



**VAAL UNIVERSITY
OF TECHNOLOGY**

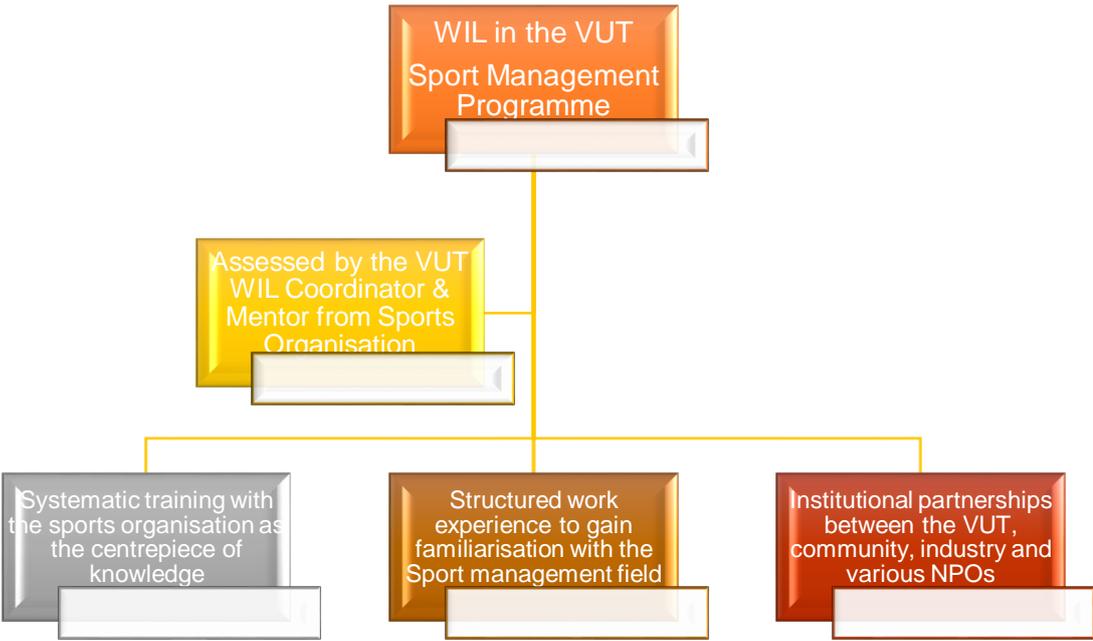
Inspiring thought. Shaping talent.

FACULTY:	MANAGEMENT SCIENCES
DEPARTMENT:	MARKETING, RETAIL BUSINESS AND SPORT MANAGEMENT
SUBJECT:	WORK INTEGRATED LEARNING (SPORT MANAGEMENT)
MODULE CODE:	BMWIL1A
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CREDITS:	30

Purpose of the Work Integrated Learning module in Sport Management

The purpose of Work integrated learning module in Sport Management is to assist students with socialisation into future work roles, professional identity development, and integration of theory and practice within the Sport Management discipline.

The VUT WIL Typology in the Sport Management Programme



SPORT MANAGEMENT WORK INTEGRATED LEARNING (WIL) LOGBOOK AND WORKBOOK

Please provide your information as well as your mentor's information in order to verify the content of the portfolio assignments and the information logged in the logbook.

Student Name and Surname: _____

Student Number: _____

Student Cell phone number: _____

Company's name: _____

Company's physical address: _____

Mentor Name and Surname: _____

Mentor Designation: _____

Mentor Cell phone number: _____

Mentor e-mail address: _____

Commencement date of WIL: _____

Last day of WIL: _____

CHECK LIST

		DATE OF COMPLETION
1.	Receive Logbook with questionnaire List of places to do internship Employer responsibilities Application form	
2.	Submit application form with name and student number to Corporate Education N203	
3.	Make photocopies of application form	
4.	Draw up a detailed CV with a letter of application	
5.	Send copies of your <ul style="list-style-type: none"> • Application letter • CV • Application form from Vaal University of Technology • Employer responsibilities to all places identified for possible internship 	
6.	If successful with application, bring name, address, telephone number of company and name of mentor to Corporate Education (N203)	
7.	Start internship on date as agreed	
8.	Submit logbook to mentor	
9.	Submit portfolio assignments to Ms Mathibela and Mr Mabasa on date as agreed	
10.	Email/Phone Ms Mathibela and Mr Mabasa to confirm receipt of report	
11.	Ensure completion of the monthly evaluations	
12.	Questionnaire at the back of the logbook to be filled in by you and your mentor for submission to lecturer on date of visit	
13.	Ensure completion of the final evaluation	
14.	Post your logbook to Ms Mathibela and Mr Mabasa Vaal University of Technology Faculty of Management Sciences Department of Marketing and Sport Management Private Bag X021 VANDERBIJLPARK 1900	
15.	Phone / email Ms Mathibela and Mr Mabasa to confirm receipt of the logbook	
16.	Apply for Diploma at examination office if all subjects have been passed.	

