



Faculty of Engineering and the Built Environment
Department of Construction Economics and Management

Programme:
EB015 BSc Construction Studies

Course Name	Practical Training (Undergraduate)
Course Codes	CON1007X, CON2013X and CON3023X
Semester	Whole year
Pre-requisites	CON1007X for CON2013X, CON2013X for CON3023X
Co-requisites	None
SAQA Credits	Zero

Head of Department	Prof Manya Mooya
Programme Convenor	Dr Rolien Terblanche
Course Convenor	Karen Le Jeune
E-mail	karen.lejeune@uct.ac.za
Assessment	Various
Lecture times	None
Lecture venue	Not Applicable

Handout title	Course Outline 2025
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GENERAL COURSE INFORMATION CON1007X, CON2013X and CON3023X

Course Convenor The course convenor for all Practical Training (X) courses is Karen Le Jeune.

The programme convenor for the Construction Studies undergraduate, Construction Management and Quantity Surveying postgraduate degree programmes is Dr Rolien Terblanche.

Contact details: 021 650 2451 (Karen.LeJeune@uct.ac.za)

Consultation hours: **Email queries first, meetings by appointment only**

Syllabus Refer to **Annexure A** for the extracts from the departmental handbooks 4 for CON1007X, CON2013X and CON3023X respectively.

Students are required to submit a report, embedded in an e-portfolio, in accordance with the guidelines issued by the Department, endorsed by their employer/s, on the nature and duration of the experience obtained in the workplace. Such experience can be obtained while employed in any of the built environment disciplines (construction; engineering; housing; property development and management; quantity surveying; relevant local authority, provincial and national government departments).

Practical Training "Timetable" The practical training courses do not have formal lecture slots thus attendance of lectures is not required. Typically, students are required to undertake four weeks of relevant practical training per year of study during their vacation time.

Table 1 below summarises when students should arrange to undertake relevant work experience and the minimum duration required:

Course Code	Duration (minimum)	Occurrence
CON1007X	4 weeks = 20 days = 160 hours	Full-time employment during vacations or part-time* employment during term time undertaken as first/second year EB015 student at UCT.
CON2013X	4 weeks = 20 days = 160 hours	Full-time employment during vacations or part-time* employment during term time undertaken as second/third year EB015 student at UCT.
CON3023X	4 weeks = 20 days = 160 hours	Full-time employment during vacations or part-time* employment during term time undertaken as third/final year EB015 student at UCT.
TOTAL	12 weeks = 60 days = 480 hours	

Table 1: Practical Training Duration and Occurrence

***Note:** Any part-time employment may **not** interfere with or detract from the academic project during term time.

Table 2 below illustrates the typical available opportunities during the undergraduate degree programme. First year students can work during their first winter vacation or end-of-year summer vacation, second year students can similarly work either before the academic year starts, during their second winter vacation or end-of-year summer vacation and third year students can work either before the academic year starts, during their third winter vacation or end-of-year summer vacation to meet the necessary hours.

	Summer vacation (start of year)	Term 1	Autumn Mid-semester vacation	Term 2	Winter Mid-year vacation	Term 3	Spring Mid-semester vacation	Term 4	Summer End-of-year vacation
Year 1			1007X		1007X		1007X		1007X
Year 2	1007X		2013X		2013X		2013X		2013X
Year 3(+)	2013X		3023X		3023X		3023X		3023X
	3023X								
	3023X								

Table 2: A typical practical training timetable over 3 academic years (blue lines indicate two submission occurrences per academic year: the first at the end of March, the second at the end of September)



Deferred submissions:

- Only POTA (Potential Qualifiers for Autumn Graduation ceremony) may apply for a deferred submission of their e-portfolios. The deadline for submission is usually midnight of the last day of the January Supplementary Examination period.
- Deferred submissions require a formal application to be submitted for approval by the course convenor/programme convenor/HOD before 30 September 2025. Forms obtainable from reception.
- The Registrar's office has decreed (since 31 January 2023) that all signed-off marks have to be uploaded on PeopleSoft by end-November of an academic year for a student to be eligible to attend the Autumn (March/April) graduation ceremony held the following year. Therefore, deferred practical training applicants need to be aware that a delayed practical training submission will make them ineligible for the Autumn (March/April) graduation ceremony. The next possible graduation ceremony is in Spring (September). Students who meet all the degree requirements by the end of an academic year (end of January), will be noted as Qualifiers on the system and be able to obtain a letter to this effect from Student Records.

