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## **1. PREAMBLE**

The Experiential Learning/Internship/Work Integrated Learning modules form an integral part of the Higher Certificate in Fashion Design, Diploma in Fashion Design, Advanced Diploma in Fashion Design and Bachelor of Fashion Design programmes (henceforth referred to as The Qualifications) at CTCFD – Cape Town College of Fashion Design (henceforth referred to as The Institution), providing an opportunity to bridge the gap between the classroom and the workplace.

## **2. PURPOSE**

The purpose of this policy is to define the processes involved in placing, monitoring and assessing learning in the workplace in order to ensure that the student and the host benefit equally.

The purpose of including the Experiential Learning/Internship/Work Integrated Learning modules into The Qualifications is to expose students to ‘real life’ situations, enabling them to synthesise the theoretical knowledge and practical skills gained during their studies and to develop appropriate skills and an understanding of the intricacies required for their future involvement in the fashion industry.

## **3. POLICY STATEMENTS**

- The Institution recognises the importance of Experiential Learning/Internship/Work Integrated Learning and is committed to assisting students to bridge the gap between the academic and workplace environment.
- Experiential Learning/Internship/Work Integrated Learning forms an integral part of The Qualifications and all students are required to complete the module prior to achieving their qualification.
- The Institution is committed to ensuring that the Experiential Learning/Internship/Work Integrated Learning modules are mutually beneficial for all parties involved.
- The Institution’s approach to Experiential Learning/Internship/Work Integrated Learning allows the student to test their own knowledge and understanding, and to articulate their own questions and to seek their own answers.

## **4. PLACEMENT**

- Dependant on the programme, it is either the responsibility of the student or The Institution to source a suitable placement opportunity within the fashion industry (full breakdown in point 5 below).
- The company/ designer must be approved by The Institution.
- The Institution will provide support as required.

## **5. PROCEDURE**

### **5.1 WORK INTEGRATED LEARNING MODULE (HIGHER CERTIFICATE PROGRAMME)**

- Students are required to research and select two possible fashion designers/fashion design companies (hosts) that they would like to complete their Work Integrated Learning module with, and must submit to the Head of Institution for approval by a predetermined date.
- Once a host has been approved, the student is required to forward the Work Integrated Learning application letter provided by The Institution, to the approved host.
- Upon the host's acceptance to host the student, the student must forward the Work Integrated Learning contract and ensure that all parties sign where required.
- During the one-week internship with the host the student will be required to complete a minimum of 40 hours. The student is also required to complete a minimum of 10 non-contact hours.
- During the Work Integrated Learning module, the student will be exposed to the daily functions of the company and will have the opportunity to carry out a variety of tasks as required by the appointed supervisor.
- During this module, the student is required to carefully evaluate their working environment and their personal performance within the workplace and submit a concise report on their findings.

### **5.2 EXPERIENTIAL LEARNING MODULE (DIPLOMA PROGRAMME)**

- Students are required to research and select three possible fashion designers/fashion design companies (hosts) that they would like to complete their Experiential Learning module with, and must submit to the Head of Institution for approval by a predetermined date.
- Once a host has been approved, the student is required to forward the Experiential Learning application letter, provided by The Institution, to the approved host.
- Upon the host's acceptance to host the student, the student must forward the Experiential Learning contract and ensure that all parties sign where required.
- During the two-week internship with the designer/company the student will be required to complete a minimum of 80 hours. The student is also required to complete a minimum of 20 non-contact hours.
- During the Experiential Learning module the student will be exposed to the daily functions of the company and will have the opportunity to carry out a variety of tasks as required by the appointed supervisor.

- During this module, the student is required to carefully evaluate their working environment and their personal performance within the workplace and submit a concise report on their findings.

### **5.3 INTERNSHIP MODULE (ADVANCED DIPLOMA PROGRAMME)**

- Students are required to select and secure an internship with a company that will provide them with the opportunity to specialize in an area of their choosing.
- The duration of the internship is 276 contact hours and 124 non-contact hours to achieve 40 credits.
- Students are expected to conduct themselves professionally in the work environment and to critically reflect on their performance in the workplace.
- Students are required to produce a written report as well as a verbal presentation documenting their internship experience and will be assessed on their ability to critically reflect on their performance and to show development in areas that they have identified as requiring improvement.