PREFACE

The role of the sport, sport management, recreation and fitness disciplines is gaining importance across society. Additionally, sport and recreation still plays an important role in strengthening educational and social values across countries. Notable developments of this industry have been witnessed in the eradication of poverty, diseases and other social ills.

The Vaal University of Technology is dedicated to providing quality education to students in their chosen careers. A crucial element in this commitment to quality is a delivery of education that is relevant to the needs of prospective employers. This implies that course curricula must be of such a nature that knowledge gained can be effectively applied in the job market. As such, the department of Marketing, Retail Business and Sport Management partners with a plethora of dynamic institutional partners within the field of sport management to offer experiential training or work integrated learning (WIL). WIL is an effective mechanism to entrench theory learnt in the classroom through job placement. In addition, the WIL programme assists the department to forge closer links with employers, allowing for continuous improvements to the Sport Management programme, relevant to the needs of market. Prospective employers also benefit by being exposed to a rich pool of prospective employees to serve within their entities on a full-time basis. The WIL - programme therefore represents a “win-win” situation for various stakeholders including the employer, student and the educational institution.

Opportunities will always exceed that which is prescribed and offered within the WIL programme. *Therefore, students registered for the diploma in Sport Management are encouraged to maximise the opportunities that come their way. This would mean that students should seek out exposure and self-development training opportunities in the form of short courses, exchange programmes other forms of practical training, in addition to that which is prescribed, and to always give their best.* Employers in the sport management discipline are in turn requested to become partners with the Vaal University of Technology in the educative process of our youth.

Should there be any queries or if further information is needed please do not hesitate to call the following staff members:

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Department of Marketing, Retail Business and Sport Management

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We would sincerely like to thank Port Elizabeth Technikon (Sport Administration) for the permission granted to use their work and log book as example.

SPORT MANAGEMENT

1. INTRODUCTION

The aim of this document is to prepare the student and prospective employer for WIL. WIL aims to provide students with relevant practical experience in their chosen field of study and ensures that the curriculum for the Diploma in Sport Management remains applicable to the needs of employers. Also referred to as co-operative education, it is a three-way partnership between the Vaal University of Technology, student and employer. **There are a number of benefits to employers.** These are:

- a regular source of productive workers;
- the opportunity of observing an employee's performance prior to making a permanent job offer, which lowers staff recruiting and training costs;
- fresh and innovative ideas are brought to the workplace;
- a large pool of students to select from for job interviews;
- facilitates regular feedback to the Vaal University of Technology which helps keep academic programmes relevant and assists in the development of a highly trained workforce.

In addition to the benefits for employers, students also stand to gain from the WIL programme:

- they obtain practical career related experiences which extends the learning process beyond the limitations of the classroom;
- students can evaluate and assess the suitability of their career choice before entering the workforce on a full time basis;
- it is an opportunity to establish themselves in the workplace, building work experience and employment references and provides a head start in salary and a position for employment after graduation;
- a possible source of income;
- enhancement of total personal, educational and career development;
- out of town co-operative education work experiences allow students to live in new geographical locations on a trial basis.

Finally, WIL also has advantages for the Vaal University, namely:

- educators are in an advantageous position to maintain a closer relationship with the business world and are kept up to date on the latest developments in their field;
- the institution becomes an active partner in the community and enhances the visibility and reputation of the educational institution. These factors facilitate graduate employment which is a key measure of the educational institution's contribution to the community;
- ensures that the course curriculum remains relevant to the needs of the business sector.

2. TERMINOLOGY

2.1 WORK INTEGRATED LEARNING (WIL)

A specific period in which a student's academic education is integrated with active and practical work experience at an appropriate workstation. For our purposes, WIL refers to:

- **Formal experiential training** which refers to the *compulsory* five-month training period or minimum of 720 hours (see 6.2 for the complete criteria) completed by students in the second semester of their final year of study.

2.2 MENTOR

An individual with the necessary qualifications and/or experience in a sport-related environment. Students will receive experiential training under the direct supervision of this person.

2.3 WORKSTATION

Any sport related business, business using sport to achieve organisational objectives, or sport organisation with the necessary facilities, infrastructure and staff will serve as the workstation.

2.4 LOGBOOK

A document that details and ratifies all practical work done at an approved workstation. It is important that the logbook is kept up to date **by the student** and that all work is ratified and evaluated by the mentor. Staff at the Vaal

University of Technology will also evaluate the activities completed by the student, as indicated in the logbook. Students are responsible for the safekeeping of all records and submission of all logbook reports at the stipulated time to the relevant staff member in the Sport Management department.

