

QUALITY MANAGEMENT SYSTEM

D.2

TITLE: POLICY: MANAGEMENT OF LEARNING PROGRAMMES

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Signatures	

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1. PURPOSE

The purpose of this policy is to describe practices applied by the College to manage on-site as well as off-site practical or work-site components of learning.

2. SCOPE

The scope of this policy covers the management of on-site and off-site practical or work-site components of learning which does not happen under the direct management of the college.

3. REFERENCES

- An approved master copy (hard-copy) of the Management of Offsite and Onsite Learning Policy
- An electronic copy of the Management of Offsite and Onsite Learning Policy.
- A signed circulation list of workplaces that received the Policy

4. DEFINITIONS/ABBREVIATIONS

4.1 ONSITE LEARNING

Onsite learning is provision of classroom based or contact learning at the premises (campus) of the education and training service provider. This is in essence residential training and learning.

4.2 OFFSITE LEARNING (workplace learning)

Offsite learning is provision of work-based learning away from the normal premises used by the education and training service provider. This learning is work placed learning.

Workplace learning is learning, training or development undertaken in the workplace, usually on the job and in the community under normal operational conditions. Workplace learning allows learners to learn through the direct implementation of their professional roles in a real workplace. The workplace is therefore the ideal place to implement Workplace Integrated Learning (WIL). Workplaces will be captured on a central database.

An official Memorandum of Understanding (refer to 'Addendum A' attached) must be signed by the College with every Workplace where learners will be completing experiential learning.

4.3 WORKPLACE INTEGRATED LEARNING

WIL refers to a departure point of applied learning that focuses on work experience (i.e. acquiring work-related skills) and experiential learning under supervision and/or mentorship of the workplace.

It is a learning programme that focuses on the application of theory in an authentic, work-based context.

This type of learning ensures integrated learning, i.e. the 'practicalisation' of the theory and the 'teoreticalisation' of the practical work.

4.3.1 Aims of workplace integrated learning

- To expose students to the real and authentic world of the workplace while still studying
- To give students the opportunity of experiential learning
- To ensure that students integrate the theory into the practical work/community and assist them to link the practical work with the theory – a two way communication and learning
- To assist students to gain general work experience in a professional work environment
- To help students develop a range of valuable generic skills
- To make the transition from student to employee easier

5. RESPONSIBILITIES & AUTHORITY

Learning programme delivery may entail theoretical on-site as well as practical or experiential off-site or work-site learning. There is therefore a need for a well-coordinated and well managed process of managing off-site or work-site learning.