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October 2021

Dear Nature Management student

THIRD-YEAR NATURE MANAGEMENT: WORKPLACE-BASED LEARNING 2022

As a third-year student you are required to complete a 10-month practical period (also called workplace-based learning) at an organisation of your choice next year. This letter provides an overview of what your third year entails. More details can be found in the various documents mentioned below, which can all be found on CA Connect (after logging in go to *My courses > Third-year documents*).

When you are negotiating a third-year position it is extremely important that you **discuss the Workplace-based Learning Placement Agreement with your potential employer**. This document will provide them with the necessary information about what employing a third-year student entails and what will be required of them.

After you have negotiated and accepted a position you must insist on a written contract of employment. Even though you are still a CA student, you must have a contract for your employment. If your employer refuses to give you a written contract we suggest that you look for a position elsewhere.

A number of our students accept positions as volunteers for their third year. Should you be willing to accept a position as a volunteer, you must still insist on a formal agreement on the terms of work and duties. Again, if your employer refuses to give you a written agreement we suggest that you look for a position elsewhere.

You must also complete and sign an *Indemnity Form*, which is part of your student registration form. This form also has to be signed by your parent/guardian.

WHERE MAY YOU DO YOUR PRACTICAL YEAR?

The Department of Nature Management regularly receives advertisements for student positions and will inform students of any available opportunities. These adverts are placed on the CA Nature Management Facebook page as soon as they are received. You may also find your own position if you so wish, but the position must be discussed with the third-year coordinator or a third-year supervisor, and be approved, before you accept the position.

The organisation of your choice should preferably correspond with your particular interests and career goals. For example, if you are interested in breeding rare game try to find placement on a property that does so, or if you are interested in hunting try to find a position on a hunting property. However, bear in mind that regardless of where you work, you must still be able to complete the prescribed projects for all four third-year subjects.

While it is allowed, we recommend that you do not undertake your third year at an organisation that involves your family. We also strongly discourage students from trying to find positions on the same property in order to be together.

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Because you will still be a student, remuneration during your practical year is not compulsory, but we do request employers to compensate students for their work. The conditions of your employment will however depend on the agreement you can negotiate with your employer.

As soon as you start on your third-year property you must complete and return two extremely important documents to the third-year coordinator. These are the *Workplace-based Learning Placement Agreement* and the *Third-year Student Information* form.

The Placement Agreement is so important because it serves as proof that the employer has understood what is required of them during your third year, and the Student Information is required for us to know where you have found a position. **We must know where you are working!**

You will be assigned to a third-year supervisor from Centurion Academy, who will be responsible for you until you complete your workplace-based learning. Your supervisor will visit you, mark your project reports and be available for consultation whenever you need help or advice. If you encounter any problems, please **discuss them with your supervisor first**. If the problem cannot be resolved you may then approach the third-year coordinator. We request that you **do not** approach the management of Centurion Academy directly, because it is unlikely that they will be able to help you.

We prefer that you work at the same place for the entire 10 months. However, if you feel that you are not gaining the experience you were hoping for, or have an irretrievable breakdown in relations with your employer, you may request to move. Should you decide to move, **as soon as you start on your new property** you must complete and return the *Third-year Change of Workplace* form to your supervisor **and** the third-year coordinator. **We must know that you have moved, and where you have moved to!**

We strongly recommend however that you try and stick it out for your whole third year, and that you do not simply give up when the going gets tough. Moving makes it very difficult to complete your third year in time and also does not create a good impression of your ability to work with other people. Working in a professional environment can be very difficult and is one of the most important learning experiences of your third year.

All of your third-year documentation, including timesheets and evaluation forms, is available on CA Connect. You must keep your timesheets and evaluation forms meticulously up to date and have them signed regularly.

DATES

In your third year you are required to do **10 months** of workplace-based learning. **You may only start with this once you have officially registered as a third-year student. Any hours done before this cannot be used as third-year hours.**

During the year you have to submit project reports on specified dates, as well as submit a final third-year portfolio and give an oral presentation at the end of the year. A more detailed discussion of projects can be found in the *Third-year Study Guide*.

