

CONTENTS

1. PREAMBLE.....	3
2. PURPOSE	3
3. POLICY	3
4. PLACEMENT	4
4. EXPERIENTIAL LEARNING PROCEDURE	4
5. EXPERIENTIAL LEARNING AGREEMENT.....	5
3.3. College responsibilities	5
3.4. Host Responsibilities	6
3.4. Student Responsibilities.....	6
6. MONITORING	8
7. ASSESSMENT	8
8. FEEDBACK AND REVIEW.....	9
9. MISCONDUCT.....	9
10. INCOMPLETION.....	9
10.1. Incompletion due to poor health.....	9
10.2. Incompletion due to employee default	9
11. REFERENCES	10

1. PREAMBLE

The Experiential Learning/Internship/Work Integrated Learning modules form an integral part of the Diploma, Advanced Diploma and Bachelor of Fashion Design programmes, 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 in the programmes is to expose students to 'real life' situations, enabling them to synthesise the theoretical knowledge and practical skills gained and to develop appropriate skills and an understanding of the intricacies required for their future involvement in the fashion industry.

3. POLICY

- The College 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 Diploma in Fashion Design, the Advanced Diploma in Fashion Design and the Bachelor of Fashion Design and all students are required to complete the module.
- The College is committed to ensuring that the Experiential Learning/Internship/Work Integrated Learning modules are mutually beneficial for all parties involved.
- The College's approach to Experiential Learning/Internship/Work Integrated Learning allows the student to test their own knowledge and understanding, 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 College to source a suitable placement opportunity within the fashion industry (full breakdown in point 5 below).
- The company/ designer must be approved by the College.
- The College will provide support as required.

5. PROCEDURE

5.1. 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 internship 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 internship application letter, provided by the College, 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.

5.2. 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 will be 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.

5.3. WORK INTEGRATED LEARNING MODULE (DEGREE PROGRAMME)

- The College has cultivated a number of partnerships within different sectors of the fashion industry. It is the responsibility of the College 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 will be 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. EXPERIENTIAL LEARNING MODULE (DIPLOMA PROGRAMME)

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

College responsibilities:

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

Host Responsibilities:

- The Experiential Learning Provider shall appoint a supervisor to the student who will monitor and supervise the student throughout the experiential learning module.
- The supervisor will complete a supervisor report on completion of the Experiential Learning module.
- 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 College in the case of student illness, accident, inappropriate behaviour or any unexplained absence.
- Company 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 facilitator if s/he is unable to complete the experiential learning module for whatsoever 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 appointed facilitator on a regular basis.

6.2. INTERNSHIP MODULE (ADVANCED DIPLOMA PROGRAMME)

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

College 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 shall appoint a supervisor to the student who will monitor and supervise the student throughout the experiential learning module.
- 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 College in the case of student illness, accident, inappropriate behaviour or any unexplained absence.
- The company 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 s/he is unable to complete the Internship module for whatsoever 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.

6.3. WORK INTEGRATED LEARNING MODULE (DEGREE PROGRAMME)

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

College responsibilities:

- The Head of Institution is to approve all Work Integrated Learning placements.
- The Programme Supervisor shall 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 shall appoint a supervisor to the student who will monitor and supervise the student throughout the experiential learning module.
- The supervisor will complete a supervisor report on completion of the Work Integrated Learning.
- 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 College in the case of student illness, accident, inappropriate behaviour or any unexplained absence.

- The company 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 s/he is unable to complete the Work Integrated Learning module for whatsoever reason.
- The student is responsible for securing an Work Integrated Learning 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 programme, students are expected to be more independent in their approach to learning and are encouraged to critically reflect on their own performance and achievements. Students are thus required to take responsibility for their own actions within the workplace and to communicate regularly with the Experiential Learning facilitator/ Programme Supervisor.

The supervisor/ employer is responsible for monitoring the student in the workplace and communicating any concerns with the student and the Experiential Learning facilitator/ Programme Supervisor as they arise.

The student must log his/ her activities daily and the 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 College encourages open, regular and transparent communication between the College, the student and the supervisor/employer.

8. ASSESSMENT

Students are assessed by the supervisor/ employer 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 Assessment Policy.

9. FEEDBACK AND REVIEW

Upon completion of the Experiential Learning/Internship/Work Integrated Learning module, the supervisor/ employer will provide qualitative feedback on the student's performance while at the workplace.

The Experiential Learning facilitator/Programme Supervisor is required to compile a report on the feedback received from the supervisors/employers. 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 programme 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 module due to ill health, s/he will be permitted to complete the hours during the weekday afternoons (after 14h30) or during the subsequent holiday. Should the company be unable to 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 College and to find an alternative company to be placed in.

12. REFERENCES

Taken in part from:

- Norfolk State University – Experiential Learning Policy
- SAE Institute of South Africa – Experiential Learning Policy
- Amatole District Municipality – Experiential Learning Policy
- Council on Higher Education; Higher Education Quality Committee; 2004 Criteria for Institutional Audits
- Designing and Delivering Distance Education: Quality Criteria and Case Studies from South Africa Tessa Welch and Yvonne Reed – NADEOSA,
- HEQC CHE Improving Teaching and Learning Resource, 2004