



EXPERIENTIAL LEARNING POLICY
NATIONAL CERTIFICATE IN WEALTH
MANAGEMENT NQF 5

Experiential Learning Policy

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1. **PREAMBLE**

The experiential learning module (WIL case study) forms an integral part of the National Certificate programme, providing an opportunity to bridge the gap between the classroom and the workplace.

2. **PURPOSE**

The purpose of the 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 from the experiential learning module.

The purpose of including the Experiential learning module (WIL case study) in the programme is to expose students to 'real life' situations, enabling them to synthesize 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 Financial Services Industry.

3. **POLICY**

- Integrity Academy (Pty) Ltd recognizes the importance of experiential learning and is committed to assisting students to bridge the gap between the academic and vocational environment.
- Experiential learning forms an integral part of the National Certificate and all students are required to complete the module.
- Integrity Academy (Pty) Ltd is committed to ensuring that the experiential learning module is mutually beneficial for all parties involved.
- Integrity Academy (Pty) Ltd approach to experiential learning allows the student to test their own knowledge and understanding, to articulate their own questions and to seek their own answers.

4. **PLACEMENT**

- It is the responsibility of the student to source a suitable company/ within the Financial Services Industry.
- The company/ business must be approved by the Integrity Academy (Pty) Ltd.
- Integrity Academy (Pty) Ltd will provide support as required.

5. **EXPERIENTIAL LEARNING PROCEDURE**

- Students are required to research and select three companies (host) that they would like to complete their internship module with, and must submit to the Academic Head: Integrity Academy (Pty) Ltd 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 Integrity Academy (Pty) Ltd, 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 business/ company you will be required to complete a minimum of 80 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.

6. **EXPERIENTIAL LEARNING AGREEMENT**

An agreement must be drawn up between the Integrity Academy (Pty) Ltd, the student and the host and must outline the responsibilities of all parties. The following points must be included in the contract:

6.1 Integrity Academy (Pty) Ltd responsibilities

- 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.

6.2 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 Integrity Academy (Pty) Ltd in the case of student illness, accident, inappropriate behavior 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.

6.3 Student Responsibilities

- The student must follow all reasonable instructions and 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 Academic Head: Integrity Academy (Pty) Ltd.
- Report back on their progress to the appointed facilitator 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.

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

The student must log his/ her activities daily and the supervisor verify that the tasks have been completed, on a regular basis. The log will be submitted as an Annexure to the Experiential Learning report.

Integrity Academy (Pty) Ltd encourages open, regular and transparent communication between Integrity Academy (Pty) Ltd, the student and the supervisor/employer.

8. ASSESSMENT

Students are assessed by the supervisor/ employee in terms of the student's ability to demonstrate the required skills, knowledge and attitudes required to successfully complete the experiential learning module.

Students are required to complete a single experiential learning assessment which complies with the principles and procedures outlined in the Assessment Policy.

9. FEEDBACK AND REVIEW

Upon completion of the experiential learning module, the supervisor/ employer will provide qualitative feedback on the student's performance while at the workplace.

The Experiential Learning facilitator 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 2h30) or during the subsequent holiday. Should the company be unable accommodate the student another company should be selected.

11.2 Incompletion due to employee 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 Academy 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.