3. WHAT IS EXPECTED OF CONCERNED PARTIES

3.1 EMPLOYER RESPONSIBILITIES

- provide students with meaningful employment in their field of study;
- provide supervision by individuals who understand and are interested in co-operative education;
- assist the Vaal University of Technology in evaluating the student by keeping academic staff informed of the student's progress;
- allow where possible student-monitoring visits by academic staff;
- provide an increasing degree of challenging duties, according to the student's capabilities;
- administer an orientation programme at the beginning of the work term to help the student become familiar with employer expectations and the working environment.

3.2 MENTOR RESPONSIBILITIES

- Read the information given in this document to ensure that they know what is expected of them.
- Orientate the student during the first day of the WIL programme. Orientation is seen as an important start to the successful completion of the WIL programme. The role of the mentor in this is of critical importance. Orientation means providing students with basic details about the employer and information they would need to perform their duties satisfactorily.

Aims of Orientation

- * to ensure that the student can start his/her WIL programme without delay;
- * to re-assure the student;
- * to create a realistic training expectancy.

Orientation Programme

The following should be included in the orientation programme:

- * Organisational policies, standard operating procedures and other related documents;
- * remuneration, if applicable;
- * benefits of participating in the programme;
- * safety procedures;
- * facilities;
- * labour relations;
- * tasks and responsibilities,
- * introduction to personnel.

3.3 STUDENT RESPONSIBILITIES

- This WIL logbook guides the student as to what is expected during the entire duration of the WIL programme. Students are welcome to contact staff at the Vaal University of Technology for guidance, should problems arise. Additional student responsibilities include:
 - Take up the opportunity to gain experiential training;
 - honour their acceptance of placement in a sports organisation as a contractual agreement with the employer regarding experiential training;
 - where necessary re-locate at own expense to within commuting distance of their place of work for the entire duration of the employment period;
 - conduct themselves in a professional, responsible manner as a representative of the Vaal University of Technology and the Department of Marketing, Retail Business & Sport Management;
 - make a productive contribution to the employer;
 - ensure that logbooks are regularly checked and signed;
 - commit themselves to the full period of employment as required by the Vaal University of Technology and employer;
 - assume responsibility for the safekeeping of all records and ensure that these and any work assignments are handed in at the stipulated time
 - communicate on a regular basis with the Sport Management lecturers within the Department of Marketing, Retail Business & Sport Management.

3.4 RESPONSIBILITIES OF THE DEPARTMENT OF MARKETING, RETAIL BUSINESS & SPORT MANAGEMENT AT THE VAAL UNIVERSITY OF TECHNOLOGY

- Update and improve curriculum to reflect market changes and expectations of employers;
- liaise with the employers, educational institutions, staff and students;
- work with employers in the development of suitable work experiences and evaluation techniques and instruments;
- monitor students' progress during the WIL programme.

4. STUDENT SKILLS

Listed below is useable knowledge, which students have gained from their theoretical courses. It represents the types of activities expected from the students, and which they should be able to assist the employer with. **Please Note:** *It must be remembered that students are not full time practitioners and should therefore initially be used as assistants under the guidance of experienced mentors.* At the discretion of the employer, and in time, students can be assigned work that carries greater individual responsibility.

4.1 SPORT ADMINISTRATION

- Establishing sporting disciplines in a sport club
- Member recruitment
- Meeting responsibilities and procedures (taking minutes, sending notices, etc.)

- Evaluating and drafting constitutions
- Club financial management
 - * Analysis and interpretation of financial statements
 - * Petty cash
 - * Budget preparation
 - * Salary and wage journals
 - * Bank reconciliation
- Management roles and functions
- Business administration
 - * Insurance
 - * Credit policy

- * Correspondence
- * Filing and indexing
- Basic purchasing procedures
- Inventory management
- Planning and preparing fund raising and sponsorship proposals
- Function as part of a team in event planning, organisation, staffing, catering, controlling
- Read and evaluate the contents of contracts
- Management of tournaments
- Apply the Liquor Act's prescription to sports clubs
- Apply the provisions of the Labour Relations Act, Workmen's' Compensation Act, Unemployment Insurance Act and Wage Act
- Turf and facility management - grounds, buildings, stadiums, playing surfaces
- Administer and manage safety rules and regulations for the above
- Planning and organising tours
- Club management

4.2 **SPORT AND PHYSICAL RECREATION**

- Understands the function of the sportsman's body - both physically and psychologically
- Present recreational programmes to different age groups as well as to the disabled
- Advise sportsmen on diet, weight control and the influence of drugs on their performance
- Basic sport coaching and officiating
- First aid assistants

