

**GREAT ZIMBABWE UNIVERSITY**

**WORK RELATED LEARNING (WRL) OPERATIONAL GUIDELINES FOR THE**

* **SCHOOL OF AGRICULTURE AND NATURAL SCIENCES**
* **SCHOOL OF ARTS,CULTURE AND HERITAGE STUDIES**
* **SCHOOL OF COMMERCE**
* **SCHOOL OF SOCIAL SCIENCES**

**1. PREAMBLE**

Great Zimbabwe University offers several Undergraduate Honours degrees all of which have a Work – Related Learning (WRL) component. The WRL component entails that the students are attached to employer organizations that are relevant to the students’ respective degree programmes during the third year of study.

Work-Related Learning provides students with an opportunity to integrate theory with practice. It also exposes students to real work situations thereby enabling them to internalize the relevant work values and to develop a repertoire of skills, behavior and attitudes that enhance their employability before the completion of their studies. In addition, Work Related Learning also allows students to appreciate the importance of being able to work as team members being individually and collectively guided by organizational core values, norms and practices.

Work-Related Learning is therefore a critical element of the requirements that must be fulfilled by students during the study of specific degree programmes. Accordingly, Great Zimbabwe University, has partnered with captains of industry and commerce and other organizations in an endeavour to develop a graduate who is endowed with the appropriate knowledge and skills that meet the needs of the world of work.

Students on Work Related Learning are subjected to effective supervision and assessment during the period of attachment. To this end, the Department of Work Related Learning and the Schools make arrangements to second students to employer organizations where they are attached under the tutelage of competent mentors. Continuous assessment is carried out throughout the duration of the work related learning period to ensure that the performance of students on work related learning matches the expected skill levels and to determine whether the students have obtained the adequate exposure and the appropriate skills relevant to the practical expectations of their respective degree programmes.

These WRL guidelines are therefore designed to ensure that students understand:

* what work-related learning entails;
* issues of registration and other requirements for the Work Related Learning module;
* the expected conduct and performance of students during work related learning placement; and
* supervision and assessment of student performance in the Work Related Learning component of their degree programme.

**2. REGISTRATION DURING WORK RELATED LEARNING**

 It is a requirement that students on Work Related Learning must register for the two (2) Semesters of Level Three. Registration must be completed by the set registration deadlines of 30 March for the February - June Semester and September 30 for the August - November Semester. Students who fail to register by the set deadlines will defer.Failure to register may result in either the unregistered student not being assessed or, if assessed, results being nullified.

**3. WORK-RELATED LEARNING PLACEMENT:**

**3.1 Duration**

The duration of the period of attachment will be at least (10) months.

* 1. **Eligibility for Work Related Learning**
		1. Students who are eligible for Work Related Learning must satisfy the following:
		2. Students must have passed all modules at level 2.2. No student is allowed to proceed to Work Related Learning with any failed modules.
	2. **Application for WRL Placement**

**3.3.1** It is the sole responsibility of the student to find Work Related Learning placement. However, in the event that the student encounters difficulties in securing placement, the School Work Related Learning Coordinator should be notified within a month of the commencement of the Work Related Learning period.

* + 1. The School will provide students with letters of introduction (Confirmation) to employer organizations.
		2. Upon securing placement, students must formally inform the School’s Work Related Learning Coordinator’s office about their placement, providing full details of the organization and contact persons.
		3. Students must have provided details of their placement to the School Office by the end of March for those whose semester starts in February and by the end of September for those whose first semester starts in August. Placements after these dates will only be undertaken after the approval of the Deputy Registrar, Academic Affairs.
		4. Students who fail to notify the School office about their placement and are subsequently not supervised by the academic supervisor will be deemed to have deferred their studies.

**3.4 Students on Block Release and Parallel Programmes**

Students enrolled in the block release and parallel programmes are not exempted from Work Related Learning. However, students who are employed and occupy positions that are in line and relevant to the degree programmes being studied for may apply to do Work Related Learning concurrently with Level Four.

This is subject to the students seeking permission from the Deputy Registrar, Academic Affairs through writing, providing full employment details and proof of such employment during the Second Semester of level two and approval being granted by the Vice Chancellor.

Students who are granted permission will be subjected to a continuous WRL assessment at their respective places of work concurrently with Level Four of their degree programme.

