CTU TRAINING SOLUTIONS WORKPLACE LOGBOOK FOR A NATIONAL CERTIFICATE IN INFORMATION TECHNOLOGY (SYSTEMS DEVELOPMENT): SAQA ID 78965, NQF LEVEL 4, 165 CREDITS

CAMPUS:	
STUDENT NAME:	
STUDENT ID NUMBER:	
STUDENT NUMBER:	
CTU ACADEMIC PRINCIPAL:	
HOST COMPANY:	
MENTOR AT HOST COMPANY:	
DATE STARTED:	
DATE ENDED:	

CONTENTS

SECTION A: INTRODUCTION

1. **ABOUT THIS WORPLACE GUIDE**

   This logbook serves as a record keeping mechanism for the student and his/her mentor/supervisor to record structured duties performed in the workplace in line with the outcomes of the qualification the student is enrolled for. The purpose of this workplace guide is to provide the student with guidelines on the process and scope of work integrated learning (WIL) that is required on the workplace components of the qualification in preparing candidates for final assessment.

   This Workplace Guide will enable the mentor/supervisor and the student to follow a structured and targeted mentoring process and document evidence of practical application in the workplace.

   Once completed a copy of the WIL guide must be filed in the student's Portfolio.

2. **LEARNER INFORMATION**

   2.1 **Contact Details**:

Home:										
Cell:										
E-Mail:										
Postal Address:										
Postal code:										

   2.2 **Contact Details**:

Name of Person:										
Number:										

3. QUALIFICATION INFORMATION

    3.1   **Overview**

The following table provides a brief overview of the Software design and development qualification

No	AREA	DESCRIPTION
1.	Purpose of the Programme	The Programming industry is a well-established industry and thus many learners would benefit from qualifications aligned to this career path. The primary purpose of this qualification is to provide learners with: • Provide qualified learners with an undergraduate entry into the fields of Information Communication Technology (ICT) and Computer Sciences, specializing in the Systems Development area • Prepare qualified learners for initial employment into the ICT and related industries. Qualified learners will have a solid understanding of computer industry concepts and to able to work in areas of Systems Development with intermediate technical complexity. • Allow the credits achieved in National Certificates relating to Information Technology at NQF level 4 to be used as prior learning for this qualification, where applicable. • Allow people with workplace experience in the Systems Development areas covered, to request assessments and get recognition for prior learning. • Allow the qualification to be acquired in the traditional way of formal study as well as in the workplace, through Learnerships Schemes or Recognition of Prior Learning (RPL).

		• Assist with professionalization across the Information Technology Sector. It is intended to allow qualified learners to gain membership of registered professional bodies in the ICT industry.
2.	Entry Requirements	It is assumed that the learner must be competent in skills gained at the further education and training band, with Computer Studies as an advantage, but not a requirement. A learning assumption of this qualification is foundational skills in communication and mathematical literacy as required by NQF level 4 qualifications. Further learning assumed is the ability to use a personal computer competently.
3.	Exit Level Outcomes	• Communicate effectively with fellow IT staff & users of information systems • Understand the role of technology in the business context. • Demonstrate an understanding of problem solving techniques, and how to apply them in a systems development environment • Demonstrate an understanding of Systems Development, with all its implications • Relate business problems and information technology solutions • Apply the principles of creating computer software

4.   **MENTOR INFORMATION**

NAME:	
QUALIFICATION:	
POSITION IN THE COMPANY:	
No. OF YEARS EXPERIENCE:	
SIGNATURE:	

SECTION B: DUTIES AND RESPONSIBILITIES

1. **Duties and Responsibilities of CTU Training Solutions**

CTU will for the duration of the program:

1) Nominate a Representative who will be responsible for the coordination of the work integrated learning program and the liaison between CTU and the host company.
2) Provide a once-off session for the mentor before the students start with the WIL program.
3) Provide the logbook to the students.
4) Request a report from the mentor consistently regarding the student attendance, student co-operation and progress.
5) Copy the host company on all student communication regarding the WIL program.

