**COORDINATION OF WORK-BASED LEARNING**

**8.1**

**Accreditation criterion no.15**

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| **Instructions:**   * Interrogate each statement, consider all relevant data available and rate whether the student recruitment, admission and selection policies and procedures:   + meet minimum standards   + need improvement   + do not meet the minimum standards. * Justify the ratings in a concise, analytical and reflective summary. * Where the coordination of work-based learning needs improvement, indicate what actionable improvements will be taken by the institution within specified timeframes to ensure that they meet minimum requirements. * Compile supporting evidence to substantiate the institution’s response and list it systematically in the space provided. The actual supporting evidence should be uploaded on the HEQC Online system at the time of submission and should correspond to the list of evidence below:   + A policy which clearly outlines the responsibility of the Institution with regards to placement of students for WIL   + Examples of learning contracts/ agreements used for WIL   + Sample WIL Log-books   + Policies and procedures used to ensure that all parties- students, the Institution, mentors, employers and adhere to contractual agreements and, where breaches occur, the measures that are put in place to protect students as appropriate   + Evidence of a monitoring system in place for monitoring the progress of the student’s learning experience in the workplace |

**8.2**

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| **Instructions:**   * Respond to each statement in the space provided. * Attach supporting evidence to substantiate the institution’s response where necessary. |

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| **STATEMENT** | **Meets minimum standards** | **Needs improvement** | **Does not meet the minimum standards** | **Comment** |
| Learning contracts or agreements are implemented through which the student, the higher education institution and the employer can negotiate, approve and assess the objectives and outcomes of the learning process. |  |  |  |  |
| Regular and effective communication takes place between the institution, students, mentors and employers involved in work-based learning. |  |  |  |  |
| A system (both at the institution and at the place of employment) is in operation to record and monitor regularly and systematically the progress of the student’s learning experience in the workplace |  |  |  |  |
| A mentoring system enables the student to recognise strengths and weaknesses in his/her work, to develop existing and new abilities, and to gain knowledge of work practices |  |  |  |  |

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| **OVERALL RATING**  **(Consider the individual ratings above and provide an overall rating)** | **Meets minimum standards** | **Needs improvement** | **Does not meet the minimum standards** | **Comment** |
| Coordination of work-based learning |  |  |  |  |

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| **JUSTIFY THE RATINGS (in a concise, analytical and reflective summary)** |
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| **ACTIONABLE IMPROVEMENTS (within specified timeframes to ensure that programme meets minimum requirements)** |
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| **SUPPORTING EVIDENCE (to substantiate response where necessary)** |
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**8.3**

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| **Instructions:**   * Respond to each statement in the space provided * Attach supporting evidence to substantiate the institution’s response where necessary |

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| **STATEMENT** |
| Reflect upon the coordination of work-based learning and comment on the adequacy and effectiveness of coordination of work-based learning for the programme |
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| **SUPPORTING EVIDENCE (to substantiate response where necessary)** |
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| **STATEMENT** |
| Provide a summary of any planned changes in relation to the identified needs and gaps. Explain the mechanisms and procedures to bring about these changes (e.g. financial resourcing and policy adjustments) including arrangements for the approval thereof. |
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| **SUPPORTING EVIDENCE (to substantiate response where necessary)** |
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