**3.5 Change of WRL Placement Area**

Students are not allowed to change their WRL placement area without the permission of the Dean of the School. If for some compelling reasons, a student has to change their place of WRL, they must inform the Work Related Learning Coordinator’s Office immediately giving full details of their new organization and the mentors’ contact details. Students are discouraged from changing organizations unnecessarily.

**4. Students’ Conduct during Work – Related Learning**

 **S**tudents must always bear in mind that their conduct during the Work-Related Learning period will reflect not only on them, but also on Great Zimbabwe University. Their conduct may make or break the reputation of Great Zimbabwe University, let alone affect the future WRL relationship between Great Zimbabwe University and the host organizations.

**4.1** During the WRL attachment, students are expected to:

* Conform to the organization’s Code of Conduct and discipline procedures.
* Comply with the organization’s Safety, Health and Environmental regulations.
* Adhere to the organization’s times of work.
* Comply with all legal instructions issued by the Mentor.
* Compile a log book of their daily activities.
* Take part in all legal company activities.
* Desist from Trade Union activities.
* Put their best effort to acquire extensive knowledge and skills in order to achieve required standards of competence.
* Keep good relations with all staff of the company.
* Promote the image of Great Zimbabwe University.

**4.2 Acts of Misconduct during Work Related Learning Attachment**

The conduct of students on Work Related Learning is governed by the host organization’s code of conduct. Students are also governed by the University regulations governing student conduct (Ordinance 2) throughout the duration of the Work Related Learning period. In this regard, students who commit disciplinary offences while on Work Related Learning placement are withdrawn from attachment and subjected to the appropriate disciplinary procedures in accordance with the Ordinance No. 2. Students who are either withdrawn or dismissed from host organizations on the grounds of indiscipline or incompetence automatically fail the Level.

**5. Assessment of Students**

**5.1** Students will be continuously assessed by both the organization to which they are attached and the University. The workplace assessments will be conducted through the respective mentors while the university assessment will be conducted through supervisory visits by designated lecturers.

**5.2** The university will conduct at least two supervisory visits with respect to each student.

**5.3** The assessments will be scheduled and rated as follows:

* Students who commence Work Related Learning in January

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Reports and Assessments** | **Dates** | **Assessment Weighting** |
| **Supervisory visits (1st visit)** |  | April - May |  |
| **Students’ Reports** | First Report | Last week of July  | 50% |
| Second Report  | First week of October | 50% |
| **Employers’ Assessment** | Employers’ report | October-November | 40% |
| **Academic supervisor’s Assessment (2nd visit)** | Lecturer’s Reportbased on assessments | October-November | 60% |

* Students who commence Work Related Learning in August

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Reports submitted** | **Due dates** | **Assessment Weighting** |
| **Supervisory visits (1st visit)** |  | October- November |  |
| **Students’ Reports** | First Report | Last week of January  | 50% |
| Second Report  | First week of May | 50% |
| **Employers’ Assessment** | Employers’ report | April | 40% |
| **Academic supervisor’s Assessment (2nd visit)** | Lecturer’s Reportbased on assessments | April – May | 60% |

**5.4 Supervisory visits**

 The students will be advised of the scheduled dates of the visits. During the supervisory visits, students will generally be assessed on initiative, creativity and innovation. The visiting lecturer must also:

* determine whether the student is appropriately placed.
* verify and discuss log book entries with the respective students;
* discuss with the students assessments made by the respective mentors;
* assess the students’ progress relative to the objectives for skill enhancement that the respective students would have set at the beginning of the attachment;
* at the end of each company visit, provide the respective student and mentor with feedback on the assessment of the students’ performance; and
* record the assessments in the relevant assessment forms.

The visiting lecturer acts as a formal examiner and while he/she may offer a student some advice on how to proceed and provide critical observations on advanced drafts, this will be done in such a way as not to undermine the examining role.

**5.5 First Student’s Report:**

At the start of the Work Related Learning year, the students must set objectives for skill enhancement which must be incorporated in their first reports. The report should be between 3500 to 4000 words typed using double line spacing and font size 12 Arial or Times New Roman and should detail the following:

* The organisation’s vision, mission and objectives.
* The organisation’s business activities in terms of principal products and services; types of technology used; main markets/clients served; and main sources of competition
* The company’s organogram showing the particular department or section in which the student’s work programme is undertaken.
* Description and analysis of the work roles, tasks and responsibilities of the incumbent (the student).
* Special opportunities and problems faced and the means adopted for exploiting and overcoming these during the placement period.
* Key elements of the organization culture i.e. industrial relations, norms, values etc.

