

WORK-INTEGRATED LEARNING (WIL)

DIPLOMA IN INDUSTRIAL ENGINEERING (DI0830) DIPLOMA IN MECHANICAL ENGINEERING (DI0841 or DI0840)

Work Integrated Learning 1 (Industrial) (EBWIL1A)

WIL Coordinator: Mr. John Sivambu

Telephone number: +27 (0)16 950 9429

Office number: R-210

Email Address: johns@vut.ac.za

Work Integrated Learning (Mechanical) (EMWIL1A)

WIL Coordinator: Mr. Abimbola Aniki

Telephone number: +27 (0)16 950 9158

Office Number: RE-211

Email Address: abimbolaa@vut.ac.za

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1. Confirmation (Completion) Letter

A **Confirmation letter** from the Graduation office in B110 states that you have completed all the theoretical modules and WIL, and all marks are available on ITS. This letter is typically used to apply for employment if you have not yet received your certificate. The academic department cannot issue this letter.

To apply for a completion letter, please fill out the [Graduation Application Form](#) with special care to complete **section 2** correctly, and email it to:

Ms. Thelma Crous

Administrative Assistant (Engineering Only)

Office B110 (Graduations office)

Phone: 016 950 9271

Email: thelmac@vut.ac.za

OR

Ms. George Maluleka

Administrative Assistant (Engineering Only)

Office B110 (Graduations office)

Phone: 016 950 6995

Email: georgema@vut.ac.za

2. Application for Graduation

To apply for Graduation, please complete the [Graduation Application Form](#) and email it to Ms. Thelma Crous or Mr. George Maluleka (details in Section 1).

Note: Ms. Crous and Mr. Maluleka work only with Engineering students, so please do not refer students from other faculties to them.

3. Certificate of Good Conduct

Request a certificate of good conduct at the Graduations Office. Contact details are as follows:

Ms. Kedibone Tau

Administrative Assistant – Examinations

Office B110 (Graduations office)

Phone: 016 950 9290

Email: bebibonek@vut.ac.za

4. WIL Letter for Placement in Industry

If you have completed all your theoretical modules and the marks are available on ITS, you can apply for a WIL letter, which is required for WIL placement. The student must contact the WIL Coordinator and request a WIL letter. The coordinator will then verify eligibility, and if the student is eligible for WIL, they will request

that Cooperative Education issue the WIL letter. The Cooperative Education department in the N-block is the **ONLY** office that can issue these letters. The person from the Cooperative Education department who will assist IE and OM students is:

Ms. Sylvia Mkhwanazi
Academic Administrative Officer: Co-Operative Education
Email: sylvia@vut.ac.za
Office: N-108

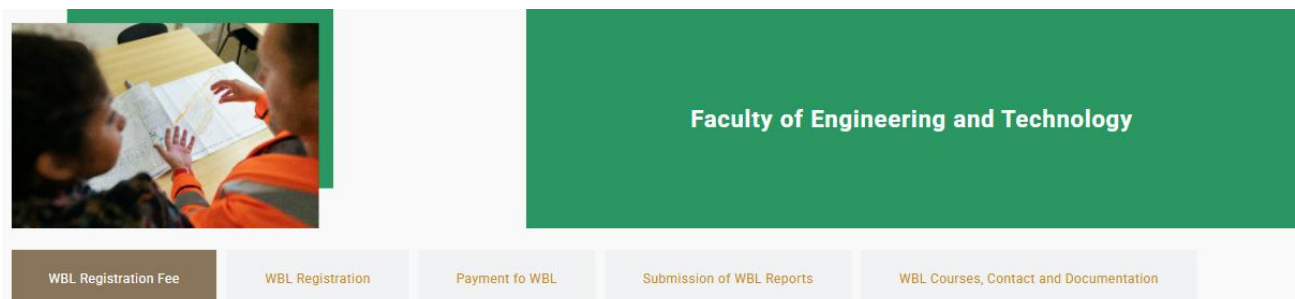
Follow the following compulsory steps:

1. Click on the link, [VUT - WILMS LOGIN](#), to register and upload all the required documents as specified in the link. (Email sylvia@vut.ac.za if you encounter any difficulties.)
2. Once point 1 is completed, kindly email sylvia@vut.ac.za to confirm that you uploaded and filled in all information on the WILMS link and request a WIL letter.

