



UNIVERSITY
of
TECHNOLOGY,
MAURITIUS

UNIVERSITY OF TECHNOLOGY, MAURITIUS

WORK PLACEMENT GUIDELINES

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Table of Contents

1.0	Overview of the Work Placement Guidelines	3
1.1	Expected Outcomes	3
2.0	Objectives of the Work Placement	3
3.0	Work Placement Requirements and Assessment	4
3.1	Time Frame	4
3.2	Portfolio	4
3.3	Portfolio Duty at the Training Placement	4
4.0	Ethical Conduct during the Training	5
4.1	Discipline and Regulations	5
4.2	Attendance/Absence	5
4.3	Confidentiality of Company's Information	5
5.0	Deliverables	6
6.0	Portfolio Guidelines	7
6.1	Page Layout	7
6.2	Document Structure	8
6.3	Submission and Deadline	9
7.0	Assessment	10
8.0	Annexes	
8.1	Work Placement Information Sheet	11
8.2	Certificate of Originality	12
8.3	Work Placement Weekly Log Book	13
8.4	Work Placement Mark Sheet	14
8.5	Work Placement Supervisor's Appraisal Form	15
8.6	Declaration Form for Work Placement Supervisors	17

1.0 Overview of the Work Placement Guidelines

The Work Placement is mandatory for full-time students where prescribed by the programme concerned and it provides pre-professional work experience whereby the students will have the opportunity to apply theoretical knowledge to solve real world problems in their chosen field of study.

The Work Placement must in principle be relevant to the student's personal career interests and academic courses of study, serving as a bridge between the university and the world of work. After successful completion of the Work Placement, students will be in a better position to make informed decisions about their career and improve their employability after graduation.

1.1 Expected Outcomes

After Work Placement, the student is expected to have acquired the ability to:

1. apply their academic and technical knowledge to workplace situations;
2. solve different problematic issues;
3. work in a team and enhance their communication skills; and
4. demonstrate work readiness when applying and being interviewed for jobs.

2.0 Objectives of the Work Placement

The objectives of the Work Placement are:

1. To give students the appropriate work experience whereby they will have to accomplish several activities and undertake other relevant responsibilities under supervision.
2. To guide students to follow their career interests and to help them to progress from the University to the world of work.
3. To help students make informed decisions and improve their marketability after graduation.
4. To offer students the opportunity to apply the skills and knowledge gained at the University to the workplace.
5. To train and prepare high-level graduates with knowledge and skills requirements of future business environments.
6. To gain an understanding of requirements of the workplace including teamwork, communication skills, punctuality, meeting deadlines, following instructions, respect for organisational structure and hierarchy amongst others.

3.0 Work Placement Requirements and Assessment

3.1 Time Frame

To successfully complete the Work Placement requirement, the students will normally undergo a 15 weeks placement at relevant organizations.

3.2 Portfolio

Students need to submit a portfolio of 4000-5000 words. The portfolio will be a collection of a student's work experience that demonstrates the student's progress in any related field.

The portfolio is a means for collecting and presenting Work Placement evidence. A portfolio is an edited, purposeful collection of artifacts (materials) that provides a framework for demonstrating knowledge, understanding, experiences, and processes for learning while advancing through the levels of learning experiences during the programme. It is also a documentation of the student's ability to see the interrelatedness of the core competency areas.

3.3 Portfolio Duty at the Work Placement

It is compulsory for students to attend at least four (4) days per week, subject to days earmarked for lectures at the University, at the relevant organization. The students in consultation with the Work Placement Supervisor should fill the log book on a weekly basis. The student should contact the UTM Work Placement Assessor to discuss work performed and other related issues at least three times during the placement period.

4.0 Ethical Conduct during the Training

Students must adhere to the following rules and regulations during the training and any other specific requirements of the organisation where work placement is taking place.

4.1 Discipline and Regulations

1. It is the responsibility of the student to be self-disciplined while undergoing the Work Placement.
2. Every student must perform his/her training with full dedication.
3. Every student must respect his/her Work Placement Assessor and Work Placement Supervisor. He/She must abide by the rules and regulations set by the Employer and the Department to which he/she is assigned.
4. Every student must avoid causing damage or misappropriate any property belonging to the company.
5. Every student must behave properly and dress appropriately.

4.2 Attendance/Absence

Students should be available throughout the working hours as specified as per the policy of Work Placement of the University or as per the requirements of the organisation. The duly filled log book will be a proof on attendance of students.

Students are **NOT ALLOWED** to change their training placement once confirmation has been made with the University through the Employment and Work Placement Unit and with the organisations unless in exceptional circumstances and with the approval of the University. To ensure problems are solved amicably, students should discuss any arising matter with their Work Placement Assessor.

4.3 Confidentiality of Company's Information

Students must not reveal any classified or confidential information pertaining to the organization. Students are prohibited from copying, printing or taking pictures of any document or equipment deemed secret by the organization.