**5.6 Second Student’s Report.**

The Second student’s report should not be more than ten (10) printed pages and should provide a more detailed and analytical view of the organization. Students are expected to draw upon their academic learning in order to critically evaluate the organization’s operations and their own performance. The contents of the report should encompass the following:

* A more detailed and analytical view of the operations of the host organisation putting special emphasis on how elements of the specific degree programme can be adopted to enhance performance parameters within the company.
* Discussion of the relevance of the degree programme to the position held and activities done during Work Related learning.
* Description and analysis of theoretical knowledge that was applied to particular activities during WRL.
* Description and analysis of the theoretical strengths and shortcomings witnessed during WRL.
* Recommendations

\*\*\*\* Up to 10% will be deducted for reports that are submitted after the deadline without any justifiable explanation.

**5.7 Employer’s Assessment Report:**

The employer’s assessment report will be based on the individual student’s work performance, attitude towards work, discipline, and adherence to other company regulations, conditions of service, practices, norms and values. To facilitate the students’ performance, employers are expected to allow students to have access to the following:

* The regulations for the work placement and its assessment.
* Health and safety guidelines and regulations.
* Performance appraisal and employer’s assessment forms.
* Operating regulations and guidelines.
* The terms and conditions of employment.
* Requirements regarding confidentiality in the organization.
* Academic requirements and other employment prerequisites.

The Faculty will inform the respective employers about these expectations. However, Students should be aware that not all organizations are able to provide such regulations and guidelines.

**6. Final assessment**

Final assessment of the individual students will be based on the following reports:

* One (1) employer’s assessment report and one (1) visiting lecturer’s assessment report which constitute a full year’s course assessment (301)
* Academic Supervisor’s Assessment (302)
* Two (2) student’s reports which constitute a full year’s course assessment (303)

**DEGREE PROGRAMMES AND MODULE CODES**

**LEVEL III: WORK RELATED LEARNING**

**SCHOOL OF AGRICULTURE AND NATURAL SCIENCES**

 **BACHELOR OF SCIENCE HONOURS IN AGRICULTURE (LIVESTOCK WILDLIFE AND FISHERIES)**

APRAC 301 Employer’s Assessment

APRAC 302 Academic Supervisor’s Assessment

APRAC 303 Student’s Report

**BACHELOR OF SCIENCE HONOURS IN AGRICULTURE (SOIL AND PLANT SCIENCES)**

APRAC 301 Employer’s Assessment

APRAC 302 Academic Supervisor’s Assessment

APRAC 303 Student’s Report

**BACHELOR OF SCIENCE HONOURS IN COMPUTER SCIENCE**

HCS 301 Employer’s Assessment

HCS 302 Academic Supervisor’s Assessment

HCS 303 Student’s Report

**BACHELOR OF SCIENCE HONOURS IN MATHEMATICS**

HMAT 301 Employer’s Assessment

HMAT 302 Academic Supervisor’s Assessment

HMAT 303 Student’s Report

**BACHELOR OF SCIENCE HONOURS IN STATISTICS AND OPERATIONS RESEARCH**

HSOR 301 Employer’s Assessment

HSOR 302 Academic Supervisor’s Assessment

HSOR 303 Student’s Report

**BACHELOR OF SCIENCE HONOURS DEGREE IN GEOGRAPHY AND ENVIRONMENTAL SCIENCE**

HGGES 301 Employer’s Assessment

HGGES 302 Academic Supervisor’s Assessment

HGGES 303 Student’s Report

**BACHELOR OF SCIENCE HONOURS IN PHYSICS**

HPH 301 Employer’s Assessment

HPH 302 Academic Supervisor’s Assessment

HPH 303 Student’s Report

**SCHOOL OF ARTS, CULTURE AND HERITAGE STUDIES**

**BACHELOR OF ARTS HONOURS DEGREE IN CHISHONA**

HAFLC 301 Ongororo yekubasa (Employer’s Assessment)

HAFLC 302 Ongororo yevarairidzi vepakorichi (Academic Assessment)

HAFLC 303 Gwaro rezvakadzidzwa pabasa (Work Related Learning Report)

**BACHELOR OF ARTS HONOURS DEGREE IN NDEBELE**

HAFLN 301 Ukuhlola kukamqhatshi (Employer’s Assessment)

HAFLN 302 Ukuhlola kukamqeqetshi (Academic Supervisor’s Assessment)