First year students will automatically be registered for CON1007X. Thereafter, students need to register for whichever practical training courses they have not yet completed (i.e. have a grade of "GIP" which stands for "Grade-In-Progress") and the appropriate level new course for their year of study, e.g. 2nd year students who have not submitted any e-portfolio will need to register for CON1007X and CON2013X, and 3rd year students who have not submitted any e-portfolios will need to register for CON1007X, CON2013X and CON3023X. Once a student's practical training has met the requirements the grade will change from "GIP" to "PA".

Finding employment

The Department does not organise work opportunities, nor place student with companies. The Department often passes on the job opportunities that have been sent to the university by potential employers, however, students remain wholly responsible for sourcing their own suitable employment opportunities.

It is suggested that students start networking and sourcing employment opportunities well in advance of the vacations to avoid disappointment. Students are reminded that they may seek employment within the scope of the Built Environment, or the construction value chain, as envisaged by the United Nations' Sustainable Buildings and Construction (SBC) Programme task group and displayed in Figure 1 below. They suggest that the value chain encompasses every aspect involved in the financing, planning, designing and commissioning, sourcing of materials and logistics involved in the construction process as well as the trading, operation, maintenance and renovation of the built assets, up to and including the end-of-life process, namely demolition and disposal.

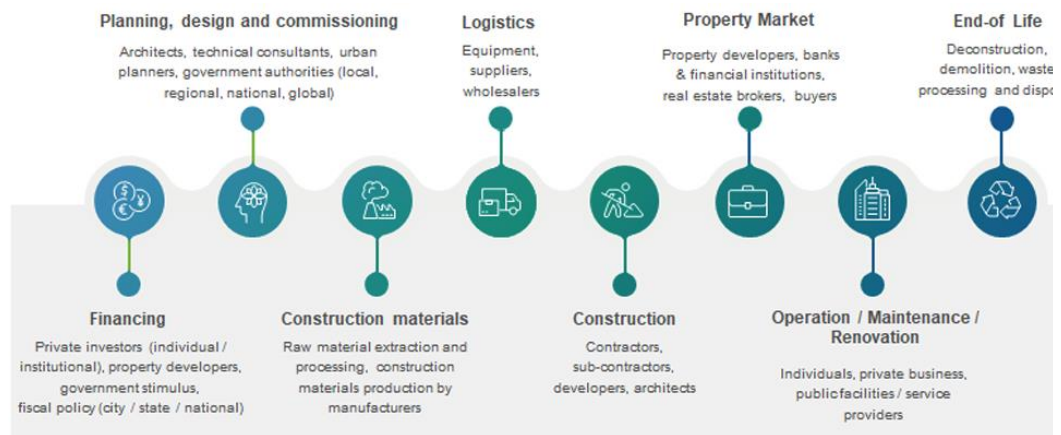


Figure 1. Stages of the Construction Value Chain.

Source:

https://www.oneplanetnetwork.org/sites/default/files/value_chain_analysis_construction_draft_201210_-_for_inputs.pdf

Where students are unsure whether an employment opportunity is suitable, please consult with the course convenor. There are no geographical limitations on practical experience, as long as all evidence is presented in English as per the Duly Performed criteria listed below.

Students should not expect to be paid or paid at market rate, however, most employers offer student a stipend to cover travel and food expenses during their work experience. Where students opt to stay in Cape Town during the vacation(s), they will require a letter from the Department verifying that they require accommodation from the Department of Student Affairs (DSA) to attend to academic responsibilities. Contact the CEM Administration Officer in this regard. Accommodation is arranged through the DSA – see Stay&Connect at the bottom of the web page <https://uct.ac.za/dsa/student-housing>.

Students are encouraged to speak to senior students about their practical training experiences to get advice or tips on how to go about seeking and securing employment. Students should also make use of the excellent facilities offered by the University of Cape Town's Careers Service department - <https://careers.uct.ac.za/>.