4.3 **MARKETING**

- Basic global marketing research
- Plan and implement functions of a marketing campaign
- Do sales promotions

4.4 **CONSUMER BEHAVIOUR**

- Sport consumer motivation
- Consumer decision making process

- Stages in consumer buying process

4.6 PUBLIC RELATIONS

- News releases, media releases, writing reports, booklet texts, radio and TV copy, speeches, magazine articles, product information, and technical material.
- **Editing** - employee publications, newsletters, shareholder reports, and other communications directed to both internal and external groups.
- **Placement** - contacts with the press, radio and TV, editors of magazines, and trade publications to enlist their interest in publishing the organisation's news and features.
- **Promotion** - special events, such as informal press conferences, exhibits, open house days, new facilities, and anniversary celebrations, contest and award programmes, press relations, institutional movies, visual aids, exhibitions.
- **Speaking** - preparation of speeches for others, finding appropriate platforms.
- **Production** - knowledge of art and layout for the development of brochures, booklets, special reports, photographic communications, and house periodicals.
- **Programming** - the determination of need definition of goals and recommended steps in carrying out the project; this is the highest-level job in public relations, one requiring maturity and counselling management - the application of communication by objectives (CBO).
- **Institutional advertising** - advertising a company's name and reputation through purchased space or time - close preparation of financial reports.
- **Marketing services** - here the student should be involved in the planning programme - merely waiting for stories to break, or adopting an opportunist attitude would be wasteful. The student should be helpful in:
 - * appreciation of the situation;
 - * definition of objectives;
 - * definition of publics;

- * choice of media and techniques;
 - * budget and
 - * evaluation of results.
- **Opinion research** - probing attitudes and reactions (What's our problem?), planning (What can we do?), communication (Here's what we did and why), and evaluation (How did we do?).
 - **Fund raising campaigns**
 - **Membership drives**

4.7 **COMMUNICATION: ENGLISH**

- Communication skills used in the course include:
 - * public speaking / oral presentations
 - * business correspondence (letters/memos)
 - * report writing
 - * writing articles for in-house journals (style and content)
 - * interviewing skills and meeting procedures
 - * verbal and non-verbal communication

4.8 **COMPUTER APPLICATIONS**

- Workable knowledge of the following computer programmes:
 - * Blackboard Collaboration platform
 - * Ms 365 (Including Ms Outlook and Cloud, Ms Excel, Ms PowerPoint)

5. WORK ASSIGNMENT

The following portfolio assignments must be completed by third year students during the duration of the WIL programme. (Objectives are attached to each of these portfolio assignments):

5.1 PORTFOLIO ASSIGNMENTS

Complete and submit these portfolio assignments by the end of each month during your WIL programme.

1. Portfolio A

Objective:

Identify the services of the organisation/club/company (profit or non-profit).

Compile a report on the following: introduction of company/organisation; background of company/organisation; demographics, core business, aims and objectives of company; company/organisation's physical address and contact information; SWOT analyses where you evaluate the sports- organisation, club/ institutions' strong points, weak points, opportunities and constraints. Indicate the advantages and disadvantages of this profit or non-profit organisation; and lastly, analyse and discuss the social impact of the company / organisation / fitness club.

Submit this report by the end of the first completed month during your WIL programme.

2. Portfolio B

Objective:

Weekly feedback on tasks allocated by your mentor / organisation. ONLY submit the four weekly entries once a month (after the completion of the month).

Create a reflective journal for yourself in which you will write on a weekly basis (this will also be submitted on VUTela/Blackboard for mark allocation).

Clearly state the date and month of the journal entry, and if applicable the station where you are allocated for that week. Start every entry on a new page and with every month include a cover page indicating the month. Type these journal entries and submit it via email on a monthly basis. This journal entry must be at least 350 to 500 typed words.

Reflect on the following:

- Which tasks did you do during this week – name it.
- Which was the most difficult / challenging task which was given to you during this week? Why was it the most challenging task for you?
- Which was the simplest task which was given to you during this week? Why would you say it was meek?

- Reflect on your skill set, did it improve from when you started your WIL programme? Why would you say your skill set improved? If you feel it did not improve, state possible reason(s) why do you think it did not improve.
- Reflect on your decision making skills. Where you in a position during this week where you made a decision? Describe the circumstances which necessitated that you make a decision, which decision did you make and what was the outcome of your decision?
- Did your communication (verbal, non-verbal, telephone, online, email) improve? If so, state it and mention why do you think it improved.
- What was the most important aspect / skill / something what you learnt from your mentor and other colleagues during this week?
- What was the most important aspect / skill / something you learnt from yourself during this week.
- Is there something else about your WIL programme which you experienced this week, which you want to share / write in your journal?

