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1 October 2019

Dear Principal

WIL PR 02 WIL REGISTRATION

Dear Principal

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

Open distance learning (ODL) is an approach that combines the principles of learner centeredness, 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:

- Students can phone the registration department to verify times for registration.
- Each programme has minimum and maximum time duration in order to complete the studies.
- Contact classes are mainly presented by means of interactive whiteboards, supported by facilitators. Lectures can also be followed on a personal computer if students have access to the Internet. All modules presented by means of interactive whiteboards are stored on the Internet for students to access at a later stage.
- Students are supported by means of a call centre, social media (Facebook) and contact with lecturers and facilitators via e-mail, telephone or personal appointment.
- 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 in order to expose our students to optimal introductory experiences while in an authentic practical teaching environment.

We request that the student will be utilised in the 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.

In the WIL manual the student will be able to explain the qualification that he/she is enrolled in at the NWU. However, each student is compelled to do Work-Integrated Learning (WIL) for a period of three weeks as the WIL module carries credits to be awarded to the student.

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

- *Allowing the student to observe a number of classes / lessons*
- *Allowing the student to learn from the school and being part of the school*

The Mentor Office will contact the Mentor and explain the Mentorship training.

We thank you.

Yours sincerely

Applicants should please upload this form to their online application.

GR R DIPLOMA

WORK INTEGRATED LEARNING REGISTRATION

STUDENT INFORMATION

NWU NUMBER*	STUDENT													
OLG NUMBER*	STUDENT													

*Office use only

Please complete in full and write clearly and neatly in block letters

ID NUMBER														
CONTACT CENTRE NEAR YOU														
PRIVATE OR PROVIDE NAME OF BURSARY														
TITLE		INITIALS												
FULL NAME														
PREFERRED NAME														
SURNAME														
CELLPHONE NUMBER														
EMAIL ADDRESS														
PREFERRED LANGUAGE														
HOMETOWN														

CURRENT EMPLOYER														
Are you currently in a teaching position or vounteering at a school?	Yes		No											
• If yes, please indicate Grade (s) you are responsible for														
Number of years in a <u>teaching</u> position	Years		Months											

NB: All fields are compulsory and must be completed

 Signature: Student

 Date

SCHOOL INFORMATION (Completed by the School that will be hosting the student for WIL)
The Primary and/or Pre -Primary School must have a Grade R classroom.
 Please complete in full.

DATE								
SCHOOL NAME								
CONTACT DETAILS								
FAX NUMBER								
EMIS NUMBER								
QUINTILE	Q1	Q2	Q3	Q4	Q5	INDEPENDENT		
LANGUAGE MEDIUM	AFR	ENG	STW	ONE	PAR	DUAL		
	OTHER							
NWU SCHOOL		PP	PS	PPS	PPHS	HS	SNS	
TOWN								
SCHOOL DISTRICT								
PROVINCE								
PRINCIPAL								
TITLE		INITIALS						
SURNAME								
CONTACT DETAILS								
EMAIL								
POSTAL ADDRESS							CODE:	
STREET ADDRESS							CODE:	
PRACTICUM COORDINATOR								
CONTACT DETAILS								
EMAIL:								

NB: PLEASE ATTACH THE EMIS REGISTRATION DOCUMENT IF POSSIBLE

 Signature: Principal

 Date

SCHOOLSTAMP (Compulsory)

ONLY COMPLETE WHEN SCHOOL DOES NOT HAVE AN EMIS NUMBER

SCHOOL PRINCIPAL CONSENT FORM

STUDENT ID NUMBER														
TITLE		INITIALS												
FULL NAME														
SURNAME														
CELLPHONE NUMBER														
EMAIL ADDRESS														
CURRENT EMPLOYER														
EMPLOYMENT DATE														

PRINCIPAL			
SCHOOL NAME			
TITLE		INITIALS	
SURNAME			
CONTACT DETAILS			
EMAIL			
POSTAL ADDRESS		CODE:	
STREET ADDRESS		CODE:	

- I have read the above letter and understand that the above student must do his/her practicum at a school with an EMIS number.
- The abovementioned student is currently employed at the school.
- The above mentioned school does not have an EMIS number.
- I will therefore exempt the student for 15 (FIFTEEN) school days from his/her commitments to complete his/her WIL practicum PER SEMESTER at a school with an EMIS number.

I certify and completely understand and comply with the above as stated.

Signature: Principal

Date

<p>SCHOOLSTAMP (Compulsory)</p>
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SCHOOL MENTOR INFORMATION

This person is appointed to mentor the student that is in the school. To mentor someone is to advise or guide a less experienced person.

Post level requirements for <u>appointment</u> of mentor for student <u>at the school</u> (one of the following): Qualified educator in the phase that is relevant to student with minimum 7 years' experience. The Principal or HOD.										
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 in GR R as per the requirements for the WIL.							Yes		No	

A **Coordinator** is a person that is appointed at the school by the principal to help the students.

Signature: Mentor

Date

Signature: Principal

Date

<p>SCHOOLSTAMP (Compulsory)</p>

Yours sincerely