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Project reports must be submitted online on CA Connect on or before the dates given below. Reports will be marked and the marksheets returned to you by e-mail. Bear in mind that access to the internet and online submission of reports may be difficult in remote areas, so please plan accordingly. **Any report that is submitted late will automatically receive a mark of 0%.** Your final third-year portfolio must be submitted as a hard copy at the time of your final oral presentation at the end of the year.

You will submit **two reports per project** – one **first submission** and one **final report**. The first submission serves the same purpose as the first drafts of assignments that you did in your first and second years.

Submission deadlines for 2022 are as follows:

- ✦ 13 March 2022. First submission of the **first project report for each subject**.
- ✦ 29 May 2022. First submission of the **second project report for each subject**.
- ✦ 21 August 2022. First submission of the **third project report for each subject**.
- ✦ 13 November 2022. Submission of **all final project reports for all subjects**.
- ✦ Week of 14 November 2022. **Oral presentation** and **final third-year portfolio** in Pretoria.
- ✦ 28 November 2022. **Oral presentation** and **final third-year portfolio** in Tygervalley.

EVALUATION OF WORKPLACE-BASED LEARNING

You have five subjects in your third year, namely Animal Studies (DST306), Veld Management (VBS306), Game Ranch Management (WPB306), Human Dimension (MEN306) and Workplace-based Learning (ERV306). The first four subjects require a **minimum of 250 hours of practical work per subject** (i.e. a minimum of **1000 hours** for the third year) and the completion of **three projects per subject**, while ERV306 comprises the workplace-based learning experience.

The final mark for each project will consist of 20% for the first submission, 40% for the final report and 40% for the oral presentation. The final mark for each subject is the average of the final marks for the three projects.

For each project both the final report and presentation require a subminimum mark of 50% to pass. If the final report or the presentation does not meet the subminimum of 50% the project is failed and the subject is *Incomplete*.

ERV306 comprises the whole workplace-based learning experience. Components to be marked include various assignments, timesheets, evaluation forms and your overall presentation.

Oral presentation

Your oral presentation will take place during the week of **8 November 2021** (22 November for Tygervalley students).

It will take the form of a PowerPoint presentation before a panel of examiners, in which you will present the work done during the year.

You have **15 minutes** for your presentation, after which the examiners will ask you questions about your work.

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Your oral presentation is a very important part of the assessment of your practical year. Come well prepared to present and particularly to answer questions about your work and your project reports.

Your presentation must be done professionally. Your PowerPoint presentation must be put together well. You must speak well. Dress appropriately.

If you fail to do your final presentation, you will receive a mark of **0% for the presentation for all your projects**, each subject will be *Incomplete* and your third year will be *Incomplete*.

The rules for passing subjects, and for passing the third year, are given in detail in the *Third-year Study Guide*.

FINAL RESULTS

No marks will be available online in the EMC mark system during the year. Only final results will be made available online after the final reports and oral presentation have been marked. Final results will be available online on the day that Centurion Academy's final results are officially released; this date can be found in the Nature Management study programme. To access your final results, follow the instructions on the Centurion Academy website www.ca.ac.za.

THIRD-YEAR STUDY GUIDE

Please read the Third-year Study Guide **thoroughly**. It is almost guaranteed that the answer to every question you are ever likely to have about your third year can be found in it somewhere. History has shown that most problems in the third year could easily have been avoided by simply reading the study guide.

SEE YOUR PRACTICAL YEAR AS AN EXCITING CHALLENGE!

Your third year is not intended to be a hurdle or a frustration. View your practical year as the **most important but also the most valuable part of your training** at Centurion Academy. The third year finally 'makes you' and rounds you off as a competent manager. While it might seem difficult to approach possible employers, we are confident that you will find the right place for you. Do not be afraid to approach employers, most of them are keen to take on students; indeed, the organisations that approach us for students want you **because** you are a Centurion Academy nature management student. Try to find a placement with an organisation that you admire or where you can see yourself working in the future; if you prove yourself they may even offer you a permanent position and take you one step closer to realising your dream. Also, do not get discouraged if you have to start at the bottom of the ladder and do the dirty jobs in the beginning; do them with skill and pride and you will soon be trusted with more responsibility. Finally, this is your final preparation for a career in nature management – make the most of every opportunity, keep the flag of Centurion Academy flying high, and come and impress us with your knowledge, insight and initiative at the end of the year.

Good luck for the year!

Jonathan Bloomer

THIRD YEAR COORDINATOR
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