Vula Worksite The official course worksite may be found on <http://www.amathuba.uct.ac.za/> and is entitled **Prac Training X UG 2025** which incorporates all practical training courses, namely CON1007X, CON2013X and CON3023X respectively. Only officially registered students for the aforementioned courses will have access to the Prac Training X UG 2025 Amathuba site.




Note: If the Amathuba site does not appear when you log onto Amathuba, then chances are you have not been registered for one or more of the practical training courses. Please check your PeopleSoft records, and notify your student advisor immediately. You will need to complete an ACA09 form to add the course(s) to your curriculum as a grade cannot be updated if you are not registered for the course(s).

The Amathuba site contains useful information about how to put your e-portfolio together, database of employers who have previously employed students, FAQs, links to URLs submitted by students, etc.

Duly Practical training will be considered “duly performed” (DP) upon the course convenor’s

Performed Requirements

satisfaction that a student has proved their competence in Practical Training, when assessing the

- (a) suitability/appropriateness of the experience obtained while employed in any of the built environment disciplines (construction; engineering; housing; property development and management; quantity surveying; relevant local authority, provincial and national government departments) as logged in the reports (described below) ;
- (b) minimum hours/days/weeks of practical training undertaken  ;
- (c) professional approach to the compilation of the report, i.e. timely, correct and complete submission of requested documentation;
- (d) adherence to minimum report requirements;
- (e) confirmation from employer concerning student's work experience; and
- (f) submission of sensible and complete e-portfolio.

Where deemed appropriate, the course convenor **may** contact the employer/supervisor of the student's practical training to gain further clarification on issues.



Students are cautioned to only seek employment with legitimate entities, under suitably qualified mentors within the built environment.



Please note that public holidays may not be included in the calculation of work hours/weeks, unless documented proof of overtime worked can be produced. According to the Department of Labour's Basic Conditions of Employment, no person may be asked to work more 10 hours of overtime per week, unless they are at senior management level.



Where students work for employers who demand more than 8 hours of work per day (typical of construction companies), it should be noted that students may not log more than an average of 42,5 hours per week as practical training. The Department does not condone the exploitation of student labour and will follow up with employers should it be suspected that unfair labour practices were at play.

Please note the following:



Where students have worked more than the allotted hours towards a particular practical training course, for example five (5) weeks instead of four (4) weeks as required for CON1007X, the excess time may be "banked" at the course convenor's discretion to count towards CON2013X.

The spirit of practical training encourages students to carry out their practical training for CON1007X during/or after their first year of study, that practical training for CON2013X should be carried out during or after the 2nd year of study and that practical training for CON3023X should be carried out during the 3rd year (and final year) of study. This, in theory, should allow students to apply skills appropriate to their degree level or extent of learning in a practical environment.



While it is permitted, but is not seen as ideal, students should avoid “front end loading” their practical training, i.e. completing all their practical training during the first two years of study. Neither is “bulk” experience encouraged, i.e. completing all practical training requirements in one vacation. Similarly, students are warned not to delay starting their practical training until it is too late. Refer to Table 2 for a suggestion of how to plan when practical training should be undertaken.



Only experience undertaken **after** students have successfully submitted their practical training towards the undergraduate Construction Studies degree, may be counted towards the practical experience required for the postgraduate degrees of Quantity Surveying or Construction Management.

It is important to note that the level of responsibility and degree of task complexity of the work experience needs to be appropriate to that of an honours' degree student and not an undergraduate student.

E-portfolios All students are required to create a website to house their e-portfolio. Students are encouraged to use any of the free website builder sites (Google “top ten free website builders” and choose the best one suited to you) such as:

- [Wix](#)
- [Google sites](#)
- [Canva](#)
- [Vercel](#)

The e-portfolio should consist of a minimum of four pages, displaying the following content:

1. Welcome page

Recent, decent, clear and appropriate photograph of yourself with your name prominently displayed. Additional extras: Favourite quotation

2. Curriculum Vitae

A brief summary of your CV, highlighting achievements
Additional extras: Full CV to download

Warning: Avoid personal information being displayed online, such as telephone numbers, home addresses

3. Portfolio of Skills or Core Values

Three areas in which to demonstrate skills, namely:

- graduate attributes,
- degree programme outcomes, and
- practical training.

