



PROCEDURE: Management of experiential work-based learning

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Related documents			
Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)		Other/External (e.g. Legislation, DHET and CHE directives and guidelines)	
<ul style="list-style-type: none"> Policy: Management of Experiential Work-based Learning 		<ul style="list-style-type: none"> Constitution of the Republic of South Africa: 1996 Higher Education Act (Act 101 of 1997) CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 Labour Relations Act (Act 66 of 1995) as amended CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014 SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017 	
Website address of this document:		www.davinci.ac.za	

Procedure Description

This process is relevant to the management of experiential work-based learning.

Step	Description	Notes
1	At the planning of the programme the Programme Convener to schedule line manager briefing session around the experiential and work-based learning activities	Where relevant a log book may be used
2	Programme Convener monitor the implementation of experiential and work-based learning activities and monthly reports on the academic progress of students are compiled and where relevant, submitted to the employer	
3	Where relevant the Programme Convener to escalate any problems or interventions needed to the Programme Co-ordinator	
4	Programme Convener schedule opportunities for students to give feedback to employers	For example, by arranging workplace colloquia where completed assignments and/or reports are presented
5	The Programme Co-ordinator also make inputs to the institutional Social Return on Investment report, based on an analysis of the student assignment submissions and other reports	

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Dean: Research
3	Programme Co-ordinator
4	Programme Convener
5	Lecturer
6	Line Manager
7	Student

Version Control

Procedure Owner	Version #	Date	Reason
Dean:Teaching and Learning	001	30 June 2018	