



**VAAAL UNIVERSITY
OF TECHNOLOGY**

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VUT

**CO-OPERATIVE
EDUCATION**



Co-operative Education **GUIDELINES**





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INTRODUCTION

This Guideline aims to streamline Co-operative Education procedures according to the various processes involved.

Our services are focused on supporting students, graduates, industry and community needs. The Department supports and actively promotes a wide range of recruitment events and opportunities. Co-operative Education aims to facilitate the student's transition to the world of work whilst providing employers with access to the best and brightest young talent.

NB: The Co-operative Education Department does not work with middlemen or agents. We place students directly to companies and charges NO fee for the services rendered because the Department forms an integral part of the University.



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).

Problem Based Learning (PBL)

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.

Project Based Learning (PjBL)

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.

Work-Directed Theoretical Learning (WDTL)

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).

Simulated Learning (S)

Learning simulated through an activity that involves the imitation of the real world in the academy. The act of simulating something entails representing certain key characteristics of the selected workplace and includes such things as laboratories, patent models, mock meetings, flight simulations, etc.

Co-operative and Work Integrated Education (CWIE)

Cooperative & 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.

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 last for any length of time between one week and 12 months.

Graduate

Refers to someone who has been the subject of a graduation, that is, someone who has completed the requirements of an academic diploma/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.

1. GUIDELINES FOR STUDENTS

1.1 Co-op Activities

- Co-operative Education offers Employability Workshops that are aimed at improving your employability by giving you hands on exercise and advice. Workshop topics include CV writing skills, Job search skills, and Interview skills.
- You are also encouraged to share and inform your friends, brothers and sisters who are no longer on VUT campus about the opportunities that Co-op post on notice boards and social media.
- Students must register for all Co-op events at the Co-op Reception (N108).
- Students can obtain educational material such as magazines and other related information from Co-op (N108).

1.2 CV Submission

- Students must submit CV's at Co-operative Education every 06 months.
- Keep your CV updated with your latest achievements be it academic or experiences that you gained after you have submitted your CV at Co-operative Education. CV's should be re-submitted to Co-operative Education every 06 months.
- It is recommended that you own a valid South African driver's license as it is often a prerequisite when looking for opportunities.
- Have your friend to proof read your CV and motivational letter before submitting to Co-op because you might have forgotten to add some information.
- Students must be aware that companies use their own recruitment systems when

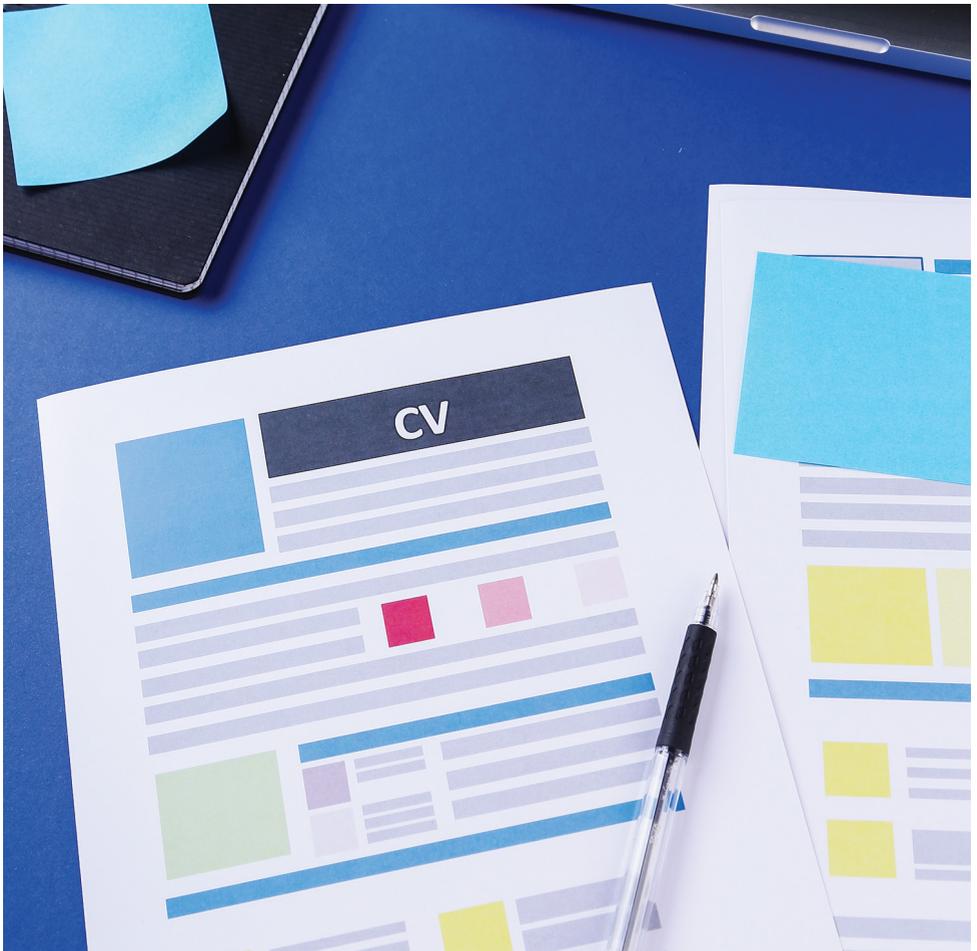
choosing candidates for different opportunities. Co-operative Education has no say in how students are considered by different companies.