See **Annexure B** for more information with regards the MINIMUM information to be displayed on the “Portfolio of Skills” or “Core Values” page.

Students may arrange their [practical training reports](#) and [letters from employers](#) on this page. All documents uploaded to e-portfolios should be in PDF format.

4. Gallery

It is recommended that students upload a minimum of 10 photos taken by student (not downloaded from internet), which are appropriately labelled or described, to showcase construction related scenes of interest and reflect aspects of practical experience undertaken.

**Practical
training
reports**

Report Format

Reports should ideally be in PDF format.

Report Structure

A formal report structure, such as the progress report described in the book entitled "Professional Communication: How to deliver effective written and spoken messages" by English, Fielding, Howard and Van der Merwe (published by Juta), is recommended. *Please note that this book is the prescribed textbook for CON1019F/S Professional Communication and is supplied to students when registered for the course. Otherwise copies of the book can be found in the library.*

Report Content

The intention is not to be overly prescriptive of the report content, as the report serves a dual purpose of informing future employers of your ability to put a comprehensive report together as well as the nature of your practical experience. Students may peruse the e-portfolios (and practical training reports) of previous submissions on the Vula site. The **minimum** requirements are:

Submission Declaration	Complete, sign and include the "Submission Declaration" (to be found at the end of this document) as the last page of your report.
Reflective essay	A reflective essay (minimum 1500 words) which equates to an evaluation of lessons and/or skills learnt during practical training, with specific reference to course/degree outcomes, as well as any observations concerning technical or management issues that arose during the practical training experience that the student feels have made a significant impact in their learning.
Detailed, daily descriptive diary	A detailed, descriptive daily work diary logging the employment tasks undertaken during practical training period. Logbooks should be in tabular format clearly indicating the date, precise start and end times of employment, recital of actual activities (company timesheets are permitted as long as the minimum requirements are adhered to).

Table 3: Minimum Report Requirements

Optional extras are encouraged and may include the following, but are not limited to:

- Annotated images of the students' work environment, project activities, etc.;
- Copies of project drawings and/or documentation (note permission is required from employer/s to include such documentation).

Please note that students should decide on the best format for reporting on **multiple work experiences** – be it for different employment periods, and/or different employers. The documentation of practical experience in chronological order is a minimum requirement.



There has been a noticeable increase in plagiarism of previous submissions as well as the use of AI generated text. Students are reminded of UCT's plagiarism policy and that this extends to ALL aspects of their academic submissions made for degree purposes. Students are required to submit the declaration at the end of this document as part of their e-portfolios, and if found in contravention of the signed plagiarism declaration, will be prosecuted.



Employer Letter(s) The student is to scan in and upload to the e-portfolio along with the practical training report an original, signed letter from the employer/direct supervisor (on an official company letter head) acknowledging that the student's version of events is a true reflection (i.e. the employer has had sight of the student's report), that the duration of employment is correct and concluding with a brief appraisal of the student's performance during the practical training experience (a recommendation of skills).

E-portfolio Submission Dates

There are three submission opportunities per academic year:

- Submission Opportunity 1 – 31 March 2025, midnight
- Submission Opportunity 2 – 30 September 2025, midnight
- **Deferred Submission Opportunity (only POTA's eligible, by application only) - last day of Supplementary Exam period, January 2026 midnight.**

Late submissions of e-portfolio URLs via email will NOT be accepted for processing as part of the 2025 academic year, nor will they automatically be accepted as deferred submissions.

Failure to hand in practical training reports which meet the minimum requirements in or on time in the final year of study will result in students failing to be called as qualifiers during the end-of-academic-year examination committee meetings held at the end of January 2026. This will affect not only a student's Honours year application but the possibility of attending the Spring graduation ceremony.

Students are advised to contact the course convenor as soon as they know they are unable to meet the deadlines, so that advice can be given on the student's options and arrangements can be made accordingly.

E-portfolio submission Protocol

Students are required to copy & paste the correct e-portfolio URL in the comment section of the Assignment tool on the **Prac Training X UG 2025** Amathuba Site. Students should not attach the e-portfolio URL.

No hard copies or separate electronic submissions are required. Students should ensure the links to their documents on the e-portfolio are functional at time of submission.

