

## Declaration of authenticity

I, Atlegang Angela Pedinyane\_\_\_ID Number, 060314024308 hereby declare that this portfolio, and any evidence included therein, contains my own independent work and that I have not received help from other groups.

I confirm that we have not committed plagiarism in the accomplishment of this work, nor have I falsified and/ or invented experimental data.

I accept the academic penalties that may be imposed for violations of the above.



**STUDENT SIGNATURE**

21 November 2024

**DATE**

## ANNEXURE B – Peer Evaluation



This peer evaluation form must be completed for each member of the group and returned to the lecturer before the final Summative Project submission.

### PEER EVALUATION (NOT TO BE SHARED WITH TEAM MEMBERS)

**GROUP NAME/NUMBER: Atlegang Pedinyane..... DATE: 21 November**

**2024.....** Please rate each of your project team members using the following scale detailed in the assessment criteria descriptions provided. Marks received from each member of the team will be added up and then averaged. Each team member must have a separate evaluation form completed.

Name of student being evaluated:		Never	Seldom	Frequently	Always
Olwethu Mayimela					
		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>The student's personal work</b>					
1.	The student contributed good ideas that added value to the project.				3
2.	The student performed their tasks in line with what was expected of them.			2	
3.	The student produced high quality work.			2	
4.	The student managed their own time well and met deadlines.				3
5.	The student connected their own learning and skills to a real-world problem.				3
<b>The student's work as part of a team (when relevant)</b>					
6.	The student accepted responsibility for a fair portion of the tasks.				3
7.	The student was an enthusiastic member of my team.				3
8.	The student helped others to be successful.			2	
9.	The student worked well with other members of the team.				3
10.	The student showcased respect and dignity towards all members of the team.				3

**TOTAL:****27/30****Comments:**

I wanted to share my thoughts on working with Olwethu Mayimela. They have  
.....  
been an integral part of our team, consistently bringing innovative ideas, strong  
.....  
organizational skills, or exceptional communications.  
.....

Our collaboration has been both productive and enjoyable, and I truly appreciate their  
.....  
willingness to help, ability to problem-solve under pressure, and effort they put in.  
.....

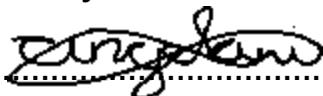
It's clear that their efforts contribute significantly to the success of our projects.  
.....

Regards  
.....

Atlegang Pedinyane ST10454337  
.....

NAME: Atlegang Pedinyane.

SIGNATURE: .....



## ANNEXURE C - Self-Evaluation



### REFLECTIVE REPORT

Please complete and include this self-reflective report when submitting your final Summative Project.

**Using a reporting structure complete the following:**

<p><b>Introduction</b></p> <p>Write an introductory paragraph in which you briefly outline your understanding of the purpose and value of WIL.</p>
<p><b>Skills Learnt</b></p> <p>Identify the skills you have learnt. State how you used/ were expected to use each skill during your WIL. Consider skills under each of the following three categories and report on each:</p> <p>Industry specific practices, e.g., media monitoring, compiling media kits, writing articles for the staff newsletter, etc.</p> <ul style="list-style-type: none"> <li>• Interpersonal communication skills, e.g., brainstorming sessions, feedback sessions, staff meetings or briefing and debriefing sessions, etc.</li> <li>• Management skills, e.g., time management to meet deadlines, crisis management to solve unexpected problems, etc.</li> </ul>
<p><b>Role in the team</b></p> <p>Describe the team dynamic during your WIL and whom you reported to and with whom you were on a team with. Comment on your role in the team with regard to all of the following points:</p> <p>Leadership responsibilities and being provided instruction.</p> <ul style="list-style-type: none"> <li>• Your contribution to team success.</li> <li>• The group dynamic and your contribution to the group/team as a whole.</li> <li>• Dealing with concerns, complaints, queries and conflict.</li> </ul>
<p><b>Research, technology and the presentation of information</b></p> <p>Finding information that is both relevant and useful is a much-needed skill in WIL.</p> <ul style="list-style-type: none"> <li>• Describe one (1) or two (2) scenarios in which you were expected to find information for a task or duty that you had to complete. This can be related to online research, finding client or supplier contact information, or looking through files and databases to find relevant data.</li> </ul>