### **5.4 WORK INTEGRATED LEARNING MODULE (BACHELOR PROGRAMME)**

- The Institution has cultivated a number of partnerships within different sectors of the fashion industry. It is the responsibility of The Institution to set up interviews for the students at these various partnerships.
- Should a student wish to pursue a different placement, they are able to.
- Students are required to select and secure an internship with a company that will provide them with the opportunity to specialize in an area of their choosing.
- The duration of the Work Integrated Learning is 190 contact hours and 10 non-contact hours to achieve 20 credits.
- Students are expected to conduct themselves professionally in the work environment and to critically reflect on their performance in the workplace.
- Students are required to produce a written report as well as a verbal presentation documenting their Work Integrated Learning experience and will be assessed on their ability to critically reflect on their performance and to show development in areas that have identified as requiring improvement.

## 6. AGREEMENT

### 6.1 WORK INTEGRATED LEARNING MODULE (HIGHER CERTIFICATE PROGRAMME)

An agreement must be drawn up between The Institution, the student and the host which must outline the responsibilities of all parties. The following points must be included in the contract:

Institution Responsibilities:

- The Head of Institution is to approve all Work Integrated Learning opportunities.
- The appointed lecturer monitors the student throughout the Work Integrated Learning module.
- The appointed lecturer is responsible for setting and assessing the Work Integrated Learning assessment brief.

Host Responsibilities:

- The Work Integrated Learning Provider must appoint a supervisor to the student who will monitor and supervise the student throughout their Work Integrated Learning placement.
- The supervisor will complete a supervisor report on completion of the Work Integrated Learning placement.
- The supervisor will ensure that there are sufficient opportunities for the student to participate in a range of the activities.
- The supervisor will notify The Institution in the case of student illness, accident, inappropriate behaviour or any unexplained absence.
- The host ensures that Occupational Health, Safety and Welfare practices, procedures and systems are in place including the induction of people new to the work place.

Student Responsibilities:

- The student must follow all reasonable instructions given by the Work Integrated Learning Provider and abide by provider policy guidelines.
- Notify the appointed lecturer if they are unable to complete the Work Integrated Learning placement for any reason.
- The student is responsible for securing a placement in a suitable workplace as approved by the Head of Institution.
- Report back on their progress to the appointed lecturer on a regular basis.

## 6.2 EXPERIENTIAL LEARNING MODULE (DIPLOMA PROGRAMME)

An agreement must be drawn up between The Institution, the student and the host which must outline the responsibilities of all parties. The following points must be included in the contract:

### Institution Responsibilities:

- The Head of Institution is to approve all Experiential Learning opportunities.
- The appointed lecturer will monitor the student throughout the Experiential Learning module.
- The appointed lecturer is responsible for setting and assessing the Experiential Learning brief.

### Host Responsibilities:

- The Experiential Learning Provider must appoint a supervisor to the student who will monitor and supervise the student throughout the Experiential Learning placement.
- The supervisor will complete a supervisor report on completion of the Experiential Learning placement.
- The supervisor will ensure that there are sufficient opportunities for the student to participate in a range of the activities.
- The supervisor will notify The Institution in the case of student illness, accident, inappropriate behaviour or any unexplained absence.
- The host ensures that Occupational Health, Safety and Welfare practices, procedures and systems are in place including the induction of people new to the work place.

### Student Responsibilities:

- The student must follow all reasonable instructions given by the Experiential Learning Provider and abide by provider policy guidelines.
- Notify the appointed lecturer if they are unable to complete the Experiential Learning placement for any reason.
- The student is responsible for securing a placement in a suitable workplace as approved by the Head of Institution.
- Report back on their progress to the appointed lecturer on a regular basis.

### **6.3 INTERNSHIP MODULE (ADVANCED DIPLOMA PROGRAMME)**

An agreement must be drawn up between The Institution, the student and the host which must outline the responsibilities of all parties. The following points must be included in the contract:

Institution Responsibilities:

- The Head of Institution is to approve all Internship opportunities.
- The Programme Supervisor shall monitor the student throughout the Internship module.
- The Programme Supervisor is responsible for setting and assessing the Internship brief.

Host Responsibilities:

- The Internship Provider must appoint a supervisor to the student who will monitor and supervise the student throughout the internship.
- The supervisor will complete a supervisor report on completion of the internship.
- The supervisor will ensure that there are sufficient opportunities for the student to participate in a range of the activities.
- The supervisor will notify The Institution in the case of student illness, accident, inappropriate behaviour or any unexplained absence.
- The host ensures that Occupational Health, Safety and Welfare practices, procedures and systems are in place including the induction of people new to the work place.