Recognition of prior work experience (RPPE)

Students, who were employed in the construction industry prior to starting their undergraduate studies at the University of Cape Town, need to submit a report as detailed above, along with a letter of motivation, addressed to the Head of Department and copied to the course convenor, detailing why they wish the prior experience to be considered as part of the degree requirements for the BSc Construction Studies degree.

Please note that NO practical training undertaken prior to the UCT BSc Construction Studies undergraduate degree will be considered for exemption of practical training required during the postgraduate honours degree programmes.

Practical training undertaken prior to the honours year of study, where undertaken in a full-time capacity for longer than 4 weeks (either due to an academic light load or "gap" year in industry) is regarded as Prior Practical Experience and need to be recorded according to the requirements detailed previously. Such work experience may be accepted or rejected at the discretion of the course convenor.



No “double dipping” is permitted, i.e. experience accepted for CON1007X, CON2013X and/or CON3023X may not be used for CON4035X.

Faculty Handbook

Please note that where discrepancies appear between this Course Outline and the course contents in the [Faculty of Engineering and the Built Environment Undergraduate Handbook for 2025](#), the contents of this course outline take precedent and are applicable effective from 17 February 2025.



ANNEXURE A(1)

COURSE	PRACTICAL TRAINING	UCT Credits: 0 SAQA Credits: 0
COURSE CODE	CON1007X	Level: 1 Compulsory
PRE-REQUISITES/ CO-REQUISITES	Nil	
CONVENOR	Ms K Le Jeune	
STUDENT WORKLOAD	Employment experience Total Workload	<u>Hours</u> 160 160
AIMS	To supplement theoretical learning with practical exposure to work situations in the built environment.	
OUTCOMES	After completing this module the student should be able to demonstrate new skills acquired in the workplace.	
SYLLABUS	Approved experience employed in any of the built environment disciplines (construction; engineering; housing; property development and management; quantity surveying; relevant local authority, provincial and national government departments).	
ASSESSMENT	Students are required to submit a written report in accordance with the guidelines set out by the Department, which is endorsed by their employer/s, on the nature and duration of the experience obtained in the workplace.	
PRESCRIBED/ RECOMMENDED READING	Not applicable.	
TEACHING/ LEARNING METHODS	Supervised practical employment experience.	



ANNEXURE A(2)