5.0 Deliverables

(a) Information sheet

The student shall meet the head of section of the organisation to discuss on the placement and the assigned Work Placement Supervisor. The student should submit the duly completed Work Placement Information Sheet and send same to the School Registry. The sheets will be countersigned by the Work Placement Assessor. This document must be countersigned by the student and his/her Work Placement Supervisor. A soft copy of this form can be downloaded from the Work Placement Guidelines available on the UTM website.

6.0 Portfolio Guidelines

The student shall submit a Portfolio of around 4000-5000 words in length (about 30 A4 pages, one and a half spaced typing), exclusive of tables, diagrams, computer print-outs and other supporting material, all of which should be strictly relevant.

The Portfolio shall be bound in an A4 ring binder spiral soft binding and shall become the property of the University.

6.1 Page Layout

A4 paper (210 x 297 mm - 8.25" x 11.7") of good quality and sufficient opacity should be used. Standards that need to be followed:

- Only one side of the paper is to be used
- Left (binding edge) and bottom margin 40 mm
- Other margins 20 mm
- One and a half line spacing should be used in typescript, except for indented quotations or footnotes where single spacing may be used.
- The type size is 12 point with font Times New Roman for main text. Text alignment should be justified
- Diagrams, Graphs and Photographs: These should all be referred to as "Figure" and numbered consecutively throughout the text.

Particular attention should be paid to spelling and proper use of the English language.

6.2 Document Structure

The overall Portfolio structure should be as follows:

- Title page
- Certificate of Originality
- Acknowledgements + Table of Contents + {Chapters} + References + {Appendix} + Work Placement Weekly Log Book + Work Placement Supervisor's Appraisal Form.

(a) The title page shall contain the following information:

- University of Technology, Mauritius
- School of
- Name of Programme
- Full Title of Assignment (s)
- Organisation's Name
- Work Placement Supervisor
- Student's Name and ID
- Date of submission

(b) Certificate of Originality containing a signed declaration regarding plagiarism. Plagiarism is the act of copying materials without acknowledging the source of information and passing it as one's own writing. It is a breach of university regulations which will render students liable to penalisation. Student is thus required to submit a signed form (attached in handbook). A copy of this sheet is supplied at the end of this Handbook.

(c) Acknowledgements to any assisting persons and/or organisations.

(d) Contents showing the page numbers of sections and sub-sections, and a list of figures / tables.

(e) Chapters (Students must use the following format)

Chapter 1: Introduction

Chapter 2: Brief Overview of the Organisation

Chapter 3: Experience Gained, Activities Covered, Application of theoretical knowledge in practice

Chapter 4: Conclusion and reflection on experience gained with particular mention of how the placement is likely to have improved the work readiness/ employability of the student/learner.

(f) References: When referring to another person's ideas or direct words in the text of the Portfolio, the student must acknowledge that person's contribution in two places: in the body of the Portfolio at the point where the idea or words (in-text referencing) is used and at the end of the Portfolio under the heading 'References' (end-text referencing). Students should make sure that the reference section consists of **ALL** and **ONLY** the

sources that have been referred to in the Portfolio. The style to be used is the 'Harvard' one.

(g) Appendices: log book (mandatory) and any other listings (if required). (Original of the duly-filled log book to be included in the Portfolio.)

6.3 Submission and Deadline

One Portfolio should be submitted to the School Registry. The deadline for the submission of the Portfolio (and any other deliverables) would be communicated by School Work Placement Committee.

Submission after the due date will result in a penalty of **5% of total marks earned per day overdue**, down to the minimum pass level (40%). Late submission of the Portfolio without penalty is allowed only in extenuating circumstances and upon the recommendation of the Work Placement Assessor.

If students are having difficulties at any point in time, they should inform the Work Placement Assessor at the earliest.

Requests for extension to submit the Portfolio after the deadline must be made in writing with justifications and may be granted only under extenuating circumstances and upon recommendation of the Work Placement Assessor. Extensions will be limited to a maximum of ten (10) days after which penalty for late submission will apply.

7.0 Assessment

The Portfolio will be assessed as per the Work Placement Mark Sheet (Annex 8.4) and Work Placement Supervisor's Appraisal Form (Annex 8.5) by the:

Work Placement Assessor - 90% of total marks;

Work Placement Supervisor – 10% of total marks.

The grade for the portfolio will be approved by the Board of Examiners. The following general guideline of criteria will be considered to assess the student's portfolio by the Assessor.

1	Introduction: Understanding of the given work, job description and objectives of the work placement.
2	Brief Overview of the organisation: Vision and Mission of the organisation, Hierarchical structure of the organisation, Roles and responsibilities of his/her department within the organisation.
3	Application of Knowledge: Experience gained, Describing the nature of the job assigned, Application of academic knowledge in the working environment, Solving different work related problems, ability to integrate and perform in the working environment and demonstrate the skills or knowledge to deal with daily work issues.
4	Conclusion and Reflection: Reference to application of knowledge with emphasis on initial objectives of work placement, provide clear and relevant reflection. Job/Work Skills acquired and how placement has improved work readiness.
5	Presentation and Originality: Layout which conforms to the required specifications of structure and presentation as per Work Placement Guidelines, neatness and orderly presentation of chapters and paragraphs, Correct use of language, diagrams, tables, references, appendices and originality of work.