HAFLN 303 Ugwalokubika ngomsebenzi (Work-Related Learning Report)

**BACHELOR OF ARTS HONOURS DEGREE IN TSHIVENDA**

HAFLT 301 Ṱholo ya Mutholi (Employer’s Assessment)

HAFLT 302 Ṱholo ya Mutholi (Academic Supervisor’s Assessment)

HAFLT 303 Luṅwalo nga Zwo Gudiwaho Mushumoni (Work-Related Learning Report)

**BACHELOR OF ARTS HONOURS DEGREE IN XICHANGANA**

HAFLX 301 Vukamberi bya Muthori (Employer’s Assessment)

HAFLX 302 Vukamberi bya Mulanguteri (Academic Supervisor’s Assessment)

HAFLX 303 Xiviko xa Muchudeni xa Ntirhodyondzo (Work Related Learning Report)

**BACHELOR OF ARTS HONOURS DEGREE IN ENGLISH AND APPLIED COMMUNICATION**

HEAC 301 Employer’s Assessment
HEAC 302 Academic Supervisor’s Assessment
HEAC 303 Work Related Learner’s Report

**BACHELOR OF ARTS HONOURS DEGREE IN MEDIA STUDIES**

HMCS 301 Employer’s Assessment
HMCS 302 Academic Supervisor’s Assessment
HMCS 303 Work-Related Learning Report

**BACHELOR OF ARTS HONOURS DEGREE IN ARCHAEOLOGY, MUSEUMS AND HERITAGE STUDIES**

HAHM301 Academic Supervisor’s Assessment

HAHM302 Employer’s Assessment

HAHM303 Work Related Learning Report

**BACHELOR OF ARTS HONOURS DEGREE IN ARCHAEOLOGY**

HARC301 Academic Supervisor’s Assessment

HARC302 Employer’s Assessment

HARC303 Work Related Learning Report

**BACHELOR OF ARTS HONOURS DEGREE IN DEVELOPMENT STUDIES**

HDVS 301 Employer’s Assessment
HDVS 302 Academic Supervisor's Assessment
HDVS 303 Work-Related Learning Report

**BACHELOR OF ARTS HONOURS DEGREE IN ECONOMIC HISTORY**

HEH     301 Employer’s Assessment
HEH    302 Academic Supervisor’s Assessment
HEH    303 Work- Related Learner’s Report

**BACHELOR OF ARTS HONOURS DEGREE IN HISTORY**

HH 301 Employer’s Assessment
HH 302 Academic Supervisor’s Assessment
HH 303 Work-Related Learning Report

**BACHELOR OF ARTS HONOURS DEGREE IN MUSEUMS STUDIES**

HMUS301 Academic Supervisor’s Assessment

HMUS302 Employer’s Assessment

HMUS303 Work Related Learning Report

**BACHELOR OF ARTS HONOURS DEGREE IN HERITAGE STUDIES**

BHS301 Academic Supervisor’s Assessment

BHS302 Employer’s Assessment

BHS303 Work-Related Learning Report

**BACHELOR OF ARTS HONOURS DEGREE IN MUSICOLOGY AND ETHNOCHOREOLOGY**

HMUE301 : Employer’s Assessment

HMUE302 : Academic Supervisor’s Assessment

HMUE303 : Work-Related Learning Report

**BACHELOR OF ARTS HONOURS DEGREE IN RELIGIOUS STUDIES**

RSH 301 Employer’s Assessment
RSH 302 Academic Supervisor’s Assessment
RSH 303 Work-Related Learning Report

