

## **INSETA LEARNERSHIP WORKPLACE EXPERIENCE LOGBOOK INSTRUCTIONS**

### **1. Purpose**

The purpose of this document is to provide information and instructions for Skills Development Providers (SDPs), employers and learners on the use and intention of the Learnership Workplace Experience Logbook to ensure that maximum benefit is derived by all parties.

**BEFORE YOU BEGIN:** Have a copy of the relevant qualification on hand. Find a copy on the SAQA website:

- [www.saqa.org.za](http://www.saqa.org.za)
- Click on Services
- Click on Registration of Qualifications and Part Qualifications
- Under Searchable Databases, click on Registered qualifications and unit standards
- Click on Search for a Qualification
- Type in the Qualification ID (for example, 49929; 57608; 49649 etc.)
- Click on the Title of the Qualification
- You will find the Exit Level Outcomes (ELOs) under the section on Qualification Rules

### **2. Introduction to the Learnership Workplace Experience Logbook**

**2.1** A Logbook is **not** an assessment tool – it serves the purpose of:

- 2.1.1** Providing some structure to the workplace experience component of a Learnership
- 2.1.2** Focusing the workplace experience component of a Learnership on the Exit Level Outcomes of the qualification
- 2.1.3** Recording the evidence of applied competence with the support and under the supervision of subject matter experts in the workplace.

**2.2** There is no judgement of Competent or Not Yet Component – if the Mentor/line manager/subject matter expert is not convinced that the learner can do what is required, they will need to give the learner further opportunities to practise and/or coach the learner.

**2.2.1** On the NLRD Upload Form, the Logbook will be noted as:

- Acceptable **or**
- Not Acceptable **or**
- Did Not Submit

- 2.3** The Logbook is **not** an ‘add-on’ nor merely an (annoying and cumbersome) administrative exercise – it is an integral part of achieving the qualification and, at the same time, ensuring that the workplace experience component of a Learnership adds value to **both** the learners and the employers in the process.
- 2.4** While the Logbook is not an assessment tool, it **is** compulsory to be awarded the learnership - so, for example if the Logbook is not properly kept, completed, and signed off, the learner will not be awarded the (learnership) qualification. This means that:
- 2.4.1.** The learner must take responsibility for being an **active** participant in the workplace experience component (not merely an observer)
  - 2.4.2** The mentor must take responsibility for setting reasonable standards of performance and ensuring that adequate support is provided to the learner.
- 2.5** The so-called 70 (% Workplace Experience):30 (% Theory) split for a Learnership should be seen as an indicator of the value and importance (as well as the depth) of the workplace experience component of a Learnership rather than the strict splitting of notional hours into 70% of notional hours at the workplace and 30% of notional hours to be spent in the classroom.
- 2.6** For employers to get the maximum value from the learners on a Learnership, the workplace experience component must ‘fit in’ with their normal business, as far as possible.
- 2.7** Discussions between the SDP and the employer **upfront** (i.e., before a Learnership commences) are a good opportunity to determine the most relevant and appropriate ways of conducting a particular learnership – both the theory/classroom component **and** the workplace experience component.
- 2.8** At the meeting/s between the SDP and the employer (and Mentor/s) before the Learnership commences, **Logbook hand-in dates** (for the Assessor to check and comment on) that have been included in the roll-out/implementation plan and timetable will also be finalised. The Assessor must check and comment on the Logbooks (in progress), at least once a quarter, more often if, for example, a learner (or even an employer) is struggling in any way.

### **3. Key Principles and Minimum Standards**

- 3.1** Completion of the Logbook in its entirety is compulsory for the qualification to be awarded through a Learnership.

**3.2** Activities and evidence collected must be authentic i.e., activities should be undertaken as far as possible in the course of the usual work of the departments/divisions in the business. This enables greater flexibility for the employer, if the Exit Level Outcomes (ELOs) are borne in mind and is less disruptive to the normal routine of the employer.

**3.3** The mentor may also suggest at any time that the learner provides further evidence by doing more of a specific activity or asking another subject matter expert to further explain an aspect to the learner until the learner grasps the concept/work.

#### **4. Instructions to the Workplace on Relevance of Tasks**

**4.1** To be awarded the qualification through a Learnership, the workplace activities completed by the learner must be relevant to the qualification.

**4.2** Once the employer has contracted an SDP, the two must meet (however it is appropriate to do so – maybe virtually?) to discuss and agree on areas of work that the learner will be exposed to.

**4.3** To assist, the SDP must already have come up with some workplace activities to suggest and will be able to share their experiences of what tends to work well and what should be avoided.

#### **5. Roles and Responsibilities**

**5.1** The SDP's Assessor and Moderator are subject matter experts and will be able to give guidance to employers on activities to be included.

**5.2** Where the learner is only able to observe rather than participate in or do the work, the learner may be asked to reflect (in writing) on what they observed.

**5.3** Reasons for why the learner could not do a section of work must be stated and signed for by both the learner and the employer.

#### **6. Instructions for Completing the Learnership Workplace Experience Logbook**

**6.1** The contents of the Learnership Workplace Experience Logbook should be recorded against the Exit Level Outcomes (ELOs) of the qualification – for example:

**National Certificate: Wealth Management L5 ID 57608**

**Exit Level Outcomes:** The learner will be capable of -

**ELO 1:** Gathering, analysing, synthesising and evaluating information, manipulating and interpreting data and identifying trends, communicating information coherently in writing and verbally, and showing insight into current affairs in the Financial Services sector.

**ELO 2:** Applying knowledge of economics, investment practices, tax and other financial information to match the needs of clients to financial products.

**ELO 3:** Applying knowledge of legislation, ethics, and compliance in the context of the financial services sector in South Africa.

**7. Logbook Format (Refer to attached Template)**

A Lever Arch File or similar (or a number of Folders) with the title page 'Learnership Workplace Experience Logbook'

**Then:**

**General Information**

**Mentor Declaration of Acknowledgement of Responsibilities**

**Learner Declaration of Acknowledgement of Responsibilities**

**Learner Declaration of Authenticity (Learner signs at the beginning of the workplace experience)**

**Mentor Confirmation of Authenticity (Mentor signs at the end of the workplace experience)**

**Mentor Final Sign Off of the Learnership Workplace Experience Logbook (also at the end of the workplace experience)**

**Then:**

Divide the File or similar (or a number of Folders) into the number of ELOs. In the example above, Wealth Management L5, there are three ELOs.

**Then:**

Include an Evidence Summary/Overview page for each ELO (These pages will first be 'populated' when the SDP and employer (and Mentor/s) meet before the Learnership commences to discuss and agree on Topics/Tasks per ELO).

As the workplace experience proceeds, all the evidence of topics/tasks completed, learner's own notes and/or reflections and/or observations and/or performance evaluations (especially for employed learners) etc. will be included under the relevant ELO.

**Then:**

Finally, the Mentor must sign off the Learnership Workplace Experience Logbook as follows: (Find the Forms near the beginning of the Learnership Workplace Experience Logbook Template)

- (1) Mentor Confirmation of Authenticity (Mentor signs at the end of the workplace experience)
- (2) Mentor Final Sign Off of the Learnership Workplace Experience Logbook (also at the end of the workplace experience).