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Faculty of Education
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LETTER TO PRINCIPAL

Dear Principal

Thank you very much for receiving a NWU Distance Learning Student at your school for WIL purposes. The Unit for Distance Learning (UDL) is situated on the Potchefstroom Campus of the North-West University (NWU). UDL delivers several distance programmes on behalf of the faculties at a number of distance learning centres in Southern Africa.

Distance learning (DL) is an approach that combines the principles of learner centredness, lifelong learning, flexibility provision, the removal of barriers to learning, accessibility to learning, the recognition of prior learning, the provision of learner support, the construction of learning programmes in the expectation that learners can succeed, e-learning and the maintenance of rigorous quality assurance.

Distance learning programmes are offered on the following principles:

- a) Each programme has a minimum and maximum time duration in order to complete the studies.
- b) Study material will be made available to students via the university learning management system (eFundi) and students can work through the resources and content at their own pace via the internet.
- c) Students are supported by means of eFundi, a call centre, social media (Facebook) and contact with lecturers and facilitators via e-mail, telephone or personal appointment.
- d) Examinations are written at several examination centres throughout Southern Africa, but the NWU can request students to write a specific module (e.g. Computer Science) at the Potchefstroom Campus

We deem it a privilege to work in collaboration with schools to expose our students to optimal introductory experiences while in an authentic practical teaching environment. We

request that the student will be included in the teaching and learning processes at your school as far as possible. We appreciate your willingness and commitment to involve the school and its personnel in the training of educators.

The FET student is expected to complete three weeks' Work-Integrated Learning (WIL). If possible, it is preferable that this involves three consecutive weeks. The WIL module has a portfolio requirement. The student must complete and hand in their portfolio in the fourth term (end of the second semester).

The school has to be willing to take part in the WIL process by:

- *allowing the student to observe a number of classes / lessons in the FET subject that they are registered for (as specified in the AWIL 524 portfolio assignment).*
- *allowing the student to teach a number of lessons under mentorship/support of the teacher in the FET subject that they are registered for (as specified in the AWIL 524 portfolio assignment).*
- *providing the NWU with a telephone number, e-mail **or** fax number **and** physical address (Street name/courier address) of the school.*

The school must have an EMIS (Education Management Information System) number.

Thank you in advance.

Yours faithfully

A handwritten signature in black ink, appearing to read 'E. Erasmus', is written over a light grey rectangular background.

Dr E Erasmus (programme leader)

Tel: 018 299 4722

Email: Ewie.Erasmus@nwu.ac.za



LETTER TO STUDENT

Dear Student

You are expected to complete three weeks Work-Integrated Learning (WIL) as part of your studies. The WIL module has a portfolio requirement. You have six months to complete and hand in your portfolio. Your AWIL 524 portfolio will carry eight (8) credits towards your qualification.

The school has to be willing to take part in the WIL process by:

- *allowing you to observe a number of classes / lessons taught by the mentor/support teacher in the subject that you are registered for (as specified in the AWIL 524 portfolio assignment).*
- *allowing you to teach a few lessons under mentor/support teacher of the teacher who is an FET teacher in the subject that you are registered for (as specified in the AWIL 524 portfolio assignment).*
- *providing the NWU with a telephone number, e-mail **or** fax number **and** physical street address of the school.*
- *allowing a lecturer, NWU mentor/support teacher or coordinator to also evaluate you if necessary.*

Please remember the following:

- You have to arrange with the school to complete your work-integrated period with them, by asking the principal to complete and sign the PR02 E form which is attached. All fields are compulsory and must be completed in full.
- You have to upload the PR02 form (completed in full) with your application forms. As soon as you are a registered student with a student number you have to contact the school again to confirm the times for WIL as agreed upon.
- The school must have an EMIS number (Education Management Information System). You will not be allowed to complete your WIL at a school without the EMIS number.

Please contact the registration office (UODL-ACT@nwu.ac.za) for inquiries on registration (018 285 5900). Please contact the responsible lecturer for guidance and support regarding the portfolio.

We hope you gain valuable experience in working with the teachers and learners in the school, and wish you all the best.

Kind regards

Dr E Erasmus (programme leader)



SCHOOL INFORMATION

(Completed by the School that will be hosting the student for WIL)

The school must have a FET class in the subject you are registered for to complete the AdvCertificate in FET Teaching / Please complete the form in full.

FULL OFFICIAL NAME OF SCHOOL											
EMIS NUMBER											
Telephone Number											
Fax Number											
Email Address											
GRADES (e.g. 8-12)											
LANGUAGE MEDIUM											
POSTAL ADDRESS									POSTAL CODE		
STREET ADDRESS									POSTAL CODE		
Area / Residential Area											
Town											
PRINCIPAL											
TITLE											
INITIALS											
SURNAME											
PREFERRED NAME											
Telephone Number											
E-Mail Address											

MENTOR/SUPPORT TEACHER									
Post level requirements for appointment of Mentor/support teacher (one of the following): Principal / Deputy Principal / Qualified FET Teacher with five (5) years or more relevant teaching experience/ FET HOD / HOD / Qualified educator with five (5) years or more relevant teaching experience									
TITLE					INITIALS				
SURNAME									
PREFERRED NAME									
POSITION HELD (e.g. Principal)									
NUMBER OF YEARS OF TEACHING EXPERIENCE	YEARS						MONTHS		
Telephone Number									
E-Mail Address									
Student will be able and allowed to complete WIL as per the requirements for the WIL.						Yes		No	

PLEASE ATTACH A COPY OF THE EMIS REGISTRATION DOCUMENT

Signature of mentor/support teacher: _____

PRINCIPAL:

I hereby confirm that the student will be able and allowed to complete WIL at this school.

SCHOOL STAMP
(Compulsory)

Signature: Principal

Date