**BACHELOR OF ARTS HONOURS DEGREE IN RELIGIOUS STUDIES AND PHILOSOPHY**

HPHRS 301 Employer’s Assessment

HPHRS 302 Academic Supervisor’s Assessment

HPHRS 303 Work- Related Learning Report

**SCHOOL OF COMMERCE**

**BACHELOR OF COMMERCE HONOURS DEGREE IN ACCOUNTING**

AC301 Work-Related Learning Reports

AC302 Continuous Work- Related Assessment

**BACHELOR OF COMMERCE HONOURS DEGREE IN INFORMATION SYSTEMS**

IS301 Work-Related Learning Reports

IS302 Continuous Work- Related Assessment

**BACHELOR OF COMMERCE HONOURS DEGREE IN INTERNAL AUDITING**

IA301 Work-Related Learning Reports

IA302 Continuous Work- Related Assessment

**BACHELOR OF COMMERCE HONOURS DEGREE IN BANKING AND FINANCE**

BAN301 Work-Related Learning Reports

BAN302 Continuous Work- Related Assessment

**BACHELOR OF COMMERCE HONOURS DEGREE FINANCE**

FIN301 Work-Related Learning Reports

FIN302 Continuous Work- Related Assessment

**BACHELOR OF COMMERCE HONOURS DEGREE IN RISK MANAGEMENT AND INSURANCE**

RIM301 Work-Related Learning Reports

RIM302 Continuous Work- Related Assessment

**BACHELOR OF COMMERCE HONOURS DEGREE IN FINANCIAL ENGINEERING**

FE301 Work-Related Learning Reports

FE302 Continuous Work- Related Assessment

**BACHELOR OF COMMERCE HONOURS DEGREE IN MARKERTING MANAGEMENT**

MM301 Work-Related Learning Reports

MM02 Continuous Work- Related Assessment

**BACHELOR OF COMMERCE HONOURS DEGREE IN BUSINESS MANAGEMENT**

BM301 Work-Related Learning Reports

BM302 Continuous Work- Related Assessment

**BACHELOR OF COMMERCE HONOURS DEGREE INOFFICE MANAGEMENT**

MOM301 Work-Related Learning Reports

MOM302 Continuous Work- Related Assessment

**BACHELOR OF COMMERCE HONOURS DEGREE IN LOGISTICS AND TRANSPORT MANAGEMENT**

MLT301 Work-Related Learning Reports

MLT302 Continuous Work- Related Assessment

**BACHELOR OF COMMERCE HONOURS DEGREE INECONOMICS**

EC301 Work-Related Learning Reports

EC302 Continuous Work- Related Assessment

**BACHELOR OF COMMERCE HONOURS DEGREE IN ECONOMICS AND FINANCE**

EC301 Work-Related Learning Reports

EC302 Continuous Work- Related Assessment

**BACHELOR OF COMMERCE HONOURS DEGREE IN HOSPITALITY, TOURISM & CULTURE**

HTC301 Work-Related Learning Reports

HTC302 Continuous Work- Related Assessment

**SCHOOL OF SOCIAL SCIENCES**

**BACHELOR OF SCIENCE HONOURS DEGREE IN GENDER AND SOCIAL ANTHROPOGY**

HGSA301 Work Related Learning Report

HGSA302 Continuous Work Related Assessment

**BACHELOR OF SCIENCE HONOURS DEGREE IN PSYCHOLOGY**

HPSY301 Work Related Learning Report

HPSY302 Continuous Work Related Assessment

**BACHELOR OF SCIENCE HONOURS DEGREE IN HUMAN RESOURCES MANAGEMENT**

HHRM317 Work Related Learning Report

HHRM318 Continuous Work Related Assessment

**BACHELOR OF SCIENCE HONOURS DEGREE IN INDUSTRIAL RELATIONS**

HIR317 Work Related Learning Report

HIR318 Continuous Work Related Assessment

**BACHELOR OF SCIENCE HONOURS DEGREE IN POLITICS AND PUBLIC ADMINISTRATION**

HPLM301 Work Related Learning Report

HPLM302 Continuous Work Related Assessment

**BACHELOR OF SCIENCE HONOURS DEGREE IN URBAN PLANNING AND DEVELOPMENT**

HUPD301 Work Related Learning Report

HUPD302 Continuous Work Related Assessment

**BACHELOR OF SCIENCE HONOURS DEGREE IN RURAL DEVELOPMENT**

HRD301 Work Related Learning Report

HRD302 Continuous Work Related Assessment

**BACHELOR OF SCIENCE HONOURS DEGREE IN LOCAL GOVERNANCE STUDIES**

HLGS301 Work Related Learning Report

HLGS302 Continuous Work Related Assessment

**BACHELOR OF SCIENCE HONOURS DEGREE IN SOCIAL ANTHROPOLOGY**

HANTH301 Work Related Learning Report

HANTH302 Continuous Work Related Assessment

**BACHELOR OF SCIENCE HONOURS DEGREE IN SOCIAL ECOLOGY**

HSEC301 Work Related Learning Report

HSEC302 Continuous Work Related Assessment

**BACHELOR OF SCIENCE HONOURS DEGREE IN SOCIOLOGY**

HSOC301 Work Related Learning Report

HSOC302 Continuous Work Related Assessment