CV's must be submitted with the following documentation:

- Motivational letter
- Recently certified copy of matric certificate
- Recently certified ID copy
- Academic record
- Recently certified driver's license copy (if you have a valid driver's license)
- Other certificates (i.e. workshops, courses, etc.) – optional

All certified documents should not be older than 3 months.

Co-operative Education has an Information Centre where students can make use of the computers to search for companies. Available opportunities are also displayed on the computers.



1.3 *Work Integrated Learning (WIL) / Workplace Based Learning (WBL)*

- Students need to have completed all 3rd year, S4 and S5 modules before they can register for WIL.
- Engineering WIL students can only do one semester at a time. P1 and P2 cannot be registered simultaneously. First complete P1 and then register for P2. For WBL you only need to register each WBL subject once off.
- Please make sure you register your Work Integrated Learning within a month from your commencement date. You cannot register WIL if you have not yet found the suitable company to do your WIL.
- WIL registration forms are available from the CW building or from the Co-operative Education website. Make sure you are using the latest registration forms with the new VUT branding.
- For required documents for WIL registration please refer to the Co-op website or the Co-operative Education Passport.
- Failure to provide all the documentation may result in students not being registered for WIL.
- It is the student's responsibility to confirm his/her WIL registration. Do not assume that if you have paid for WIL you are registered for WIL.
- Do not stay away from registering your WIL because you owe the University. Consult Credit Management to make arrangements so that you may be allowed to register your WIL.
- If you found WIL opportunity on your own, consult your WIL coordinator (from your department) to accredit the company and its relevance/compatibility to the needs of your department syllabus before you start with your WIL/WBL.
- Students who are far away do not need to come to campus for WIL/WBL registration but can do it through e-mail. Please note that it's your responsibility to ensure that you are registered for WIL/WBL. You can do this by asking for proof of registration from the registration office.
- Make sure that you visit the Co-op website on the VUT homepage for the latest amount payable and required documentation to register for WIL.
- Please take note of the WIL registration Cycles as they influence report submission and graduation date. These WIL registration Cycles are available from the Co-op website and Co-op Passport.
- International students who wish to register WIL, please make sure that your study documentation is updated and covers the dates on which you will be busy with WIL. Please consult the International Relations Office of VUT for the latest information.
- International students who wish to do WIL in their home countries are encouraged to register WIL before leaving South Africa to their respective country and also ensure that their letter of appointment is written in English.
- Do not entrust your friends/fellow students with your WIL registration documents. Always get a University official and get his/her name for future reference.
- Immediately when students find WIL and other opportunities, they must notify Co-operative Education.
- Bad behavior and misconduct may result in the cancellation of a student's WIL.