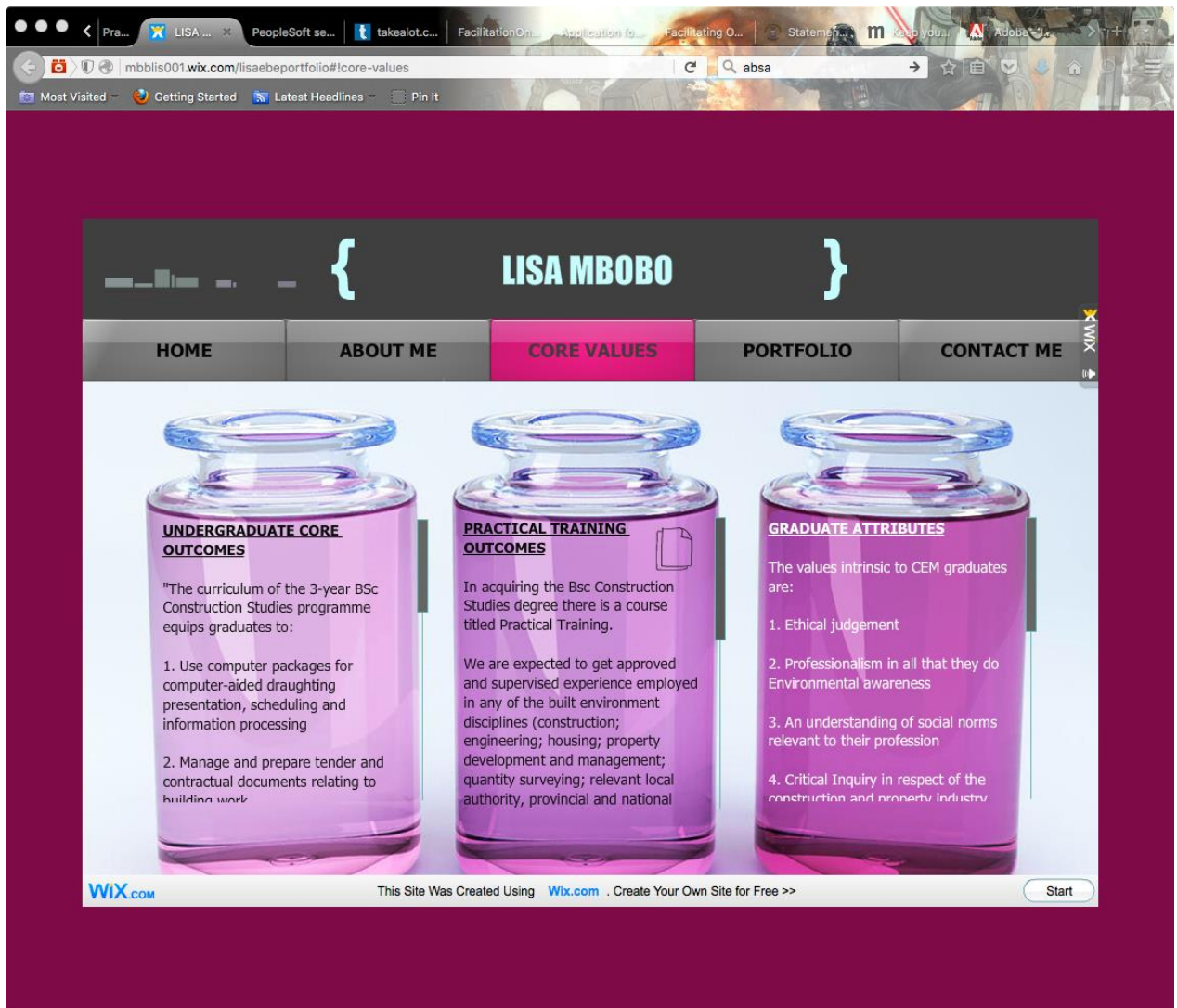
COURSE	PRACTICAL TRAINING	UCT Credits: 0 SAQA Credits: 0
COURSE CODE	CON2013X	Level: 2 Compulsory
PRE-REQUISITES/ CO-REQUISITES	<i>Pre-requisite:</i> Practical Training (CON1007X)	
CONVENOR	Ms K Le Jeune	
STUDENT WORKLOAD	Employment experience Total Workload	<u>Hours</u> 160 160
AIMS	To supplement theoretical learning with practical exposure to work situations in the built environment.	
OUTCOMES	After completing this module the student should be able to demonstrate new skills acquired in the workplace.	
SYLLABUS	Approved experience employed in any of the built environment disciplines (construction; engineering; housing; property development and management; quantity surveying; relevant local authority, provincial and national government departments).	
ASSESSMENT	Students are required to submit a written report in accordance with the guidelines set out by the Department, which is endorsed by their employer/s, on the nature and duration of the experience obtained in the workplace.	
PRESCRIBED/ RECOMMENDED READING	Not applicable.	
TEACHING/ LEARNING METHODS	Supervised practical employment experience.	



ANNEXURE A(3)

COURSE	PRACTICAL TRAINING	UCT Credits: 0 SAQA Credits: 0
COURSE CODE	CON3023X	Level: 3 Compulsory
PRE-REQUISITES/ CO-REQUISITES	<i>Pre-requisites:</i> Practical Training (CON2013X)	
CONVENOR	Ms K Le Jeune	
STUDENT WORKLOAD	Employment experience Total Workload	<u>Hours</u> 160 160
AIMS	To supplement theoretical learning with practical exposure to work situations in the built environment.	
OUTCOMES	After completing this module the student should be able to demonstrate new skills acquired in the workplace.	
SYLLABUS	Approved experience employed in any of the built environment disciplines (construction; engineering; housing; property development and management; quantity surveying; relevant local authority, provincial and national government departments).	
ASSESSMENT	Students are required to submit a written report in accordance with the guidelines set out by the Department, which is endorsed by their employer/s, on the nature and duration of the experience obtained in the workplace.	
PRESCRIBED/ RECOMMENDED READING	Not applicable.	
TEACHING/ LEARNING METHODS	Supervised practical employment experience.	