2. **Duties and responsibilities of the Host Company/Mentor**

The Host Company will, for the duration of the WIL program:

1) Nominate a Host Company Mentor.
2) Take all reasonable steps to ensure that the intellectual property of CTU is not infringed.
3) Report WIL related problems to the CTU representative within reasonable time after such problem arises.
4) Appoint mentors in collaboration with CTU to fulfill the supervisor's/mentor's role and provide their contact details to the CTU representative. The Host Company Representative must at all-time keep CTU informed should a mentor and/or her/her contact details change.
5) Comply with timelines as per this agreement.
6) Comply with the assessment rules of CTU as set out in the Mentor Guide and WIL logbook.
7) Provide an orientation session where the incoming student is familiarized with the host company's expectations and company structure.
8) Provide the student with meaningful employment related as prescribed in the logbook activities.
9) Ensure that students are covered according to the Workman's Compensation Act of South Africa.
10) Safety in the workplace: In this regard, the employer of our student(s) has to ensure compliance with the requirements of the Occupational Health and Safety Act no 85 of 1993 and the relevant regulations.
11) Verify the student's work as prescribed in the student's logbook.

3. **Duties and responsibilities of the student**

The Learner will for the duration of the WIL program:

1) Understand that their responsibilities extend equally to CTU and to the host company.
2) Conduct themselves in a professional and ethical manner.
3) Sign a partnership agreement which will include a code of conduct and adhere to the rules and regulations as stipulated in the code of conduct.
4) Discuss their progress with the relevant mentor regularly.
5) Contact CTU if the student is unsure of being able to meet the logbook requirements.
6) Conform to host company policies and procedures and follow safety rules explicitly.
7) Submit all assignments and other required documentation including the logbook on or before the given deadlines.
8) Keep copies of all documents submitted to CTU (e.g. log sheet, summary sheets and reports).
9) Treat all relevant information concerning the host company as well as any issues concerning remuneration, confidential.
10) Record the activities and work done in the enclosed logbook.

SECTION C: ADMINISTRATION

1. Declaration of Authenticity

A critical aspect of any assignment is authenticity. The assessor must be convinced that it is all your own work.   For this reason you must complete the Declaration of Authenticity and have it countersigned by your supervisor/mentor.

NB

The declaration of authenticity is a legal document and if found that you have made a false declaration then not only will your results be declared null and void, but you could also have criminal charges brought against you. It is not worth taking the risk!

Please complete the declaration of authenticity below:

DECLARATION OF AUTHENTICITY

I ……

(FULL NAME)

hereby declare that the contents of this assignment is entirely my own work with the exception of the following documents: (Attach the documents that were generated in a group to this WPE document).

Activity	Author of the activity	Date

Signature: ……………………………………………………………………….   **Date**: …………………………………………

NB: Log sheets must be filled in everyday and handed in to your mentor every Friday. This log sheets will only be valid once both mentor and student have completed it.

LOG SHEET FOR PERIOD STARING ………………………………………**202__** **…**…….. AND ENDING……………… **202___**

Learnership name: ………..

Student Name: ……….

Student No: ………..

Program Title: ……….

WEEKLY FEEDBACK

Problems Encountered?

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How did you resolve the problems mentioned above?

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Any other general comments?

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Comments by Supervisor/Mentor?

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WORKPLACE LOGBOOK

Principles of Programme Design			
Weekly Work Log:			
Starting Date:		Ending Date……………………………………………	
DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES			
Outcome/Unit Standards	**Tasks**	**Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)**	**Hours spent on performing tasks**
14918 Describe the principles of Computer Programming			
14909 Describe the difference between programming in Object Orientated and Procedural Languages			
119469 Read/view, analyse and respond to a variety of texts			

Comments from Student			**Total Hours:** ………………………………… **Signed:** ………………………………… **Date**: ………………………………….

COMPANY TO COMPLETE THE FOLLOWING:		
PERFORMANCE RATING OF STUDENT **(Scale 1 – 10: 1 = Poor, 10 = Excellent)**		**Comments from Supervisor/Mentor**
Knowledge		
Application of Skills		
Participation		
Communication		
Punctuality		
Ethical Behaviour		
Supervisor/Mentor Name: ……………………………………………………… **Date**…………………………..		**Supervisor/Mentor Signature:** ……………………………… **Designation**: ……………………………………………………..

