission & Registration, CW-25,  
Tel: +27(0)16 950 6730
5. It's the student's responsibility to confirm his/her registration as soon as possible at:
  - Student Admission & Registration, CW-25,  
Tel: +27(0)16 950 6730

## 4.1 Registration cycles

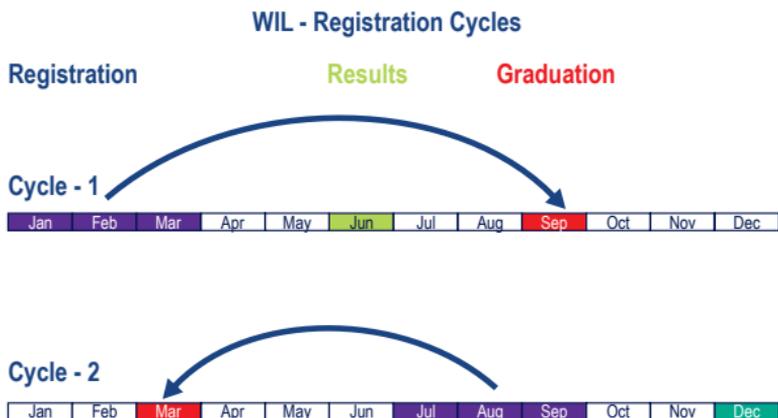
VUT has an annual (Jan – Dec) academic calendar set in line with the census dates; end of March and end of September. Please see the below analysis, which should be adhered to by both administrators; WIL Co-ordinators and Academic HoD's.

### 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.

### 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.



## 4.2 Prerequisites

<b>Old Qualification (National Diploma)</b>	<b>New Qualification (Diploma)</b>
<ul style="list-style-type: none"><li>• Students need to have completed all the theory modules before they can be placed for WIL</li></ul>	<ul style="list-style-type: none"><li>• Students need to have completed all the credits required for the specific discipline of study</li></ul>
<ul style="list-style-type: none"><li>• WIL students should not be allowed to register both P1 and P2 simultaneously</li></ul>	<ul style="list-style-type: none"><li>• WBL students can register all WBL subjects simultaneously</li></ul>
<ul style="list-style-type: none"><li>• Validation/accreditation of WIL employers will be done by the Faculties</li></ul>	<ul style="list-style-type: none"><li>• Validation/accreditation of WIL employers will be done by the Faculties</li></ul>
<ul style="list-style-type: none"><li>• Placement will be administered by the Co-operative Education Department</li></ul>	<ul style="list-style-type: none"><li>• Placement will be administered by the Co-operative Education Department</li></ul>
<ul style="list-style-type: none"><li>• Recognition of Prior Learning (RPL) will be approved by the Faculties</li></ul>	

### 4.3 Fees & Registration of WBL

The WIL registration fee for the old qualification is payable per WIL module. The WBL registration fee for the new qualification is payable per qualification.

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

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

1. WIL/WBL 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 grade 12 certificate
7. Checklist (International Students)

The WIL/WBL registration forms can be downloaded from the Co-operative Education website: <https://www.vut.ac.za/cooperative-education/>  
The registration forms should be completed online and after com-

pletion the form should be printed out and submitted for registration at Student Admission & Registration, CW-25, Tel: 27(0)16-950-6730.

### **NB: Additional fees:**

The following University fees will be automatically added to the student's account when registering for WIL/WBL. These fees remain the responsibility of the student:

- Registration fee per semester
- Student levy per semester

For any queries regarding these fees, please contact the VUT Finance Department

## **4.4 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

## 4.5 WIL / WBL 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:

<https://www.vut.ac.za/cooperative-education/>

1. Reports are submitted at the Co-operative Education offices (N108).
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 completion of all required modules and WIL/WBL, students can apply for graduation at the Examination Department.

## 4.6 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 module reports MUST be submitted to N108 BEFORE applying for graduation!

#### 4.7 Graduate / Internship

1. Students are advised to submit the following documents at the Co-operative Education Department (N108):
  - CV (must be updated every 06 months)
  - Motivational letter
  - Academic record
  - Certified copy of ID
  - Certified copy of grade 12 certificate
  - Proof of residence (physical address)
  - Indemnity form (to give the Co-operative Education Department permission to send your information to companies)
2. This information will be forwarded to potential employers for opportunities.
3. 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.
4. Students MIGHT stand a chance to get permanent placement provided that they performed well and if there is a position available at the company.
5. Should an intern be appointed for a permanent position, they should inform the Co-operative Education Department

about the appointment.

#### 4.8 Students with disability

1. All students with compulsory WIL/WBL courses should follow the WIL/WBL 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/WBL, graduate or internship placement, students should report at the Co-operative Education Department (N108) for additional information.

**1**

**Registration:**

1. Register within one month of starting WIL/WBL
2. Refer to cycle 1 and 2

**2**

**Payment:**

1. Amount (contact Co-op for latest amount)
2. Note additional fees payable

**VUT Finance Department**

**OR**

**Internet payment:**

Students paying for themselves

ABSA Bank  
Branch code: 334237  
Account: 4068126832  
Reference: Student number

Companies paying for students

ABSA Bank  
Branch code: 334237  
Account: 530861945  
Reference: Student number

**3**

**Documentation required:**

1. Registration form - complete the form online and print out <https://www.vut.ac.za/cooperative-education/>
2. Confirmation letter from company
3. Proof of payment
4. Certified copy of ID
5. Certified copy of grade 12 certificate
6. Proof of residence (physical address)
7. Checklist (International students)

**Submit all documents at Student Admin CW-25 to register**

**4**

**Follow up on registration:**

1. It is the responsibility of the student to follow up on his/her registration with Student Admin, CW-25. Tel: 016-950-6730
2. Get proof of registration

**VUT**



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