ANNEXURE B



Source: Example of e-portfolio established by LisaMboobo, 2012

Copy & paste the **blue text** onto your e-portfolio page entitled “Portfolio of Skills”. The purpose of displaying this information is for external people who view your e-portfolio to understand the context of your report(s).

Graduate Attributes

The Department of Construction Economics and Management at the University of Cape Town strive to produce CEM graduates who ascribe to the following intrinsic values and competencies:

- Ethical judgment
- Professionalism in all that they do
- Environmental awareness
- An understanding of social norms relevant to their profession
- Critical Inquiry in respect of the construction and property industry
- Technical knowledge/competency
- Industrial knowledge/competency
- The impact of professional practice on social responsibility, social justice and social norms.



BSc Construction Studies Degree Outcomes

The curriculum of the 3-year BSc in Construction Studies programme equips graduates to: use computer packages for computer-aided draughting presentation, scheduling and information processing; manage and prepare tender and contractual documents relating to building work; estimate cost and undertake financial management of construction projects; manage the construction of buildings and related infrastructure; manage the human resources within a construction firm; understand and evaluate economic issues concerning the construction sector and the construction firm at both a micro and macro level; understand the time value of money and apply discounted cash flow techniques for evaluating alternative property investments; communicate with construction professionals concerning spatial concepts, financial issues and construction assembly problems. The aims of the programme are: to provide employable management graduates to the construction industry; to fully satisfy the criteria for accreditation in terms of the requirements of the Chartered Institute of Building (CIOB), the South African Council for the Project and Construction Management Professions (SACPCMP), the Royal Institution of Chartered Surveyors (RICS), and the South African Council for the Quantity Surveying Profession (SACQSP).

Source: [EBE Undergraduate Handbook, 2025](#)

Practical Training

Aim

To supplement theoretical learning with practical exposure to work situations in the built environment.

Outcome

After completing this module the student should be able to demonstrate new skills acquired in the workplace.

Assessment

Students are required to submit a written report in accordance with the guidelines set out by the Department, which is endorsed by their employer/s, on the nature and duration of the experience obtained in the workplace.

Source: *CEM Departmental Handbooks: CON1007X, CON2013X, CON3023X*



ANNEXURE C

CON1007X, CON2013X, CON3023X SUBMISSION DECLARATION 2025

Summary of Submission

1. I hereby declare that I have checked on PeopleSoft that I am **correctly registered** for the appropriate practical training courses for 2025.
2. I have included a logbook with detailed breakdown of the hours that I have worked, with totalled hours. Herewith the summary of the hours/days/weeks worked as part of my 2025 practical training submission:

(indicate whether hours/days/weeks)

CON1007X		Hrs/dys/wks
CON2013X		Hrs/dys/wks
CON3023X		Hrs/dys/wks
TOTAL		

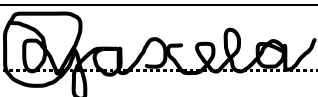
3. I further declare that I have read the 2025 course handout for the practical training requirements for the Department of Construction Economics and Management, understand the contents and acknowledge what my obligations are. By ticking the checklist, I confirm that I have adhered to the minimum submission requirements applicable for 2025

<input checked="" type="checkbox"/> Report	<input checked="" type="checkbox"/> Employer letter(s)	<input checked="" type="checkbox"/> e-portfolio
<input checked="" type="checkbox"/> URL submission (in working order)	<input checked="" type="checkbox"/> Submission declaration	

Plagiarism Declaration

1. I know that plagiarism is wrong. Plagiarism is to use another's work and pretend that it is one's own.
2. Where I have made use of referencing, I have used the prescribed UCT convention for citation and referencing. Each contribution to, and quotation in, this report from the work(s) of other people has been attributed, and has been cited and reference.
3. The e-portfolio content, practical training reports are my own work and is in my own words (except where I have attributed it to others).
4. I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.
5. I acknowledge that copying someone else's report or part of it, is wrong and declare that this submission comprises my own work.
6. I acknowledge the use of Insert AI system(s) name(s), version number and link to generate materials, that were either used:

- ☒ For background research, styling, proof reading, etc.; **and/or**
☐ In materials that were included within my document in modified format. **OR**
☐ AI was not used at all.

Signature 

GXLLIT001
Student number

Litha Gaxela
Student Name

30/09/2025
Date