Digital Literacy & Proficiency			
Weekly Work Log:			
Starting Date:		Ending Date: …………………………………………………	
DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES			
Outcome/Unit Standards	**Tasks**	**Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)**	**Hours spent on performing tasks**
14927 Apply problem solving strategies			
7468 Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues			
119458 Analyse and respond to a variety of literary texts			
14919 Resolve computer user`s problems.			

WORKPLACE LOGBOOK

9015 Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems			
Comments from Student			**Total Hours:** ………………………………… **Signed:** ………………………………… **Date**: …………………………………

COMPANY TO COMPLETE THE FOLLOWING:	

PERFORMANCE RATING OF STUDENT (Scale 1 – 10: 1 = Poor, 10 = Excellent)		Comments from Supervisor/Mentor
Knowledge		
Application of Skills		
Participation		
Communication		
Punctuality		
Ethical Behaviour		

Supervisor/Mentor Name: …………………………………………………. **Date**………………………….

Supervisor/Mentor Signature: …………………………………

Designation: …………………………………………………..

Programming With Python			
Weekly Work Log:			
Starting Date:		Ending Date……………………………………………………	
DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES			
Outcome/Unit Standards	Tasks	Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)	Hours spent on performing tasks
14910 Apply the principles of Computer Programming			
14915 Design a computer program according to given specifications			

1194465 Write/present/sign texts for a range of communicative contexts			
Comments from Student			**Total-Hours:** ………………………… **Signed:** …………………………………… **Date**: ……………………………………

COMPANY TO COMPLETE THE FOLLOWING:		
PERFORMANCE RATING OF STUDENT **(Scale 1 – 10: 1 = Poor, 10 = Excellent)**		**Comments from Supervisor/Mentor**
Knowledge		
Application of Skills		
Participation		
Communication		
Punctuality		
Ethical Behaviour		
Supervisor/Mentor Name: ……………………………………………………. **Date**…………………………..		**Supervisor/Mentor Signature:** ………………………………… **Designation**: …………………………………………………………

Core Web Development
Weekly Work Log:

Starting Date:			Ending Date……………………………………………………
DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES			
Outcome/Unit Standards	**Tasks**	**Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)**	**Hours spent on performing tasks**
14933 Demonstrate an understanding of creating multimedia/web-based computer applications with scripting			
14930 Demonstrate an understanding of the principles of developing software for the internet			

9016 Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts			
Comments from Student			**Total-Hours:** ………………………… **Signed:** ………………………………… **Date**: ………………………………….

COMPANY TO COMPLETE THE FOLLOWING:		
PERFORMANCE RATING OF STUDENT **(Scale 1 – 10: 1 = Poor, 10 = Excellent)**		**Comments from Supervisor/Mentor**
Knowledge		
Application of Skills		
Participation		
Communication		
Punctuality		
Ethical Behaviour		
Supervisor/Mentor Name: …………………………………………………………. **Date**…………………………..		**Supervisor/Mentor Signature:** …………………………… **Designation**: ……………………………………………………..

Ethics and Network Architecture			
Weekly Work Log:			
Starting Date:			Ending Date……………………………………………………………
DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES			
Outcome/Unit Standards	**Tasks**	**Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)**	**Hours spent on performing tasks**
14913 Explain the principles of computer networks			
14944 Explain how data is stored on computers			

118028 Supervise customer service standards			
14915 Design a computer program according to given specifications			
120379 Work as a project team member			
Comments from Student			**Total-Hours:** ………………………… **Signed:** …………………………………… **Date**: ………………………………….
COMPANY TO COMPLETE THE FOLLOWING:			
PERFORMANCE RATING OF STUDENT **(Scale 1 – 10: 1 = Poor, 10 = Excellent)**		**Comments from Supervisor/Mentor**	
Knowledge			

WORKPLACE LOGBOOK

Application of Skills		
Participation		
Communication		
Punctuality		
Ethical Behaviour		
Supervisor/Mentor Name: …………………………………………………………… **Date**………………………..	**Supervisor/Mentor Signature:** ……………………………… **Designation**: …………………………………………………..	

