

SOUTH AFRICAN SOCIETY FOR CO-OPERATIVE EDUCATION

RECOGNITION BY SASCE OF EXCELLENCE IN THE PRACTICE OF CO-OPERATIVE EDUCATION

1. PREAMBLE

In order to promote the principles and practice of co-operative education, the South African Society for Co-operative Education (SASCE) decided to grant recognition to organisations, institutions and individuals that have attained a high standard in their participation in co-operative education. This recognition will take three forms; namely:-

- Acknowledgement of participation by both organisations or institutions and individuals in Co-operative Education.
- Merit awards to organisations.
- Honours awards to individuals.

2. DEFINITION OF TERMS

2.1 Experiential training programmes

In this document, the expression experiential training programmes is used to describe those training programmes which are provided by the employers to co-operative education students, and which are designed to be part of the co-operative education process, to be complete during the periods of experiential training which are prescribed in the structure of the students' co-operative education programmes.

2.2 Organisations

In this document, the term organisation is used to describe the firm, which employs the co-operative education student and provides the experiential training programme(s). It may refer to the firm as a whole, or to a specific branch or division or department of that firm.

2.3 Institution

In this document, the term institution is used for any form of educational provider, that offer work integrated learning programmes.

3. ACKNOWLEDGEMENT OF PARTICIPATION IN CO-OPERATIVE EDUCATION

3.1 Purpose

The purpose of acknowledgement is to foster participation in, and to promote the concept of, co-operative education. It is believed that certificates issued to and displayed by individuals, organisations and institutions will contribute toward marketing co-operative education.

3.2 Nomination of individuals, organisations and institutions for acknowledgement

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3.2.1 Any individual, organisation or institution which is involved in the practice of co-operative education may be nominated for a SASCE acknowledgement certificate.

3.2.2 The following may nominate an individual, organisation or institution for SASCE acknowledgement:

- a) The individual, organisation or institution may nominate itself.
- b) An academic department at an educational institution, which has first-hand knowledge of the organisation or institution's experiential training operation or the individual's commitment displayed, may nominate that organisation, institution or individual.

3.2.3 All nominations must be submitted in writing with the appropriate motivation to the secretary of SASCE, to table at the National Forum.

3.2.4 Nominations must be substantiated in terms of at least two (2) of the following criteria:

- a) Evidence of at least two (2) years active and continuous involvement in a standards generating and/or curriculum development process of a co-operative education programme.
- b) Evidence of at least two (2) years active and continuous involvement in formal continuous consultation (such as an advisory committee) for a co-operative education programme.
- c) Active and continuous enabling of experiential learning (EL) for at least two (2) years by, for example evidence of, the providing of placement opportunities, mentoring of EL learners, co-ordinating and monitoring of EL and/or the evaluation of the attainment of EL outcomes.
- d) Evidence, for at least two (2) years, of providing in or the undertaking of initiatives to ensure that 'faculty' involved with a co-operative education programme(s) remain abreast with the emerging practices of the vocation/profession.
- e) Individuals, organisations and/or institutions that were involved in a major breakthrough regarding the practice of co-operative education in South Africa.

3.3 Number of acknowledgements per year

3.3.1 SASCE will be entitled to acknowledge as many individuals, organisations or institutions per year, as it deems fit, and to present these individuals, organisations or institutions with certificates. The intention is to acknowledge all individuals, organisations or institutions that make a significant contribution in co-operative education.

3.3.2 The Society's central office/national secretary will maintain a register of acknowledgements, and will ascertain that no duplication takes place.

3.4 Acknowledgement certificates

3.4.1 The design and wording of certificates is determined by the National Executive Committee from time to time. The name and logo of the Society should however enjoy prominence.

3.4.2 The purpose of acknowledgement should be explained when certificates are presented.

3.5 Period of validity of acknowledgement

The acknowledgement of an individual, organisation or institution by SASCE will be valid for a period of three years, after which the individual, organisation or institution may again be nominated. However, since the certificates will be dated, organisations may continue to display their certificates indefinitely.