1.4 Report submission

- WIL reports are submitted at Co-operative Education (N108). Reports can also be emailed to the WIL Coordinator and cc'ed to carlen@vut.ac.za
- Upon submission of reports students must receive a proof of submission slip from Co-operative Education.
- Reports can be posted or sent via courier.
- Students must keep a copy of their reports.
- Evaluation of reports can take up to 2 weeks.
- When reports are rejected the student will receive an SMS to inform him/her that the report(s) was rejected.
- Please collect the rejected report from Co-operative Education (N108) and rectify it and re-submit it again at N108 or via email to the WIL Coordinator and cc'ed to carlen@vut.ac.za .
- Reports remain at the Co-operative Education Department until the student applies for diploma thereafter the reports will leave Co-op with the diploma application to the HoD for approval of the application.

1.4.1 Engineering & Technology

- P1:
 - Progress report must be submitted after 03 months
 - Semester report & evaluation form must be submitted after 06 months (at the end of P1)
- P2:
 - Progress report must be submitted after 03 months
 - Semester report & evaluation form must be submitted after 06 months (at the end of P2)
 - Project report must be submitted with the semester report
- WBL:
 - Progress report, Semester report and Project reports must be submitted

1.4.2 Applied & Computer Sciences

Only Biotechnology & Non-Destructive Testing students submit WIL reports at Co-operative Education (N108)

1.4.3 Human Sciences

Only Tourism and Ecotourism students submit their WIL reports at Co-operative Education (N108).

1.4.4 Management Sciences

Management Sciences students submit their reports at their Department.

1.5 Diploma applications

- Students have to apply at the Examination Department (B-Block) before 31 January for 1st semester and before 31 July for 2nd semester.
- Please contact the Examination Department for the required documents.
- Diploma application processing can take 4 – 5 weeks.
- Students have to confirm approval of diploma application at the Examination Department.

1.6 Co-op Social Media Platforms

- It is recommended that you continuously follow and interact with Co-operative Education on its social media platforms (Facebook, LinkedIn, Instagram, Twitter, SlideShare etc.).
- Constantly visit the Co-op website from the VUT home page as some of the opportunities are posted there because there are links that would enable students to apply online themselves.

2. GUIDELINES FOR GRADUATES

- The Department focuses on work-readiness of graduates and a Ready for Work initiative has been launched to prepare graduates to be ready for work by providing training for additional skills (including entrepreneurship) over and above academic competence, as well as exposure to work experience.
- The Department offers a wide range of Graduate Recruitment services and activities to local and international recruiters searching for talent.
- Graduates that are funded are advised to contact Co-op at VUT directly for any payment queries, etc. DO NOT contact the company, funder or VUT HR Department.

2.1 CV's must be submitted with the following documentation

- Motivational letter
- Certified copy of matric certificate
- Certified ID copy
- Academic record
- Certified copy of National Diploma, B-Tech, Diploma or Advanced Diploma
- Certified driver's license copy (if you have a valid driver's license)
- Other certificates (i.e. workshops, courses, etc.) – optional

All certified documents should not be older than 3 months

3. GUIDELINES FOR VUT FACULTIES AND DEPARTMENTS

- Please ensure that all placed students are visited irrespective of destination and distance. We create a wrong impression to companies by not visiting our students,

companies turn to think that we do not care much about our students.

- Heads of Department needs to provide resources to their WIL Coordinator so that they can be able to visit their students.
- It would be a plus for different WIL coordinators to once in a while check the availability of the Industrial Liaison Practitioners from Co-operative Education when visiting some of this companies so that they may go together.
- Do not promise and take student documentation to register them for WIL because if you forget, you would cause the student one big misery and stress while companies will render us unreliable.
- It is recommended that you do not speak for other departments but only yours as you may create confusion.
- Assist Industrial Liaison Practitioners with access to your students for WIL class orientations.
- Please refer students, particularly old ones to Co-op for assistance. Co-op is in need of those who completed theory long ago and went home.
- You are encouraged not to personally take reports from students but to let them submit the reports at Co-op so that we may be able to keep record of all submitted reports.
- Invite Co-op to your departmental meetings, especially if WIL will be discussed.
- Bursaries are the responsibility of the Bursary Department.
- Do not apply for WIL funds from SETAS and any other sponsor without consulting the office of the Director: Co-operative Education. If by any chance WIL funds are part of the project that you are applying for, still consult the Director Co-op so that you may work together.