Cloud Fundamentals
Weekly Work Log:

Starting Date:	Ending Date…………………………………………………

DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES			
Outcome/Unit Standards	**Tasks**	**Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)**	**Hours spent on performing tasks**
12154 Apply comprehension skills to engage oral texts in a business environment			

114636 Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment			

		Total-Hours:
Comments from Student		………………………… **Signed:** ……………………………………… **Date**: ………………………………………….

COMPANY TO COMPLETE THE FOLLOWING:	

PERFORMANCE RATING OF STUDENT (Scale 1 – 10: 1 = Poor, 10 = Excellent)		Comments from Supervisor/Mentor
Knowledge		
Application of Skills		
Participation		
Communication		
Punctuality		

WORKPLACE LOGBOOK

Ethical Behavior		
Supervisor/Mentor Name: ………………………………………………………………. **Date**………………………..		**Supervisor/Mentor Signature:** …………………………… **Designation**: ……………………………………………………..

Computer Architecture			
Weekly Work Log:			
Starting Date:		Ending Date: ……………………………………………	
DESCRIPTION OF TASKS PERFORMED TO ACHIEVE OUTCOMES			
Outcome/Unit Standards	**Tasks**	**Briefly list the evidence documents created by you to achieve tasks (Copies of job cards or work tickets)**	**Hours spent on performing tasks**
14917 Explain computer architecture concepts			
119462 Engage in sustained oral/signed communication and evaluate spoken/signed texts			

14908 Demonstrate an understanding of testing IT systems against given specifications			
14921 Describe the types of computer systems and associated hardware configurations			
114636 Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment			
Comments from Student			**Total Hours:** ……………………………… **Signed:** ………………………………… **Date**: ………………………………….

COMPANY TO COMPLETE THE FOLLOWING:		
PERFORMANCE RATING OF STUDENT **(Scale 1 – 10: 1 = Poor, 10 = Excellent)**		**Comments from Supervisor/Mentor**
Knowledge		
Application of Skills		

Participation		
Communication		
Punctuality		
Ethical Behaviour		
Supervisor/Mentor Name: …………………………………………………………. **Date**………………………….		**Supervisor/Mentor Signature:** …………………………………… **Designation**: …………………………………………………..

Student to complete the form below once the WIL program has been completed and submit to your WIL coordinator at CTU Training Solutions.

WIL: STUDENT FEEDBACK

Course: …….

Name of Student: …….

Name of Mentor: ……..

Name of Host Company: ……………………………………………………………………………………………………..

WIL Coordinator: ……..

	5 = Strongly Agree	4 = Agree	3 = Partially Agree	2 = Disagree	1 = Not Acceptable
1. The orientation lectures adequately prepared me for the workplace.					
2. The placement procedures of CTU were satisfactory.					
3. The inputs of the CTU coordinator contributed to my WIL experience.					
4. The assessment of my WIL was done in a fair manner.					
5. The WIL program developed my communication skills.					
6. The WIL program developed my problem solving/critical thinking skills.					
7. The WIL program developed my ability to work in a team.					
8. The WIL program developed my ability to plan and organize my tasks effectively.					
9. The workstation provided me with the scope of work to successfully complete my WIL assignments.					
10. My learning followed an upward curve during my stay at this workstation.					
11. Average number of hours worked per week					
12. Gross monthly remuneration (if applicable)					
13. Method of employment (please ✓)	Contract		Permanent	None	

General Comments:

…………………………………………………   ……………………………………………...
Signature: **Date:**

HOST COMPANY/WORKPLACE TO COMPLETE THE FOLLOWING:

Name of Host Company:	....
Contact person of Host Company:	....
Telephone number of Host Company:	....
Fax number of Host Company:	....
E-mail address of Host Company:	....
Physical address of Host Company:	....
	....
	....
	....

Stamp of Host Company: