

Occupational Certificate: Software Developer

SAQA ID

NQF 5

Technical Requirement Analysis & Refinement

251201-005-00-WM02

WORKPLACE SIMULATION

2025



**Creative &
Technology
Universitas**

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WORKPLACE SIMULATION RULES AND REGULATIONS

1. General Conduct

Students must always behave professionally. Respect for facilitators, peers, and company standards is expected. No disruptive or disrespectful behaviour will be tolerated.

2. Attendance and Punctuality

Full attendance is compulsory for all scheduled simulation days. Students must arrive on time. Late arrivals will be marked and may affect the final simulation outcome. Absence must be communicated in advance with valid reasons (medical note or official documentation required).

3. Dress Code

Smart casual or business attire is required unless otherwise stated. No flip-flops, ripped jeans, or revealing clothing. Students may be sent home to change if dress code is not followed.

4. Participation and Engagement

Active participation in all activities, tasks, and team projects is expected. Mobile phones must be switched off or on silent and only used during breaks. Students must contribute fairly in group tasks.

5. Task Completion and Deadlines

All tasks must be completed and submitted within the specified timelines. Late submissions may result in penalties or incomplete assessments.

6. Use of Facilities and Equipment

Treat all simulation materials, tools, and equipment with care. Report any damage or technical issues to the facilitator immediately. No unauthorized use of office equipment or IT systems.

7. Confidentiality

Information shared during simulation must be treated as confidential. Students must not share or reproduce any internal documents outside of the simulation environment.

8. Feedback & Assessment

Students will receive feedback based on participation, professionalism, and task performance. Feedback should be received respectfully and used constructively for improvement.

9. Disciplinary Action

Breach of rules may lead to warnings, removal from the simulation, or disciplinary procedures. Serious misconduct may affect academic progression.

10. Health & Safety

Follow all health and safety protocols during the simulation. Any hazards or accidents must be reported immediately quietly.

DECLARATION OF AUTHENTICITY

I _____
(FULL NAME)

hereby declare that the contents of this assessment

is entirely my own work, completed by me without any paraphrasing/copying, or presented as my own work accessed from any **AI Apps, example ChatGPT, Co-pilot, Perplexity, or any other App.**

Signature: _____

Date: _____

QUALIFICATION DETAILS

Programme Title	Occupational Certificate: Software Developer
Module Title	Technical Requirement Analysis & Refinement
Module Code	251201-005-00-WM02
NQF Level	5
Duration	150 Hours (Full-Time)
Date	10 November 2025 – 21 November 2025
Total Marks	100
Supervisor	

Student Name and Surname	
Student Number	

WORKPLACE SIMULATION PURPOSE

The Workplace Simulation is designed to provide students with a realistic and structured experience that mirrors professional environments, helping to build essential workplace skills.

SIMULATED COMPANY BACKGROUND

NovaTech digital is a mid-sized tech consulting firm specializing in digital transformation for education, retail, and healthcare sectors. The simulation places learners into a realistic consultancy environment where teamwork, iterative analysis, and client-driven outcomes matter.

PROJECT CONTEXT

A new client, Edutrack, is a college network with multiple campuses. They are experiencing inefficiencies in how student data, scheduling, and academic records are handled across campuses. Your team at NovaTek digital is tasked with planning and developing the student side of a web-based student information management system (SIMS).

NOTES FOR STUDENTS & SUPERVISORS

- All evidence should be compiled digitally, using shared folders.
- Students must maintain a daily log or journal to track progress and personal learning.
- Supervisors will conduct at least two touchpoints during the simulation for guidance and informal evaluation.
- Students should be encouraged to ask clarifying questions, simulate agile behaviours, and reflect on client empathy and communication.

As a Junior Developer intern, your primary responsibility is to do the initial planning and development for a Student Information Management System (SIMS) for Edutrack, a simulated client.

You will work through a staged, realistic work simulation where you'll:

- Attend team meetings,
- Produce planning documents (wireframes, site maps, etc.),
- Produce webpages (HTML pages),
- Produce styling documents, (CSS documents),
- Produce scripts (JavaScript documents),
- Produce documentation,
- Package everything into a comprehensive final portfolio.

TASKS BREAKDOWN & EXPECTATIONS

Week 1: Planning & Development

Day 1: Planning

- Review the website requirements
- Plan the website by using Wireframe and Sitemaps

Expected Outputs:

- Signed attendance register
- Wireframe
- Sitemap

Day 2: Site Design – Login and Register Pages

- Design and style the Login Page
- Design and style the Register Page

Expected Outputs:

- Signed attendance register
- Login and Register HTML documents
- Stylesheet

Day 3: Site Design – Main and Resource Pages

- Design and style the Main Page
- Design and style the Resource Page

Expected Outputs:

- Signed attendance register
- Main and Resource HTML documents
- Stylesheet

Day 4: Site Design – Upload and Download Pages

- Design and style the Upload Page
- Design and style the Download Page

Expected Outputs:

- Signed attendance register
- Upload and Download HTML documents
- Stylesheet

Day 5: Site Design – Personal Information and Contact Us Pages

- Design and style the Personal Information Page
- Design and style the Contact Us Page

Expected Outputs:

- Signed attendance register
- Personal Information and Contact Us HTML documents
- Stylesheet

Week 2: Site Functionality

Day 6: Site Functionality – Login and Register Pages

- Add functionality to the Login Page
- Add functionality to the Register Page

Expected Outputs:

- Signed attendance register
- Login and Register HTML documents
- JavaScript file

Day 7: Site Functionality – Main, Resource and Upload Pages

- Add functionality to the Main Page
- Add functionality to the Resource Page
- Add functionality to the Upload Page

Expected Outputs:

- Signed attendance register
- Main, Resource and Upload HTML documents
- JavaScript file

Day 8: Site Functionality – Download, Personal Information and Contact Us Pages

- Add functionality to the Download Page
- Add functionality to the Personal Information Page
- Add functionality to the Contact Us Page

Expected Outputs:

- Signed attendance register
- Download, Personal Information and Contact Us HTML documents
- JavaScript file

Day 9: Documentation

- Full documentation of the website including technical specs and user guide

Expected Outputs:

- Signed attendance register
- Technical specs and user guide documentation

Day 10: Final Report & Reflection

- Compile the final simulation portfolio.
- Reflect on learning, collaboration, and areas of improvement.
- Submit a signed checklist of all deliverables.

Expected Outputs:

- Full planning deliverables (Wireframe, Site Map)
- Full website (HTML, CSS and JavaScript)
- Full documentation (Technical Specs, User Guide)
- Personal Reflection (1-page summary)
- Portfolio submission checklist

Workplace Logbook

The logbook must reflect daily activities, skills applied, and reflections across the 10-day simulation.

Each day should include:

- Date & activity summary
- Tools/technologies used
- Skills demonstrated or developed
- Short reflection on what you learned

MARKING RUBRIC (TOTAL = 100 MARKS)

Section	Marks	Criteria
1. Workplace Logbook	50	Quality, consistency, detail, reflection, relevance, presentation
2. Planning	10	Clarity of planning using wireframes and site maps
3. Site Design	15	Proper site design and styling. Consistent styling across all pages.
4. Site Functionality	10	Proper and relevant functionality added across all web pages.
5. Final Report & Reflection	10	Well-organized, integrates previous documents, critical reflection, grammar, formatting
6. Engagement & Professionalism	5	Attendance, participation, communication in simulated meetings

SOFTWARE TOOLS USED IN SIMULATION

Category	Recommended Tools	Purpose
Documentation	MS Word, Google Docs, PDF Editors	Writing reports, documentation, reflections
Modeling/Diagrams	Lucidchart, Draw.io, StarUML	Creating system maps, UML diagrams, wireframes
Website design and functionality	VS Code, HTML, CSS, JavaScript	Website Development
Collaboration	MS Teams, Slack, Trello	Communication, task tracking, feedback
File Management	Google Drive, OneDrive	Saving and sharing project documents securely