Student Responsibilities:

- The student must follow all reasonable instructions given by the Internship provider and abide by provider policy guidelines.
- Notify the Programme Supervisor if they are unable to complete the Internship module for any reason.
- The student is responsible for securing an internship in a suitable workplace as approved by the Head of Institution.
- Report back on their progress to the Programme Supervisor on a regular basis.

### **6.4 WORK INTEGRATED LEARNING MODULE (BACHELOR PROGRAMME)**

An agreement must be drawn up between The Institution, the student and the host which must outline the responsibilities of all parties. The following points must be included in the contract:



#### Institution Responsibilities:

- The Head of Institution is to approve all Work Integrated Learning placements.
- The Programme Supervisor will monitor the student throughout the Work Integrated Learning module.
- The Programme Supervisor is responsible for setting and assessing the Work Integrated Learning brief.

#### Host Responsibilities:

- The Work Integrated Learning Provider must appoint a supervisor to the student who will monitor and supervise the student throughout the Work Integrated Learning placement.
- The supervisor will complete a supervisor report on completion of the Work Integrated Learning placement.
- The supervisor will ensure that there are sufficient opportunities for the student to participate in a range of the activities.
- The supervisor will notify The Institution in the case of student illness, accident, inappropriate behaviour or any unexplained absence.
- The host ensures that Occupational Health, Safety and Welfare practices, procedures and systems are in place including the induction of people new to the work place.

#### Student Responsibilities:

- The student must follow all reasonable instructions given by the Work Integrated Learning provider and abide by provider policy guidelines.
- Notify the Programme Supervisor if they are unable to complete the Work Integrated Learning placement for any reason.
- The student is responsible for securing a placement in a suitable workplace as approved by the Head of Institution.
- Report back on their progress to the Programme Supervisor on a regular basis.

## 7. MONITORING

By the end of the module, students are expected to be more independent in their approach to learning and are encouraged to critically reflect on their own performance and achievements (as relevant to the exit outcome of each programme). Students are thus required to take responsibility for their own actions within the workplace and to communicate regularly with the Experiential Learning/Internship/Work Integrated Learning lecturer/Programme Supervisor.

The host is responsible for monitoring the student in the workplace and communicating any concerns with the student and Experiential Learning/Internship/Work Integrated Learning lecturer/ Programme Supervisor as they arise.

The student must log their activities daily and the host supervisor will verify that the tasks have been completed on a regular basis. The log will be submitted as an Annexure to the Experiential Learning/Internship/Work Integrated Learning report.

The Institution encourages open, regular and transparent communication between The Institution, the student and the host.

## **8. ASSESSMENT**

Students are assessed by the host supervisor in terms of the student's ability to demonstrate the required skills, knowledge and attitudes required to successfully complete the Experiential Learning/Internship/Work Integrated Learning modules.

Students are required to complete Experiential Learning/Internship/Work Integrated Learning assessment(s) which comply with the principles and procedures outlined in The Institution's Assessment Policy.

## **9. FEEDBACK AND REVIEW**

Upon completion of the Experiential Learning/Internship/Work Integrated Learning module, the host supervisor will provide both quantitative and qualitative feedback on the student's performance during the placement.

The Experiential Learning/Internship/Work Integrated Learning lecturer/Programme Supervisor is required to compile a report on the feedback received from the host supervisors. This report will be evaluated by the Quality Assurance Committee to identify strengths and weaknesses in order to improve the learning programme, teaching, learning and assessment strategies and student support and development programmes. Any recommendations will be communicated to the Programme Committee for review.

This module is also used as a vehicle to identify latest industry trends and needs. Any recommendations will be communicated to the Advisory Committee for review.

## **10. MISCONDUCT**

Student misconduct will result in disciplinary action.

## **11. INCOMPLETION**

### **11.1 INCOMPLETION DUE TO POOR HEALTH**

Should a student provide a valid Medical Certificate and be unable to complete the Experiential Learning/Internship/Work Integrated Learning module due to ill health, they will be permitted to complete the hours during the weekday afternoons (after

14h30) or during the subsequent holiday. Should the company be unable accommodate the student another company should be selected.

### **11.2 INCOMPLETION DUE TO EMPLOYER DEFAULT**

Should the company find that it is no longer in the position to cater for the needs of the student then it is the student's responsibility to notify The Institution and to find an alternative company to be placed in.

## **12. REFERENCES**

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