

Experiential Learning Policy


Tompi Seleka College of Agriculture

Ref: S.6/P

2017 Edition

Date of approval: 11 Sept 2017

Recommended by:


.....

Head of Department
(Maisela, RJ)

2017-09-08
.....

Date

Approved by:


.....

Hon MEC for Agriculture and Rural Development
Mapula Mokaba-Phukwana (MPL)

11/09/2017
.....

Date

Table of Contents

| | Page |
|----------------------------------------------------|------|
| 1. Acronyms and abbreviations | 1 |
| 2. Executive summary | 2 |
| 3. Introduction | 2 |
| 4. Purpose and objectives | 2 |
| 5. Authority | 3 |
| 6. Legal framework | 3 |
| 7. Scope of application | 4 |
| 8. Definitions | 4 |
| 9. Policy Pronouncements | 5 |
| 9.1 Placement of experiential learners | 5 |
| 9.2 Location of the farming enterprise / farm | 5 |
| 9.3 Duration of experiential learning | 5 |
| 9.4 Financing and compensation | 5 |
| 9.5 Roles and responsibilities | 6 |
| 9.6 Performance evaluation and progress monitoring | 7 |
| 10 Default | 7 |
| 11 Inception date | 7 |
| 12 Termination and review | 7 |
| 13 Enquiries and reporting | 8 |



1. Acronyms and abbreviations

| | |
|---------|------------------------------------------------------------|
| DAFF | DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES |
| HET ACT | HIGHER EDUCATION AND TRAINING ACT |
| HOD | HEAD OF DEPARTMENT |
| LDARD | LIMPOPO DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT |
| MEC | MEMBER OF EXECUTIVE COUNCIL |
| OHS ACT | OCCUPATIONAL HEALTH AND SAFETY ACT |
| RSA | REPUBLIC OF SOUTH AFRICA |
| SAQA | SOUTH AFRICAN QUALIFICATION AUTHORITY |



2. Executive summary

This Policy gives clear and precise direction with regards to the roles and responsibilities of all engaged in experiential learning in some way, including the College/lecturer, the mentor and the learner. Financing, duration and placing is being discussed and all terminology is clearly defined.

3. Introduction

- 1) The experiential learning assist a learner to obtain a broad practical training with emphasis on the exposure of the learner to relevant field of study.
- 2) The experiential learning programme offered at the farming industry afford learners to have course specific practicals, general practicals and excursion / field trips. The programme also offers farming experience to learners for the period of six (6) months.
- 3) The Experiential learning which forms a compulsory part of the Instructional Programme is dependent upon supportive affairs by both the farmer/s and the College in order to train and equip learners for a specific career.
- 4) The goal is to integrate theoretical and practical knowledge to achieve and bring about the more effective learning. Experiential learning seeks to achieve the following:
 - a) develop learner's ability to work under real farm and farmer's situations,
 - b) allow the learner to gain practical experience and knowledge in the management of an agricultural enterprise, and
 - c) also to add industry specific needs to the formative instructions provided by the College.
- 5) The Diploma in Agriculture in Plant Production/ Animal Production will only be awarded to a learner after he or she has completed the required practical training and found competent on the set standard.

4. Purpose and objectives

The purpose of the policy is to provide guidelines for:



- a) Correct placements of learners for hands-on experience
- b) Contractual agreement between experiential learner and the farmer/ farming enterprise
- c) Mentoring, Monitoring and Evaluation of the experiential learner

The Tompi Seleka College of Agriculture endorses the principle of experiential learning and prefers to follow a practical approach.

A pragmatic experiential learning cycle could be illustrated as follows:

The subject offerings within the programmes offered by the college are ideally suited to incorporate the principles of experiential learning. In the process of self-evaluation and reviewing study material of subject offerings within the quality assurance structures of the College, continuous attention shall be given to the application of the principles of experiential learning.

5. Authority

This Experiential Learning Policy for Tompi Seleka College of Agriculture is issued under the custodianship of the Hon MEC as the Executive Authority and the Head of Department (HOD) as Accounting Officer of the Limpopo Department of Agriculture and Rural Development (LDARD).

6. Legal framework

The Experiential Learning Policy is informed by the following experiential guideline / legislations:

- a) Constitution of RSA
- b) Experiential learning Guide
- c) OHS Act
- d) Basic Condition of Employment Act
- e) SAQA
- f) HET Act

7. Scope of application

This Policy is applicable to all students who is in the sixth semester of their academic training period; i.e. all students who has completed all the first 5 semesters successfully. (All students who have completed the first 5 semesters of academic training have to do a semester period in Experiential Learning.)

The Policy is also applicable to mentors, guides and trainers of the students in Experiential Learning.