Please note:

- a) The Academic department (lecturers) is no longer responsible for issuing WIL letters. You can search for WIL placement once you have done steps 1 and 2 above. If you are experiencing problems with this, contact Ms. Mkhwanazi again.
- b) Once you have secured a placement, you must download the relevant WIL registration form for your qualification, complete it, and submit it to the WIL coordinator for processing (see above).
- c) To find the registration form, registration fees, payment information, and specific documentation relevant to your course, please visit this link and look for the Faculty of Engineering and Technology: [VUT Work Integrated Learning](#) or type 'Work Integrated Learning' directly into your search engine.

The [VUT Work Integrated Learning](#) link will take you directly to the WIL Page. Scroll down on this page until you find the Faculty of Engineering and Technology.



The brown tabs underneath the faculty heading will take you to the required information. (Please note that VUT uses the wording Work-Based Learning (WBL), but the Faculty of Engineering and Technology uses Work Integrated Learning (WIL).)

5. Fees for Work Integrated Learning (Diploma)

WIL Registration fee:

Work Integrated Learning (WIL) registration costs R2,829.00 and may change at the start of each academic year.

Additional Fees:

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

Registration Levy:	R586-00
Student Levy per Semester:	R366-00
Access Card:	R304-00

Please note:

These fees are subject to change annually. Before paying, please verify the information on the VUT website or contact the Co-Operative Education Department in N-108 for confirmation. For any queries regarding these fees, contact the VUT Finance Department at finance@vut.ac.za.

VUT Banking Details:

ABSA Bank

Branch Code: 334237

Account number: 406812683

Reference: WIL + student number (Example: WIL-2195600112)

6. WIL Registration

Prerequisites:

- Students must have completed all the modules/credits required for the specific discipline of study, including both compulsory and elective modules.
- The WIL coordinators will validate and accredit WIL employers for the relevant disciplines. If a student finds a placement with a new employer, the WIL Coordinator must first validate the employer.
- The Co-operative Education Department will administer placement.

Where to Register:

WIL registration takes place at CW-25 (Student Admission and Registration). For more information regarding WIL registration, please get in touch with Ms. Faith Mnguni at +27 (0)16-950-7711 or email wilregistration@vut.ac.za.

Please note:

All WIL registration forms should be completed electronically on screen and printed afterward. **The form should NOT be completed by hand.**

The following documents are **COMPULSORY** for WIL registration:

1. WIL registration form
2. Appointment/Confirmation letter from the company
3. Proof of payment of WIL fees as discussed above
4. A certified copy of ID
5. Proof of residence
6. A Certified Copy of Senior certificate
7. International students must also submit the checklist, which can be obtained from the International Office.
8. All students must also submit their CVs to Co-operative Education (N108) and register on the VUT WILMS system (VUT WILMS LOGIN).

Registration should be completed within 30 days of signing the WIL contract with the employer!

- Students **MUST** register within **ONE MONTH** of starting training!
- It is the student's responsibility to follow up on their registration.

Company letter:

- The letter must include the correct date (the date of WIL registration – no outdated letters will be accepted).
- No letter stating 'student permanently employed' will be accepted.

7. Submission of WIL Reports (and Logbooks)

Email your report, or submit it by hand, to the Co-Operative Education Department:

Attention: Mrs Carlen Dos Santos
Co-operative Education Department (N108)
Private Bag X021
Vanderbijlpark, 1900
Email: carlen@vut.ac.za

8. Downloadable Documentation for WIL

These documents can also be downloaded from the VUT website using the following link: [Work Integrated Learning - Vaal University of Technology](#), and navigating to Faculty of Engineering and Technology > WBL Courses, Contact, and Documentation. To download a document, press control and click on the document you want to download.

Industrial Engineering (EBWIL1A):

- ✓ EBWIL1A Learner Guide
- ✓ EBWIL1A Evaluation Form
- ✓ EBWIL1A Marking Rubric

- ✓ EBWIL1A Employer Responsibility
- ✓ Industrial Engineering WBL Registration Form
- ✓ Company Change Form

Mechanical Engineering (EMWIL1A or EMEXM1A):

- ✓ Employer & Student Guide
- ✓ Mechanical Engineering Logbook
- ✓ Mechanical Engineering WBL Registration form (DI0841)
- ✓ Mechanical Engineering Course-code DI0840
- ✓ Company Change form

9. What To Do If I Have to Change to Another Company For WIL

If, for any reason, you need to leave the company where you are completing your WIL training and secure a placement with a new company, you must notify both your WIL Coordinator and the Co-Operative Education Department. Download the relevant Change of Company form (section 8 of this document) and complete all the fields. Email the document to your WIL Coordinator (using the email address above) and the Co-Operative Education office.