3.1 Placements on Campus

This placement process is strictly to accommodate students that are still in need of WIL, in other words, they need WIL in order to attain their qualification. Therefore, ONLY students that have WIL as a compulsory component of their studies are eligible to apply.

Courses that can do WIL on campus:

ENGINEERING & TECHNOLOGY – NATIONAL DIPLOMA

Chemical Engineering 12 months / 06 months

Computer Systems Engineering 12 months / 06 months

APPLIED & COMPUTER SCIENCES – NATIONAL DIPLOMA

Biotechnology 12 months

HUMAN SCIENCES – NATIONAL DIPLOMA

Fashion Retail Management 06 weeks

Hospitality Management 06 months

Public Relations Management 06 months

MANAGEMENT SCIENCES – NATIONAL DIPLOMA

Sport Management 06 months

The necessary forms can be collected from Co-operative Education (N108). The authorisation form should be completed and signed by the Line Manager and NOT by the student.

1. Authorisation form for the appointment of WIL students – to be completed by Line Manager
2. VUT Biographical questionnaire – to be completed by student
3. CV of student
4. Certified copy of ID (student)
5. Certified copy of Grade 12 certificate
6. Certified copy of marriage certificate/complete divorce decree/or affidavit for customary marriage
7. Proof of Residence

It is important to note that students WIL NOT receive a monthly salary. Students will only receive a stipend of R3 000.00 AT THE END of the training. The Line Manager must inform the student about this at the time of offering the student the opportunity for training. This process does not apply in cases where the specific department wants to pay the student a monthly salary/stipend/honorarium. This is a process between the relevant department and HR. Co-operative Education is not involved in this process at all.

Students are NOT allowed to claim funds/stipends from the department where he/she has been placed as well as from the Co-operative Education Department – only one payment/contract is allowed. Students can be expected to repay the money if he/she has claimed from both departments while doing training.

Please note the following:

1. The authorisation forms and other documents of these students must be sent to Co-operative Education BEFORE the student starts with his/her training.
2. Students can only start with their training AFTER the contract has been signed with Human Resources. Students who started with their WIL before the contract has been signed with HR will forfeit payment – the contract will not be approved or processed.
3. The authorisation form and confirmation letter from the department should only be signed by ONE authorised lecturer/HoD.
4. Students have to stay for their entire WIL period where he/she is placed. NO student will receive the stipend if they did not complete their training.
5. The relevant department where the student is placed, must write a letter of completion before the student can claim the stipend.
6. The student will only receive the stipend during the last month or at the end of the training.
7. Failure to comply with these guidelines will result in NON-PAYMENT of the stipend to the student – the student will forfeit the stipend.
8. NO student will be allowed to claim at the end of the training period if the required process and procedures have not been followed as stipulated above.
9. Students who are placed on campus and are benefiting from SETA funding will not be entitled for this arrangement.

4. GUIDELINES FOR VUT COMMUNITY

- Co-operative Education Department is the only department allowed to place students for WIL, Internship and Graduate Development Programmes. Should you have a contact from industry looking for students please refer them to Co-op.
- Do not apply for WIL funds from SETAS and any other sponsor without consulting the office of the Director: Co-operative Education. If by any chance WIL funds are part of the project that you are applying for, still consult the Director Co-op so that you may work together.
- ***Co-operative education department does not work with middlemen/agent. They place students directly to companies and charges NO fee for the service because they are an integral part of the University.***
- Co-op goes out to seek funding for management science students and place them for internships in various companies.
- You may invite Co-op to do presentation in organized business bodies/movements.
- Bursaries are the responsibility of the Bursary Department.
- Please do not share the database of students with your external stakeholders but with Co-operative Education ONLY.
- Only the Co-operative Education Department can issue letters to students for WIL/ WBL placement.