5.2 TECHNICAL REQUIREMENTS FOR PORTFOLIO A

The report must contain a minimum of five (5) typed pages (excluding the cover page, list of content and reference list). The technical requirements for the portfolio are stipulated on the table below:

Paper size	<ul style="list-style-type: none"> • A4 size (210mm x 297mm) should be of good quality and sufficient opacity for normal reading on white paper.
Justification	<ul style="list-style-type: none"> • All text should be justified on both margin sides, with the exception of the reference list, which is justified to the left.
Line spacing	<ul style="list-style-type: none"> • 1.5" line spacing throughout the text (Use Single-line spacing within tables and figures). • Add one space between words and one space between paragraphs. The section number and section heading should be separated by the TAB key.
Margins	<ul style="list-style-type: none"> • Top = 2.54" • Bottom = 2.54" • Left = 2.54" • Right = 2.54"
Typeface/Font	Times New Roman or Arial.

Fonts size	<ul style="list-style-type: none"> • 12pt for the main text. • Please note that all Tables and Figures should be labelled correctly (top label for tables; bottom label for figures) and in chronological order.
Headings	Upper or Sentence case and bold.
Sub-headings	Lower case and bold.
Page Numbers	<ul style="list-style-type: none"> • The title page is not numbered. • The first page of the text is numbered 1. to the end of the Reference list.
Bullets	<ul style="list-style-type: none"> • Lists of information can be bulleted. • Be consistent and use round bullets (do not incorporate more than 2 types of bullets in the same document).
Referencing	<ul style="list-style-type: none"> • Every paragraph should incorporate a reference (Refer to Section 1.7 of this Learner guide). • Please use direct citations, sparingly. • Do not cite the same source more than once in the same paragraph. • Use multiple and recent sources to substantiate your information.

NB: It is NOT compulsory to add pictures / photos / sketches, however if pictures / sketches are included, it must not make up the bulk of the five (5) pages and will be seen as an extra, complementing the report – no marks given for this, only for the content.

6. GENERAL REGULATIONS

6.1 MINIMUM REQUIREMENTS TO QUALIFY FOR WORK INTEGRATED LEARNING PROGRAMME

Students must have completed the requisite assessments (at the end of each semester) **in both major subjects for the Diploma programme in Sport Management before access is allowed to the formal WIL programme.** If any modules of minor subjects (**only 1 module is allowed**) must still be completed it has to be completed when the student finish his/her WIL-programme. In this regard (to allow student and opportunity to attend the scheduled class sessions for the module), a student must do WIL in close proximity of the Vaal University of Technology. This **does not** pardon a student in any way from not completing his full quota of formal hours required for his/her WIL- programme.

6.2 DURATION OF WORK INTEGRATED LEARNING

Students must complete five months of WIL broken down as follows:

- Formal employment: 1 July to 30 November = Average of 100 days
- Average of 8 working hours per day
- Provision for 60 hours of overtime work (20 Saturdays at 3 hours/day)
- A minimum of 720 hours to be completed

6.3 VISITS TO STUDENTS BY VAAL UNIVERSITY OF TECHNOLOGY STAFF

A Vaal University of Technology staff member will where possible visit both students and mentors at their respective workstations. Should any problems or questions arise, students and mentors are encouraged to discuss this during such a visit or otherwise contact may be made with different officials within the Department of Marketing, Retail Business & Sport Management by email:

- **WIL Coordinator:** keneilwem@vut.ac.za
- **Departmental administrator:** asandam@vut.ac.za.

Enquiries in written form are much easier to follow up as staff is often away visiting workstations off-campus.

6.4 MISCONDUCT BY STUDENTS AT WORK STATIONS

The Vaal University of Technology realises that the presentation of WIL for students at workstations places a financial burden on the business sector and is grateful to companies and organisations willing to receive our students. Should any of our students be guilty of misconduct, the Department of Marketing, Retail Business & Sport Management should immediately be informed. **Whilst at the workstation, students fall under the same conditions of conduct as other employees at the specific company/organisation.**

6.5 REMUNERATION OF STUDENTS

Although the Department of Marketing, Retail Business & Sport Management believes that students should be paid for their services, the formal WIL period is a compulsory component of the diploma and must be completed should remuneration not be available. All financial decisions (e.g. salary if granted, allowances, tax etc.) are entirely the responsibility of the employer.

6.6 GRADUATION

Successful completion of the minimum requirements for WIL programme is a pre-requisite for the awarding of the **Diploma in Sport Management**. Confirmation on the completion of the WIL programme will officially be given to the Examination Department of the Vaal University of Technology, who will then inform the student in writing.

7. HOW TO COMPLETE THE LOGBOOK

7.1 INTRODUCTION

This document serves as a record and evaluation of practical training performed by students during their WIL programme as part of their studies at the Vaal University of Technology.