SCHOOL OF

WORK PLACEMENT INFORMATION SHEET

Student Name	
Student ID and Cohort	
Assignment Title	
Work Placement Assessor	
Work Placement Supervisor	
All required contacts (office number, mobile number & E-mail)	

JOB PLACEMENT DESCRIPTION

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Signature (student):

Date:

Signature (Work Placement Assessor):**Date:**

Signature (Work Placement Supervisor):**Date:**



SCHOOL OF

CERTIFICATE OF ORIGINALITY

I hereby declare that the intellectual content of this portfolio is the product of my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which has been accepted for the award of any other degree or diploma of the University or any other institute, except where due acknowledgement and references are made in the text.

Candidate's Name/Number:.....

Assignment Title:

Signature:.....

Date:.....



SCHOOL OF
WORK PLACEMENT WEEKLY LOG BOOK

Student Name	
Student ID and Cohort	
Assignment Title	
Work Placement Assessor	
Work Placement Supervisor	

WEEK (from to)

Date	Task Performed	Skills Acquired

Overall Remarks by Work Placement Supervisor:

Signature:

Work Placement Supervisor: **Date:**.....

Student : **Date:**.....



**SCHOOL OF
WORK PLACEMENT MARK SHEET**

Student Name		
Student ID and Cohort		
Portfolio Title		
Work Placement Assessor		
CRITERIA	REMARKS	Marks
Introduction: Understanding of the given work, job description and objectives of the work placement. [10 %]		
Brief Overview of the organisation: Vision and Mission of the organisation, Hierarchical structure of the organisation, Roles and responsibilities of his/her department within the organisation. [25 %]		
Application of Knowledge: Experience gained, Describing the nature of the job assigned, Application of academic knowledge in the working environment, Solving different work related problems, ability to integrate and perform in the working environment and demonstrate the skills or knowledge to deal with daily work issues. [35 %]		
Conclusion and Reflection: Reference to application of knowledge with emphasis on initial objectives of work placement, provide clear and relevant reflection. Job/Work Skills acquired and how placement has improved work readiness. [15 %]		
Presentation and Originality: Layout which conforms to the required specifications of structure and presentation as per Work Placement Guidelines, neatness and orderly presentation of chapters and paragraphs, Correct use of language, diagrams, tables, references, appendices and originality of work. [15 %]		
	Total Marks	
Work Placement Assessor:		
Date:		



WORK PLACEMENT SUPERVISOR'S APPRAISAL FORM

To be completed by the Supervisor of the employer providing placement, upon completion of the Work Placement and submitted to the Work Placement Coordinator.

Student's Name:
(Surname in CAPITALS)

Placement Period from: to

Placement Organization:

Supervisor's Name:
(Surname in CAPITALS)

Student's Performance:

Please mark the Student's placement performance, under the following headings, using an integer mark from the range one (1) to five (5):

Serial No	Questions	Marks
1	Complete tasks effectively and efficiently?	
2	Complete tasks on schedule?	
3	Produce an acceptable volume of work?	
4	Produce work of good consistent quality?	
5	Demonstrate skills and knowledge in his/her technical area?	
6	Seek help and additional information when required?	
7	Demonstrate a willingness to acquire new skills and to learn?	
8	Learn from their mistakes?	

9	Exhibit good planning and organizational skills?	
10	Exhibit initiative where appropriate?	
11	Express him/herself clearly verbally?	
12	Express him/herself clearly in writing?	
13	Communicate effectively with others?	
14	Work well with others?	
15	Add value to the group, where appropriate?	
16	Conduct him/herself professionally to those inside and outside the group, including clients/customers?	
17	Maintain a good attendance record?	
18	Attend punctually?	
19	Show flexibility in hours of attendance?	
20	Show positive attitude at work?	
Total Marks		

Supervisor's Title: Supervisor's Signature:

Supervisor's Department: Date:



DECLARATION FORM

For Work Placement Supervisors

(This form is to be filled and submitted by all Supervisors involved in Work Placement)

To: The Registrar

Placement Period from: to.....

Placement Organization:

Supervisor's Name:

(Surname in CAPITALS)

I,, solemnly undertake that I shall not directly or indirectly disseminate, disclose, publish or otherwise convey or communicate to any third party or person(s) any information and/or content pertaining to the assessment of student(s) undergoing work placement in my organisation, except to duly authorised person(s).

I hereby declare that I have no immediate relative undergoing Work Placement in my organisation.

I understand that failure to abide fully by the above agreement and/or disclosing such information are grounds for disciplinary actions being taken against me, as per UTM Regulations.

Date:

Time:

Signature:

Signed in good faith: Date: