

## Module: Applied Information Technology 361

<b>Module name:</b>	Applied Information Technology 361
<b>Code:</b>	AIT361
<b>NQF level:</b>	6
<b>Type:</b>	Core – Diploma in Information Technology (all stream)
<b>Outside classroom:</b>	600 hours
<b>Notional hours:</b>	600 hours
<b>Credits:</b>	60
<b>Prerequisites:</b>	Not more than 18 credits outstanding of the total academic programme.

### Purpose

Experiential learning and off-site practical form an integral part of the education and training of the students at The Belgium Campus. It is part of the curriculum and requirements for the awarding of their qualification.

- To expose students to the nature and scope of the actual work situation on a regular basis.
- To expose and assess the student's application of the acquired on- campus knowledge and skills based on prescribed syllabus, in a real work situation under the guidance of a mentor.

### Outcomes

Upon successful completion this module, the student will be able to:

- Communicate information reliably, accurately, and coherently, using conventions appropriate to their practical work, in written and oral or signed form including an understanding of and respect for conventions around the company's intellectual property, including the associated legal implications.
- Communicate information reliably, accurately, and coherently, both internally and externally using conventions as specified by the organisation, in written, oral, or signed form including an understanding of and respect for established conventions, timelines and deadlines as they are specified.
- Operate in a range of environments as they relate to the modules offered within the Diploma and be exposed to these modules as they are implemented in a business setting, while demonstrating an understanding of the different kinds of field of study, their constituent parts, and the relationships between these parts, and to understand how actions in one area impact on other areas within the same system.
- Select and apply standard methods, procedures, or techniques within the applicative working context, to plan and manage an implementation process within the practical working environment.
- Identify, evaluate, and solve defined, routine, and new problems within the practical working environment and to apply solutions based on relevant evidence and procedures or other forms of explanation appropriate to working context demonstrating an understanding of the consequences.

- Account for his or her actions, to work effectively with and respect others in the practical work environment, to take responsibility for their own work and for the responsible use of resources where appropriate.
- Evaluate, select, and apply appropriate methods, procedures or techniques in investigation or application processes within the practical work environment.
- Identify, analyse, and solve problems in unfamiliar contexts, gathering evidence and applying solutions based on evidence and procedures appropriate to the practical working environment.
- Work effectively in a team or group, and to take responsibility for his or her decisions and actions and the decisions and actions of others within the practical workplace.

## Assessment

- There will be engagement with the student and the stakeholders.
- Continuous evaluation of practical work through:
  - Submission of 6 monthly reports
  - Submission of 2 mentor evaluation at the end of every 3<sup>rd</sup> month.
  - Submission of 1 final report at the end of month 6. This should serve as a portfolio of evidence of his/her 6-month work experience.

Final assessment through a presentation.

Your class mark contributes 30% towards your final mark for the subject, while the final assessment accounts for 70% of your final mark.

## Teaching and Learning

### Learning materials

#### *Prescribed Book*

All text used during academic training.

### Learning activities

The work integrated learning is a practical module with 6 compulsory monthly reports reflecting the first 6 months of in-service training and 2 mentor evaluation reports which must be completed at the end of every third month. A final report must also be submitted and should serve as a portfolio of evidence of what the student did during his/her 6 months of in-service training. Supervisors input and feedback will be given based upon the above-mentioned reports.

### Notional learning hours

Activity	Units	Contact Time	Structured Time	Self-Directed Time
Workplace Training	6			600.0
				<b>600.0</b>

*Note: The actual time spent in the workplace may greatly exceed the notional time required to achieve the specified learning outcome.*

## Syllabus

- Guidelines and templates on completing the various reports required.
- Visits/ mentor engagement will be conducted to evaluate the student's progress.
- The student is required to complete their in-service training within one of the diploma streams.