7.2 COMPLETION OF THE LOGBOOK

Logbook Report Writing

7.2.1 Students busy with their formal WIL programme must complete a logbook report form once a month.

7.2.2 It is essential that report writing should contain *details of all tasks allocated to the student during the specific month*. Reports should contain enough data to place academic staff in a position to evaluate the experiential training done, as either acceptable or unsatisfactory for that specific period.

7.2.3 Reports must either be typed or completed in black ink.

7.2.4 Mentors are required to

- ratify and

- evaluate the work performed by the student each month and at the end of the training period.

7.2.5 Any training courses during the period of the WIL programme, must be recorded on the appropriate form contained in the logbook. The course leader/organiser must ratify the recorded details. Certified copies of certificates (if applicable) must be attached to the report form.

7.2.6 Under **no** circumstances should report forms be removed from the logbook. However, copies can be made should there not be enough space to write down all the tasks which the student have completed.

7.2.7 Students are responsible for the safekeeping of the logbook and all relevant information pertaining to the WIL programme.

7.3 **SUBMISSION OF LOGBOOKS**

Students are required to submit the logbook and any other relevant information regarding the WIL programme between the **7th and 11th of November of each academic year**. It is important that logbooks are properly completed.

Logbooks must either be submitted via email to the Sport Management lecturers (Ms Mathibela and Mr Mabasa). In exceptional cases and only by arrangement can a student be allowed to submit the final logbook in person on campus premises. It is also the responsibility of the student to *follow up to check whether the logbook has been received*.

7.4 **EVALUATION**

7.4.1 **Examiners**

7.4.1.1 **Internal Examiners**

In order to maintain a high standard of evaluation throughout, internal **examiners** will be appointed for the evaluation of logbooks. Should the evaluation of the WIL programme be of an unsatisfactory standard as per the expectations set out in the outcomes of this course, the student and mentor will

be interviewed in order to resolve the matter to the satisfaction of all parties concerned.

7.4.1.2 External Examiners and moderators

Ten percent (10%) of the logbooks submitted for examination will be sent to an external examiner who will be responsible for moderating the quality of the practical work experience and the related assessments administered during the course of the WIL programme. The external moderator will be either an academic in an external institution or a practitioner with extensive experience in the Sport management discipline.

7.4.2 Employer evaluation of Students

Employers are requested to ratify and evaluate all work done by the student, as described in the logbook reports. Mentors are required to confirm the nature of the tasks completed and evaluate students by completing the logbook report form contained in the logbook.

The students are expected to complete one report form per month during the course of the WIL programme, while the final report and evaluation will take place at the end of the training period.

7.4.3 Calculation of course mark

The calculation of the students' course mark for on the Internship course will be based on:

- The monthly employer evaluations
- The final employer evaluation
- Progress monitoring of students' in practise by academic staff
- Submission of Portfolio Assignment A
- Submission of weekly journal entries handed in by students

7.4.4 Pass Requirements for WIL

To successfully complete the WIL programme, students must:

- Obtain a minimum of 50% final mark, after all the marks have been calculated. This will be obtained from all submitted assessments (submitted work assignments, portfolio assignments and reflective journals).
- Obtain an average of 50% for all compulsory assignments submitted during the WIL programme.
- Obtain satisfactory performance analysis from the relevant mentors.
- Complete a minimum of four (5) months (720 hours) in placement at a Sport management organisation or institution.

8. INTENDED LEARNING OUTCOMES

At the end of the WIL programme in Sport Management, the student must be able to:

The following intended learning outcomes (ILOs) are covered within the WIL programme:

After completing the WIL module in the Sport Management programme, the student will be able to;

ILO1:

Analyse the core business of the sports organisation and/or institution.

Assessment criteria:

Situation analysis of the sports organisation and/or institution by identifying the business operating elements influenced by the internal and external environment, including the strengths, weaknesses, opportunities and threats posed to the sports organisation.

ILO2:

Demonstrate the ability to manage the administrative activities and inventory management at a sports organisation.

Assessment criteria:

- Preparing and distributing meeting invitations
- Capturing meeting minutes
- compiling attendance registers for sport events
- Maintaining a good filing system for athlete contracts
- Addressing clients' inquiries
- Handling various assets and inventory of equipment at a sports facility
- Purchase equipment, goods and services for a sports organisation while following the relevant procedures in the decision making and purchasing cycle.

ILO 3:

Demonstrate the ability to develop and interpret operational budgets (including income and expenditure allocation) for various sport and recreation events, programmes, activities and/or departments.

