

Policy Reference	PP Practical hrs, experiential hrs	Year	2010
Type of policy	Academic Policy		
Last update	November 2009		
This policy replaces	PP Practical hours, experiential learning 09		
Name change from	Not applicable		
Name change to	Not applicable		
Linked Strategy/Plan	Academic Strategies (Teaching and learning strategy)		
Documentation linked to this policy	Student Code of Conduct		
Database	DB students DB Gyms		
Responsibility for policy implementation	Campus Manager at regional level Managing Director at National office		

FOREWORD

Workplace learning is not paid work; it is a required component of learning and represents practical experience and practical learning, both of which are essential components of learning for occupationally based qualifications.

Students need to complete a certain number of hours in their field or learning. This can be simulated experiential learning that is organised through the campus or it can be work placement. Students on a learnership or skills programme come to the **eta** for their learning but they are already placed in the workplace. These students need to carry out work that is related to their learning programme and the qualification that they are trying to achieve.

This type of experiential learning is essential for gaining confidence and for achieving competence in a qualification. Students may also be assessed in the workplace environment.

The allocation of time spent in practical workplace relates to a percentage of the credit value of the qualification. The percentage of time recommended for learning in the workplace is a *minimum* of 30% of the credit value of the qualification and can be up to 70% in the case of skills programmes or learnerships.

Students on campus will spend time in the **eta** fitness and sport facilities and these experiential hours are organised through the campus Academic Head. They will also spend time in the workplace, once their first applied modules of their course have been completed. Distance learning and part time students are expected to organise their field work hours according to the guidelines in their Study Guide. Students must remember at all times that as well as representing the **eta**, they are also being evaluated for potential employment. They must therefore behave in a professional and appropriate manner.

- **Fitness** students are recommended to spend time in fitness facilities, gyms and with private fitness practitioners
- **Coaching Science** students are recommended to spend time in sport clubs, federations, schools and with private coaches
- **Sport Management** students are recommended spend time in sport, recreation or fitness environments which exposes them to a cross section of learning in the field.

Workplace integrated learning and practical learning on campus are a time of applying knowledge and skills and learning in a place of work. Students completing these hours must log them according to the guidelines in the log book. They are also expected to follow the policies and procedures of the workplace they have been allocated to.

PURPOSE

This policy provides guidelines regarding workplace integrated learning (WIL) which is experiential work based learning required for a qualification. It is also intended to guide faculty on the application of these experiential learning hours; during the course on campus and in the workplace. This policy applies to all courses and to all students completing experiential learning in the field.

POLICY

This policy defines the controls regarding the following:

- 1. Agreements with workplace**
- 2. Procedures for logging hours**

1. AGREEMENTS WITH WORKPLACES

1. Each campus organises the practical hours and workplace integrated learning for their students.
2. Each campus needs to have a signed agreement with the workplace where the students are being placed.
3. The agreement should clearly state the expectation of the employer, the student and the **eta**.
4. A copy of each agreement is held at the campus and at **eta** National.
5. In the event that national agreements are reached for workplace integrated learning e.g. Virgin Active or Planet Fitness, the agreement will be held at the National office and copies will be made available for each region or campus.

2. PROCEDURE FOR LOGGING HOURS

1. In the Portfolio of Evidence, students are provided with practical hour forms or log books containing core and elective modules and a stipulated number of practical hours required for each module.
2. Students utilise the forms or log books to record all their practical hours.
3. Students need to ensure that these forms completed and signed by supervisors. They need to include date, duration, a brief description of what they did during the session, name and signature plus contact number of supervisor or person with whom they did the hours.
4. Completed practical hours forms or log books must be filed back in the student's PoE behind the relevant index number.