4. MERIT AWARDS

4.1 Purpose

The Merit Award is an award, which SASCE can confer on an organisation, in recognition of the consistent attainment of a standard of excellence by that organisation in its participation in and practice of co-operative education.

4.2 Maximum Number of Merit Awards

The maximum number of Merit Awards that will be presented at the national conference will be decided by the National Forum.

4.3 Selection of Merit Award recipients

The selection of organisations to receive Merit Awards will be the responsibility of the National Executive of SASCE. Any member of SASCE may nominate an organisation for a Merit Award. All nominations must be formally submitted in writing to the president, and must be signed by the proposer and seconder. The national executive committee will select the recipient(s) of Merit Award(s) from the nominated organisations. The Merit Awards should be awarded only if worthy recipients can be identified, in accordance with the criteria specified in paragraph 4.4.

4.4 Evaluation Criteria for Merit Awards

4.4.1 All experiential training programmes are to be structured according to sound educational principles to provide development experiential learning.

4.4.2 All experiential training programmes are to be co-ordinated with the co-operative education programmes of the appropriate academic institution(s), so as to supplement and complement the theoretical components presented by these academic institutions.

4.4.3 All persons directly involved with experiential training programmes are to be competent.

4.4.4 Students participating in experiential training programmes are to be adequately supervised.

4.4.5 The performance and competence of the students participating in experiential training programmes are to be regularly and adequately assessed, and the results of these assessments are to be recorded in an appropriate format.

4.4.6 The organisation must exhibit a positive commitment to co-operative education through active co-operation with the appropriate educational institutions in

the development and assessment of co-operative educational programmes, and through participation in co-operative education forums and seminars, such as SASCE meetings and National Conventions.

4.4.7 The organisation must have a record of consistent excellence in its practice of co-operative education.

4.5 Presentation of Merit Awards

4.5.1 The names of the recipients of Merit Awards, together with an appropriate commendation for each organisation, are to be finalised by the National Executive Committee of SASCE at least one month prior to the National Convention.

4.5.2 The Executive Committee of SASCE will maintain a register of Merit Award recipients, and will ascertain that no duplication takes place. (Different branches, divisions or regions of an organisation do represent a duplication.)

4.5.3 The Executive Committee will have Merit Award certificates prepared for the recipients prior to the National Convention.

4.5.4 The wording on the certificates will be determined by the Executive Committee,

4.5.5 It is suggested that the Merit Awards be presented at a formal dinner or awards banquet during the National Convention, and that they be presented to the recipient organisations by the President of SASCE.

4.5.6 Recipients of Merit Awards will be entitled to display their certificates indefinitely, since the year of award will be indicated.

4.6 Re-awards

Recipients of Merit Awards will not be eligible for re-awards for a period of three years, but may again be selected thereafter.

5. HONOURS AWARDS

5.1 Purpose

The Honours Award is the highest award, which SASCE can confer on an individual, in recognition of outstanding service by that person in the development and practice of co-operative education.

5.2 Maximum number of Honours Awards

The maximum number of Honours Awards that will be presented at the national conference will be decided by the National Forum.

5.3 Selection of Honours Awards recipients

5.3.1 Candidates for Honours Awards may be nominated by the members of SASCE.

5.3.2 Nominations, together with a detailed motivation for the selection of each candidate, are to be submitted to the Executive Committee of SASCE at least one month prior to the National Convention.

5.3.3 The Executive Committee will be responsible for selecting no more than two recipients from the nominated candidates.

5.4 Presentation of Honours Awards

5.4.1 It is suggested that the Honours Awards be presented at a formal dinner or awards banquet to be held during the National Convention.

5.4.2 The nature and wording of the Honours Awards will be determined by the Executive Committee.

5.4.3 The Executive Committee will maintain a register of Honours Awards recipients, and ascertain that no duplication takes place.

5.4.4 Recipients of Honours Awards will be entitled to display their awards indefinitely, since the year of award will be clearly indicated.

5.5 Re-awards

Recipients of Honours Awards will not be eligible for re-awards after a period of five years.

4 September 2001