<ul style="list-style-type: none"> <li>• Where did you find the information you needed to do this work?</li> <li>• What technology did you use?</li> <li>• How did you have to present the information you found?</li> </ul>
<p><b>Personal strengths (strong points) and weaknesses (areas to do better in)</b></p> <p>Comment on the elements, tasks or duties during your WIL that you found yourself excel in, as well as the ones you found difficult to master.</p> <ul style="list-style-type: none"> <li>• List and describe the tasks that you did really well in.</li> <li>• Identify at least five strengths that you realised you have.</li> <li>• List and describe the tasks that you did not do well in.</li> <li>• Why in your opinion, did you not perform well in these tasks?</li> <li>• Comment on how you think you can improve on the weaknesses that you identified.</li> </ul>
<p><b>Stakeholder relationship</b></p> <p>Describe your relationship with the WIL Coordinator or in the case of placement, the mentor in the workplace by focusing on the following areas:</p> <ul style="list-style-type: none"> <li>• Part of this relationship that worked well for you and parts that did not.</li> <li>• Explain how you think you could have made the relationship better or stronger.</li> </ul>
<p><b>Impact</b></p> <p>This refers to your contributions to the organisation during your placement there.</p> <ul style="list-style-type: none"> <li>• Comment on how you think others (if placed, management, fellow staff members, team members, clients, suppliers and others you worked with during your placement) benefited from you being there and the work you did.</li> <li>• Describe how you have made a better/ greater/ more positive impact.</li> </ul>
<p><b>Conclusion</b></p> <p>Write a summary whereby a clear overall impression of your WIL experience is provided.</p>

The lecturer will use the rubric below to mark your self-reflection report. Consider the criteria when compiling your report.

## ANNEXURE C - Self-Evaluation



### REFLECTIVE REPORT

#### Introduction

Work Integrated Learning (WIL) connects classroom instruction with real-world, hands-on experience. By giving students, the chance to put their academic knowledge to use in real-world situations, it aims to improve their professional preparedness. By fostering the development of critical abilities like communication, cooperation, and problem-solving, this integration helps match academic results with business demands.

WIL is valuable because it helps students develop professional networks, become more adaptable in a variety of job settings, and get ready for success in the workplace. WIL gives businesses access to new ideas and up-and-coming talent, fostering a win-win partnership between academia and business.

#### Skills Learnt

##### 1. Practices Particular to the Industry Acquired:

##### **Skilled Learned**

Media monitoring is the process of keeping tabs on how a firm is covered by the media and identifying patterns.

Putting together press materials, such as fact sheets, press releases, and promotional content, is known as media kit compilation.

Writing articles: Producing content for newsletters while making sure it adheres to the branding and tone of the company.

##### **Use:**

Every day, I kept an eye on various media outlets, compiling the most important facts into reports for the team to evaluate.

For forthcoming events, I created media kits, making sure all required content was factual and interesting.

I interviewed team members, gathered pertinent information, and wrote succinct, educational articles for the staff newsletter.

## 2. Improved Interpersonal Communication Skills.

### **Skilled Learned**

Brainstorming sessions: Working together to produce creative ideas for campaigns and initiatives.

Feedback Sessions: Receiving and delivering constructive feedback to help improve work quality.

Staff meetings and briefings: Active participation in sharing progress reports and clarifying project goals.

### **Use:**

I participated in brainstorming sessions to pitch marketing campaign ideas, ensuring that my contributions were in line with the team's goals.

I actively participated in feedback sessions, utilizing the insights to improve my drafts or project contributions.

During our meetings, I provided updates on given duties and requested clarification as needed to ensure that they were in line with expectations.

## 3. Capabilities for Management

### **Skilled Learned**

Time management: Setting priorities to efficiently fulfill several deadlines.