Assessment criteria:

Budgetary record is compiled with a simulation of the estimated income and expenditures incurred by the sports organisation over one financial year. The student can decide if they want to compile a budget for an event programme / business / organisation. This developed budget must be the student's own work with realistic estimates of the typical income and expenditures incurred by the sports organisation, based on realistic market rates for that particular financial year. In compliance with the recently promulgated Protection of Personal Information Act of South Africa (POPI Act of 2021 Section 55 to 109), both the mentor and students will ensure that all budget estimates are the student's own work and not confidential figures that are obtained using unethical means.

ILO 4:

Evaluate the standard operating procedures for handling legal aspects related to sports organisations.

Assessment criteria:

Review of critical contractual documents within the sports organisations including among others;

- Standard operating procedures at sports organisations
- Employee obligations and duties
- Athlete/agent contracts and other employee contracts
- Volunteer contracts
- Sports equipment hiring contracts
- special requirements for legal sales contracts; and
- the procedures which are followed when a disciplinary action is taken.
- Memoranda of Understanding with sports stakeholders
- Memoranda of Association with partner organisations in and outside the sports fraternity.

ILO 5:

Demonstrate understanding of the management of sociological issues by Sport organisations.

Assessment criteria:

Participate in at least one activity related to managing society –related elements affecting South Africa and the world at large, including:

- Managing an activity relating to HIV/AIDS, TB and other health and wellness issues affecting sports persons and sports organisations.
- Managing an activity relating to depression, self-esteem and other mental health-related illnesses affecting sports persons and sports organisations.
- Managing an activity relating to racism, homophobia, gender-based abuse and other forms of discrimination affecting sports persons and sports organisations.

ILO 6:

Application of any the four leadership styles in the launch of a sport management programme and/or activity including;

- Observing sports administrators playing an active leadership role in performing various functions within the sports organisation (Learning by observing)
- Leading role (as guided by the mentor) in the development of a training programme at the sports organisation where the student is placed.

- Leading role (as guided by the mentor) in the launching of a sports and recreation event at the sports organisation where the student is placed.
- Applying theory and knowledge of various leadership styles across various other acceptable forms of evidence at the sports organisation where the student is placed.

Assessment criteria:

Demonstrate acceptable evidence of cohesive leadership including the launch and implementation of an acceptable sport management activity, group and/or programme through observing the workplace mentor.

ILO7:

Participate as a coach for at least one sporting code at the sport organization of the WIL programme.

Assessment criteria:

Coach one sporting code including;

- Identifying the developmental stage of the athletes in order to maximise the learning opportunity.
- Consulting athletes who wish to further their sport management career in sport management organisations.

ILO8:

Understand the application of risk identification and managerial decision making within sports organisations.

Assessment criteria:

- Group decision-making using brainstorming sessions, the nominal and/or Delphi technique for decision making
- Risk identification for a sport organisation
- Problem-solving and identifying possible solutions
- Athlete safety procedures
- Accident reporting at a sport organisation
- Insurance and indemnity issues affecting a sport organisation.

MONTHLY EMPLOYER EVALUATION

Rating Scale: 5 = Excellent 4 = Good 3 = Satisfactory 2 = Poor 1 = Very Poor

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QUANTITY OR WORK		RANK:
RESPONSIBILITY		TELEPHONE:
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| • a negative attitude towards employment generally? | Yes | No |
| • a lack of interest in a specific task? | Yes | No |
| • a lack of self-confidence? | Yes | No |
| • uncertainty as to choice of correct career path? | Yes | No |
| • a lack of career-orientated motivation? | Yes | No |
| • the employee being lazy? | Yes | No |
| • the degree of difficulty of the task allocated to the employee? | Yes | No |
| • employee being incorrectly placed within the firm? | Yes | No |
| • Other (please define): | | |

VAAL UNIVERSITY REPORT

GENERAL REMARKS:

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VAAL UNIVERSITY OF TECHNOLOGY

