

Student number: \_\_\_\_\_

**Compulsory 'first assignment': Confirmation of an appropriate placement for experiential/work-integrated learning (WIL) for \*subject/module\* and the details of the workplace mentor**

This form must be submitted, with an assignment cover, by no later than \*due date\*, regardless of whether a placement and/or mentor has/have been secured or not.

**Do you have a suitable work-integrated learning placement secured?**

If you do have a suitable work-experience opportunity secured, answer Yes.

Yes	No
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If you are still seeking a suitable placement to undergo experiential/work-integrated learning, answer No.

**If 'No', please indicate the:**

area(s) **preferred** for placement: \_\_\_\_\_

area(s) **accessible** to you: \_\_\_\_\_

Please further indicate if you would like to attend a preparatory workshop on CV writing, interviews and job-seeking skills:

Yes	No
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**If 'Yes', please state your experiential/work-integrated learning placement details:**

Name of the institution/company/organisation/agency: \_\_\_\_\_

Residential address: \_\_\_\_\_

Postal code: \_\_\_\_\_

Postal address: \_\_\_\_\_

Postal code: \_\_\_\_\_

Name of nearest city: \_\_\_\_\_

Telephone number: ( ) \_\_\_\_\_

Fax number: ( ) \_\_\_\_\_

Internet address/URL: \_\_\_\_\_

**Details of the workplace mentor for experiential/work-integrated learning**

Is a suitable person available and willing to serve as a mentor?

Yes	No
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**Workplace mentor/supervisor details** (if applicable)

Surname: \_\_\_\_\_

Title: \_\_\_\_\_ (Dr/Ms/Mrs/Mr)

Student number: \_\_\_\_\_

Initials and name: \_\_\_\_\_

Mentor's job title: \_\_\_\_\_

Email address: \_\_\_\_\_

Direct telephone no: ( ) \_\_\_\_\_

Fax number: ( ) \_\_\_\_\_

Cellphone number: ( ) \_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note:**

*Some academic departments would like information regarding the industry sector in which the student is undertaking his/her work-integrated learning. If this is needed, the next section should be included. If the information is not necessary, you may ignore the next section. The academic department concerned needs to insert the relevant sector descriptors. The following descriptors (taken from Tourism Management) serve only as an example.*

**Please indicate the industry sector of your work-integrated learning placement:**

Make a cross over the number of the relevant industry sector descriptor.

Sector

<b>1</b>	Accommodation, including hotels, guest houses, etc.
<b>2</b>	Attractions, including theme parks, museums, national/wildlife parks, heritage sites, etc.
<b>3</b>	Transportation — airlines, cruise lines, rail, car rental and coach operations
<b>4</b>	Travel organisers, e.g. tour operator, business travel and travel agencies
<b>5</b>	Destination and organisation sector, including tourism and tourist offices

PLEASE IGNORE THE SECTION ABOVE (*including the note*) IF THIS INFORMATION IS NOT REQUIRED BY THE RELEVANT ACADEMIC DEPARTMENT.