Crisis management is the timely and efficient handling of unforeseen difficulties.

### **Use:**

I made and followed timetables to make sure that tasks like writing communications or reports were finished on time.

By working with stakeholders and effectively resolving logistical challenges, I managed last-minute changes to event plans while minimizing interruptions.

### **Role in the team**

I was a member of a vibrant and cooperative team during my Work Integrated Learning (WIL), and I answered directly team member, Olwethu Mayimela. I occasionally assumed leadership responsibilities for lesser missions, but my main responsibility was to carry out tasks under supervision. Most of the time, I received clear instructions from my team member assuring I had the direction needed to satisfy expectations.

I helped the team achieve victory by:

Completing prescribed duties efficiently, such as creating content or completing research for projects.

Helping team members with overlapping tasks and exchanging insights, especially when there are deadlines to meet.

Bringing original ideas to brainstorming meetings to improve and polish project concepts.

The atmosphere in which the crew worked was one of cooperation and encouragement.

Although each member had a distinct position, collaboration was highly valued. By asking for input and providing frequent updates on my work, I made sure that there was open communication. I contributed by encouraging a pleasant environment, being personable, and offering assistance to colleagues who needed it.

### **Handling Issues, Grievances, Inquiries, and Disagreements**

When issues or questions came up, I addressed them in a positive way by:

Resolving problems with the appropriate person immediately or, if required, elevating them to my supervisor.

Sympathetically hearing grievances from coworkers and, when necessary, offering solutions. concentrating on identifying points of agreement and preserving team cohesion while remaining professional throughout any arguments.

### **Research, technology and the presentation of information**

Task/Duty: Conducting Online Research for Competitor Analysis

In order to better position our business, I was entrusted with researching competitors to find patterns in training offerings and marketing tactics in related sectors.

Information Source:

I discovered the information by looking through the websites of competitors and examining their course offers, cost structures, and marketing initiatives. In order to learn more about consumer needs, I also looked through industry blogs and social media sites.

Utilized Technology:

Web browsers: For accessing additional online resources and rival websites.

To arrange and classify data into tables for comparison, use Microsoft Excel.

Information Presentation:

I put the results together in a brief report with tables and graphs for simple reading. This report, which highlighted important trends and practical suggestions, was presented using Microsoft PowerPoint during a team meeting.



## **Personal strengths (strong points) and weaknesses (areas to do better in)**

### **Tasks Completed Excellently**

**User Interface Design:** Designed a user-friendly and aesthetically pleasing layout for the school's mobile app and website that matched user requirements and the school's logo.

**Content Development:** Accurate and clear information about courses, admissions procedures, and contact details was gathered and organized.

**Database Setup:** A database was successfully put into place to handle staff, student, and course data for smooth operation.

**Testing and Debugging:** Conducted thorough testing to identify and fix bugs, ensuring the website and app were user-friendly and functional across devices.

### **Five Strengths Identified**

**Attention to Detail:** Made that the website and app's design, content, and functionality all adhered to strict quality standards.

**Problem-Solving Ability:** Effectively handled technological difficulties, such as enhancing loading times and resolving layout problems.

**Communication Skills:** Ensured that team members' and stakeholders' visions were appropriately expressed by maintaining clear and regular communication.

**Flexibility:** swiftly picked up new technologies and tools to fulfill project objectives.

**Project management:** Prioritized work and efficiently managed deadlines to guarantee the project was finished on time.

### **Tasks Not Done Well**

**Advanced Coding:** Had trouble putting complicated back-end features like real-time alerts and sophisticated analytics into practice.

**SEO Optimization:** In order to increase visibility, the website was not completely optimized for search engines.

**Problems with Mobile Responsiveness:** At first, it was difficult to get the website's layout to work flawlessly on all screen sizes.

## Reasons for Underperformance

**Advanced Coding:** Insufficient background in developing sophisticated back-end features, such as real-time updates.

**SEO Optimization:** Insufficient understanding of SEO tactics and resources.

**Mobile Responsiveness Issues:** The difficulties of maintaining a consistent design across various screen resolutions were underestimated.