Private Bag X021, VANDERBIJLPARK, 1900

Faculty of Management Sciences

Sport Management

FORMAL INTERNSHIP: FINAL EMPLOYER EVALUATION OF STUDENT

NB: To be completed at the END of the students compulsory training period

NAME OF STUDENT _____

STUDENT NO: _____

NAME OF MENTOR _____

RANK _____

WORKSTATION _____

TEL _____

eMAIL _____

Rating Scale: 5 = Excellent 4 = Good 3 = Satisfactory 2 = Poor 1 = Very Poor

- | | | |
|-----|--|-------------------|
| 1. | What degree of interest does the student show in the work? | 5 4 3 2 1 |
| 2. | How successful is the student in adjusting to the work station? | 5 4 3 2 1 |
| 3. | What degree of initiative does the student display? | 5 4 3 2 1 |
| 4. | What degree of originality does the student display? | 5 4 3 2 1 |
| 5. | If in a group, how does the student get along with others? | 5 4 3 2 1 |
| 6. | Does the student show qualities of leadership? | 5 4 3 2 1 |
| 7. | How do you rate the student's power of communication | Oral 5 4 3 2 1 |
| | | Written 5 4 3 2 1 |
| 8. | How do you rate the student's theoretical knowledge? | 5 4 3 2 1 |
| 9. | How do you rate the student's practical skills? | 5 4 3 2 1 |
| 10. | How do you rate the student's reliability? | 5 4 3 2 1 |
| 11. | Rate the student's work capacity under stress. | 5 4 3 2 1 |
| 12. | Rate the student's attitude. | 5 4 3 2 1 |
| 13. | Rate the student's personal grooming | 5 4 3 2 1 |
| 14. | Rate the student's negotiation abilities in a situation of conflict. | 5 4 3 2 1 |
| 15. | Rate the student's judgement. | 5 4 3 2 1 |
| 16. | What is the student's ability to learn? | 5 4 3 2 1 |
| 17. | Do subordinates willingly perform tasks given to them by the student? | 5 4 3 2 1 |
| 18. | Does the student take responsibility for his/her actions? | 5 4 3 2 1 |
| 19. | Does the student understand tasks given to him/her by the mentor and others? | 5 4 3 2 1 |

Summary of tasks that the student has performed:

Does the student display the qualities you would look for in an employee? Yes No
If no, what are the deficiencies?

Briefly discuss the leadership style of the student:

General comments:

Signature - Mentor: _____ Date: _____

FINAL VAAL UNIVERSITY EVALUATION

CRITERIA	SCORE	%
ASSIGNMENT:		
EMPLOYER EVALUATION:	EXCELLENT	
SIGNATURE:	SATISFACTORY	
DATE:	UNSATISFACTORY	
		FINAL RESULT
		PASS
		FAIL



VAAL UNIVERSITY
OF TECHNOLOGY
Inspiring thought. Shaping talent.

**THIS QUESTIONNAIRE WILL BE COLLECTED ON VISIT TO
EMPLOYER/STUDENT**

Visiting Vaal University staff member

Date: Number of students:

INFORMATION OF EMPLOYER

INFORMATION OF STUDENT

Name:

Name:

Postal address:

Student no.

.....

..... Code:

Tel: (.....)

Fax: (.....)

Mentor:

.....
SIGNATURE OF MENTOR

.....
SIGNATURE OF STUDENT

1. Comment from the WIL Coordinator

.....
.....
.....
.....

Signature (Visiting staff member):

2. EMPLOYER

2.1 Experience of mentor in Sport Management

.....

2.2 Does the student receive sufficient training in the Sport Management field?

.....

2.3 Is the employer satisfied with the product that we train? If not, how could we improve?

.....

.....

2.4 Any specific inputs of the employer on how the Vaal University image could be improved.

.....

.....

2.5 Is it essential that contact should be made with students in the workplace either through visits or through telephonic conversations? (Please motivate your answer)

.....

.....

.....

2.6 Suggestions how to improve the internship component of the Sport Management Diploma.

.....

.....

.....

2.7 Suggestions to improve the academic component of the diploma.

.....

.....

.....

2.8 Placement procedures

a) Preferred method of referring students to you as employer (*Indicate 1st, 2nd, 3rd, and 4th choice*):

- Full CV
- Condensed (1 page) CV
- Fax with names and contact telephone numbers
- Students apply individually (as at present)

b) Your overall impression of the service with regard to the placement procedure:
Not applicable...../Excellent...../Very Good...../Good...../Fair...../Poor.....

c) Your impression of the log book:
Not applicable...../Excellent...../Very Good...../Good...../Fair...../Poor.....

d) Your impression of the method of evaluation:
Not applicable...../Excellent...../Very Good...../Good...../Fair...../Poor.....

2.9 Would it be possible to accommodate students in the future? If possible, how many?

.....

2.10 Any additional comments

.....
.....
.....
.....
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.....

THANK YOU FOR YOUR TIME

3. STUDENT

3.1 Do you feel that the mentor is providing the necessary guidance?

.....
.....

3.2 Are you satisfied with the experience gained in this particular organisation?

.....
.....
.....
.....

3.3 Suggestions towards improving the internship programme in this particular organisation.

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.....
.....

3.4 a) Do you enjoy the internship?

.....

b) Do you feel part of a team?

.....

c) Does the organisation grant you a certain amount of responsibility when completing tasks?

.....

3.5 Any comments concerning your theoretical training at the Vaal University? (Subject content, lecturers, practical, additional courses, general matters).

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3.6 Any comments concerning the administration of the internship from Vaal University's side?

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.....

3.7 Suggestions how the Vaal University could improve the internship programme?

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