5. **GUIDELINES FOR INDUSTRY**

- We can advertise the opportunities you offer around South Africa and the world, through our social media platforms and publications. These are accessed by VUT students and alumni and offers you direct access to thousands of VUT students and alumni looking for employment opportunities.
- Please contact Co-op at VUT directly for any student payment queries, etc. DO NOT contact the funder or VUT HR Department.

5.1 **Co-operative Education services**

- You can contact the Co-operative Education Department if you are looking for students for various opportunities available at your company. Co-op will send the required CV's to you so that you can select the candidates.
- Co-operative Education can also arrange your interviews on campus. This can assist students that cannot travel far to attend interviews.
- Presentations can be arranged to allow companies to engage and network with students and inform them about the organization and the particular opportunities they have to offer. It is a great way to create brand recognition amongst students and is useful for improving the efficiency of your recruitment processes by educating students about what your expectations are.
- Career Fair – the Department hosts a Career Fair annually, therefore providing you with the opportunity to engage directly with our students. Please visit the Co-operative Education website for the dates. The Career Fair is hosted free of charge for companies.
- Co-operative Education Magazine – you are invited to send your advert or article for us to include in our annual Co-op Magazine. The Magazine is distributed and available to all students, industry and VUT community. This opportunity is free of charge.

6. **ROLES & RESPONSIBILITIES**

Where the entire WIL component or any part of it takes the form of Workplace Based Learning, it is the shared responsibility of institutions and students requiring credits for such learning to be placed in appropriate workplaces. Such workplace learning must be appropriately structured, properly supervised and assessed.

6.1 **Responsibilities of the host employer**

- 6.1.1 The employer must make available training facilities and staff to mentor and supervise students for the purpose of WIL.
- 6.1.2 It is the responsibility of the employer to ensure adherence to the WIL guidelines of the university.
- 6.1.3 The employer is responsible to orientate or induct students on the company's code of conduct.

- 6.1.4 It is the responsibility of the employer to inform the university of any injuries that the student may suffer while doing training.
- 6.1.5 The employer must ensure that they have been accredited by the university before training the student.
- 6.1.6 In the case of a disciplinary action against the student, the employer must inform the university and invite the university to be part of the process.
- 6.1.7 The employer must inform the university in the case where a student absconds from training.
- 6.1.8 The employer should inform the university on decisions to take students for training so that the university is able to follow the correct procedures and processes with regard to placement.
- 6.1.9 Adherence to the Occupational Health and Safety Act, Act No 85 of 1993 that regulates the workplace for the employees, persons other than employees and contractors. In the case where a student is injured, the employer must inform the university and also ensure that the student gets the necessary treatment. Where needed the employer must call emergency services.
- 6.1.10 The employer must verify all information from the student regarding placement.
- 6.1.11 The protection of the student's personal information according to the POPI Act, Act No 4 of 2013.

6.2 Responsibilities of the student

- 6.2.1 Students must make sure that they have their prescribed logbooks or learner guides when attending training.
- 6.2.2 It is the responsibility of the student to attend all the awareness campaigns, orientation and the employability improvement programmes facilitated by Co-operative Education Department.
- 6.2.3 During WIL, students are required to submit reports to VUT as part of their assessment.
- 6.2.4 Students may approach companies to negotiate opportunities for WIL, after consultation with the relevant industrial liaison practitioners, but these opportunities are subject to the approval of the relevant academic WIL coordinator and/or Industrial Liaison practitioners.
- 6.2.5 In cases where students have been placed for WIL with employers by the Co-operative Education Department and the student is dismissed by the employer due to misconduct, attitude problems or unsatisfactory work performance, it is the responsibility of the student to find further opportunities for WIL where he/she can complete the required WIL. Each case will be dealt with on merit by the head of the academic department in collaboration with the Co-operative Education Department.
- 6.2.6 Students must also register for WIL like any other subject. Failure to register within the first month of placement will result in the student not receiving credit

for the WIL completed.