## Improvement Plan

**Advanced Coding:** To improve my coding abilities, I must work on creating simple programs with sophisticated features.

**SEO Optimization:** Learn the fundamentals of SEO through classes, blogs, and manuals (such as Google's SEO Fundamentals).

Learn how to use SEO tools like SEMrush and Google Analytics to assess and enhance website presence.

**Mobile Responsiveness:** Research responsive design methodologies and frameworks like as Bootstrap. During development, test designs across a range of screens and devices to spot and fix problems early.

## Stakeholder relationship

### Relationship with the WIL Coordinator/Mentor

#### Parts of the Relationship That Worked Well

**Clear Communication:** I was able to stay on task and comprehend objectives thanks to frequent check-ins and feedback sessions.

**Supportive Guidance:** I gained skills and confidence from the mentor's helpful critique and encouragement.

**Knowledge Sharing:** They improved my learning experience by sharing best practices, resources, and industry insights.

**Approachability:** I was at ease asking questions and getting guidance because I knew I would get considerate and beneficial answers.

### Parts of the Relationship That Did Not Work Well

- **Limited Time Availability:** At times, the mentor's busy schedule due to other modules that were supposed to be submitted made it challenging to get immediate feedback or clarification on urgent tasks.
- **Unclear Priorities:** Occasionally, I felt uncertain about which tasks were most critical, leading to delays or less efficient workflow.

### How I Could Have Made the Relationship Better or Stronger

**Active Communication:** Rather than waiting for instructions, I should have been more proactive in setting up check-ins or asking for input sooner.

**Better Preparation:** I could have facilitated more targeted and fruitful interactions by preparing particular questions or topics for discussion during sessions.

**Looking for Other Resources:** In order to stay productive while the mentor wasn't present, I may have used other resources like coworkers or online tutorials.

**Clarifying Expectations:** To make sure I was in line with their expectations, I may have asked for a more thorough explanation of priority at the beginning of work.

### Impact

#### Impact of My Contributions During Placement

##### Management:

I lowered their workload by effectively finishing duties like database administration and content creation, freeing them up to concentrate on strategic choices.

During brainstorming meetings, I contributed new viewpoints and suggestions that improved ongoing initiatives.

##### Teammates:

Team members were able to achieve deadlines thanks to my active assistance with responsibilities like document preparation and meeting twice a week to talk about the task that was given to us.

Sharing my abilities, like writing or data analysis, made it easier to work together on collaborative initiatives.

## How I Could Have Made a Greater Impact

**Taking the Initiative:** I could have actively pointed out other areas that required improvement, including providing creative ideas for marketing campaigns or streamlining workflows.

**Upskilling Fast:** I could have contributed more to activities requiring specialist knowledge if I had improved my technical abilities, such as advanced coding or SEO optimization.

**Enhanced Client Engagement:** In order to obtain information for bettering services, I may have contributed to the creation of more client feedback instruments, including surveys.

**Long-Term Contribution:** Creating training materials, documentation, or templates would have given the company a set of tools it could use long after I left.

## Conclusion

My experience with Work Integrated Learning (WIL) was enlightening and life changing. It offered a useful setting for putting theory into practice, developing critical abilities, and learning about professional workflows. I participated in worthwhile projects while working in a vibrant team, including managing data, creating content, and working on projects that complemented the goals of the company.

While pointing out areas for improvement, such as advanced technical skills and active task management, the experience sharpened my talents in communication, problem-solving, organization, and adaptability. My mentor's helpful advice and lively conversations with team member created a positive atmosphere where learning and participation were advantageous to both parties.

The experience was overwhelmingly excellent, despite a few difficulties, like figuring out technical complexity and occasionally being unclear about task prioritization.

Through my module, I developed both professionally and emotionally and had a noticeable influence. In addition to preparing me for future professional chances, this experience helped me better grasp workplace dynamics and the need of teamwork.

When I think back on it, my WIL placement was a crucial first step in developing the abilities, self-assurance, and outlook needed for a prosperous career.