8. Definitions

- College:** The **College** shall mean Tompi Seleka College of Agriculture.
- Department:** **Department** shall mean the Limpopo Department of Agriculture and Rural Development.
- Experiential Learning:** **Experiential Learning** is a training programme which leads to a qualification that relates to an occupation and consists of a structured learning component and practical work experience.
- Agreement/Contract:** **Agreement / Contract** shall mean a legal agreement between an experiential learner and farming industry
- Mentor:** **Mentor** is a farmer who entered into an agreement with The College or student and is responsible for supervision or mentoring of a learner
- Guardian Lecturer:** **Guardian Lecturer** shall mean Head of the learning programme.
- College HOD:** **College Head of Department** shall mean Head of Section within the College

9. Policy Pronouncements

9.1 PLACEMENT OF EXPERIENTIAL LEARNERS

Experience must be considered a critical part of learning. Experiential learning occurs when students are placed in a situation where they think, learn and interact with a real-world environment. The Head of Department or guardian lecturer is responsible for co-ordination, implementation and management of the Experiential Learning Programme and must in the process of placing experiential learners, ensure that:

- 1) Experiential learners are placed according to the relevance of their qualifications or field of study
- 2) Experiential learners will be required to enter into a contract with the farmer/ farming enterprise
- 3) All functions to be performed by experiential learners are clearly articulated, understood and agreed to by all parties (learner, guardian/lecturer and farmer/mentor).

9.2 LOCATION OF THE FARMING ENTERPRISE / FARM

The placement of the learners will depend on the specialisation of the learner. If the learners are doing Aquaculture, it means that the farming enterprise specialising in aquaculture will be sought despite the province in which the farming enterprise is found (provided the place is convenient to the learner.)

9.3 DURATION OF EXPERIENTIAL LEARNING

- 1) The duration of an experiential learning is six months during the 6th semester of the programme.
- 2) Absence from where the learner/s will be doing practical training must be communicated with the lecturer and farmer/mentor.

9.4 FINANCING AND COMPENSATION

- 1) Students should not expect to be paid while doing experiential learning at the farms.

- 2) Accommodation, meals and transport will be the responsibility of the learner.

9.5 ROLES AND RESPONSIBILITIES

9.5.1 MANAGER FOR ACADEMIC DIVISION

The manager in the academic division shall be responsible for the following:

- 1) Compile an experiential practical guide for the learners.
- 2) Compile a list of learners who completed theory work.
- 3) Establish networking with the commercial farmers.
- 4) Compile a written report to the College Principal on progress and challenges of the experiential learning programme.
- 5) Provide support to lecturers and mentors.

9.5.2 FARMER/MENTOR

The farmer/mentor shall be responsible for the following:

- 1) Enter into a written contract with the experiential learner.
- 2) Oversee the training and mentoring of the experiential learner.
- 3) Provide a supportive environment to the experiential learner by playing a facilitating and mediating role to ensure the experiential learner's development.
- 4) Conduct on-going monitoring and assessment of the learners.

9.5.3 EXPERIENTIAL LEARNER

The obligations of an experiential learner are:

- 1) Enter into a written placement agreement with the college guardian/lecturer.
- 2) Execute all tasks/duties allocated and agreed to.
- 3) Give feedback between theory and practice in order to reinforce the alignment of the two.
- 4) Supply the mentor with the feedback on the effectiveness of the experiential learning programme and mentoring arrangements.
- 5) Abide by the rules, regulations and protocol of the College and the farm on which, he/she is placed.



- 6) Comply with the applied tools for assessment and monitoring of his/her experiential learning.
- 7) Demonstrate pro-activeness towards self-development.
- 8) Participate in the general activities of the farm at which experiential learning is taking place.

9.6 PERFORMANCE EVALUATION AND PROGRESS MONITORING

The performance of an experiential learner will be measured by:

- 1) Monthly progress reviews to be compiled based on experiential practical guidelines and signed by the mentor.
- 2) Report (accompanied by a presentation) to assess competency.
- 3) Feedback by the mentor and experiential learner.

10.Default

No deviation from this Policy will be allowed.

Should there be a need to deviate from the prescripts of this Policy, it will only be allowed after:

- i) Written motivation for the request to deviate has been submitted to the HOD of the LDARD.
- ii) Written permission for the deviation has been provided by the HOD of the LDARD.

11.Inception date

The inception date of this Policy is the date of approval – as indicated on the cover page of this Policy document.

12 Termination and review

This Policy will be reviewed every three years (or as and when a need arise) and may be replaced by a transversal Policy presented by Department of Agriculture, Forestry and Fisheries (DAFF) at any time.

Should the Policy still be in the review process by the time it lapses, an extension period is applicable and the approved Policy remain valid until the reviewed version is approved.

13 Enquiries and reporting

All enquiries regarding this Experiential Learning Policy, should be directed towards: Tompi Seleka College of Agriculture at 013 264 5300.

The specific College of Agriculture is responsible for the timeous review, circulation, advocacy, availability and feed-back regarding this policy document. The specific College of Agriculture is responsible for reporting towards oversight bodies in the event of enquiries with regards to this policy document.

Recommended by:



.....
Head of Department
(Maisela, RJ)

2017-09-08

.....
Date

Approved by:



.....
Hon MEC for Agriculture and Rural Development
Mapula Mokaba-Phukwana (MPL)

11/09/2017

.....
Date