- 6.2.7 Since WIL is a pre-diploma requirement, students cannot, as of right, demand remuneration during this phase of their training. However, some companies/ organisations do offer some form of allowance or stipend.
- 6.2.8 WIL funding from SETAs is discretionary and not mandatory.
- 6.2.9 Students are subject to the rules and regulations of the relevant company/ organisation where they do their WIL and must abide by them. Students must also display a positive attitude at all times. Any perceived injustices must be reported to the relevant head of department and Co-operative Education Department.
- 6.2.10 In cases where the student has a medical condition and at the same time is due for WIL, they must disclose the medical condition to the Co-operative Education Department so that special arrangements can be made.

6.3 Responsibilities of the university

VUT makes provision for medical insurance for all students placed for WIL. This is not medical aid, but medical insurance, therefore, in case of hospitalisation or any claim, the student will be covered up to the value prescribed for the particular year. The medical insurance only pays after the service rendered (pay-by-claim). Refer to the student insurance guideline from the Finance Department.

6.3.1 Co-operative Education Department

- 6.3.1.1 The Co-operative Education Department should promote Co-operative and Work Integrated Education (CWIE) by negotiating suitable placement positions for students in companies and institutions in collaboration with faculties.
- 6.3.1.2 The department should assist employers in the selection process.
- 6.3.1.3 Drafting of policy and procedures regarding WIL at the VUT.
- 6.3.1.4 Placement of students to industry and on campus for WIL purpose and for internship (graduate placement).
- 6.3.1.5 Secure funding from various funders for stipends, PPE and toolboxes.
- 6.3.1.6 Assist academic departments with the drafting of WIL guidelines and programmes (logbooks and learner guides).
- 6.3.1.7 Liaising with the various faculties and departments on an ongoing basis in order to review and maintain effective systems of WIL.
- 6.3.1.8 Preparation of students for WIL, such as classroom orientation, awareness campaigns, employability workshops and job readiness programs.
- 6.3.1.9 Approval of employers for WIL in collaboration with academic departments, namely accreditation.
- 6.3.1.10 Co-operative Education, in collaboration with the faculties, must ensure that industry is well represented during Advisory Board meetings.

- 6.3.1.11 WIL coordinator meetings to be conducted by the Director: Co-operative Education as the Chairperson.
- 6.3.1.12 Liaison is required with national and international organisations, such as the Southern African Society for Cooperative Education (SASCE), the World Association for Cooperative Education (WACE), Universities South Africa (USA).

6.3.2 Faculty Boards, Management and Academic Departments

- 6.3.2.1 Academic Departments should develop and maintain a relevant curriculum that reflects the needs of employers.
- 6.3.2.2 Drafting suitable WIL guidelines and programmes (logbooks and study guides) for WIL students.
- 6.3.2.3 The identification of students who are to be placed for WIL in collaboration with the Co-operative Education Department.
- 6.3.2.4 Approval of employers for WIL in collaboration with the Co-operative Education Department.
- 6.3.2.5 Monitoring and assessment of WIL placed students.
- 6.3.2.6 Complete information regarding approved employers must be made available to the Co-operative Education Department.
- 6.3.2.7 Maintaining records of visits to employers and students for WIL purposes and submit copies to Co-operative Education Department.
- 6.3.2.8 All appointments of students for the fulfilment of WIL in VUT laboratories and workshops must be reported to the Co-operative Education Department.
- 6.3.2.9 Working with employers in assisting in the development of suitable workplaces for WIL programmes.
- 6.3.2.10 Working with employers to develop evaluation techniques and instruments to monitor and assess the progress of the students during WIL.



Reception

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Social media platforms:

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Facebook: VUT Co-op
Twitter: @VUT_Cooperative
LinkedIn: VUT_Cooperative Education Department
Instagram: VUT_COOPERATIVE_DEP
SlideShare: VUT Co-op

