**TABLE 1: HRM WIL Partnership Model**

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| **PHASE 1:** Design, develop and approve WIL model (2 months) |
| **Processes** | **Resources** |
| 1. Conceptualise WIL model and develop the model outline  | Conceptualisation and agreement in WIL Project Team |
| 2. Identify pilot student group/s and business partners | Final year HRM Diploma students + existing and new business partners |
| 3. Consult with stakeholders for approval, support and review | Faculty of Management Experiential Learning Committee; HRM Department leadership team; HRM programme team; qualification leader; class lecturer; students; business partners; UJ PsyCAD Services for work readiness preparation  |
| 4. Develop the support documentation  | Learning Guide, letters of introduction to the company, pro forma Memorandums of Understanding, PowerPoint presentations, WIL information packs and brochures |
| 5. Communicate the compulsory, non-remuneration WIL project plan | Learning Guide: 40 hours of WIL component; link to specific outcomes (SOs) and assessment criteria (ACs); Portfolio of Evidence (POE) criteria and assessment; allocation of marks |
| **PHASE 2:** Preparation for implementation of WIL model (2 months) |
| **Processes** | **Resources** |
| 1. Awareness and information sessions: preparation of stakeholders for WIL programme | Students; lecturer; project team; PsyCAD; business partners |
| 2. Distribute WIL information packs | Students and business: memos; letters; brochures; POE criteria; forms; declaration  |
| 3. Prepare students for entry into workplace | Workplace readiness workshops: job search; CV writing; interview skills; dress code; business etiquette; tax numbers; bank accounts |
| 4. Finalise business partner base | Student employer of choice, HRM Programme Advisory Board members and other business partners |
| **PHASE 3:** Implement WIL model (3 months) |
| **Processes** | **Resources** |
| 1. Confirmation of placement list | Signed letters from business partners (supervisor/ mentor) per student; establish database of partners |
| 2. Risk management | Indemnity forms; business and UJ WIL Insurance provisions |
| 3. Support base for students and partners communicated | UJ support services (PsyCAD), WIL Project Team, lecturer and business, supervisor/ mentor |
| 4. Tracking and feedback from students and supervisors | As per structured POE: progress reports; attendance and performance tasks; challenges experienced; competencies displayed; employability growth reflection journal |
| **PHASE 4:** Evaluate WIL model (2 months) |
| **Processes** | **Resources** |
| 1. Feedback from POE assessment | Students and lecturer; SOs and ACs |
| 2. Feedback from students | WIL Project Team: quantitative and qualitative research |
| 3. Feedback from business partners | WIL Project Team: quantitative and qualitative research |
| 4. Evaluation, recognition and appreciation. | Award ceremonies for business partners and other stakeholders |
| **PHASE 5:** Review WIL model (1 month) |
| **Processes** | **Resources** |
| 1. What worked? | WIL Project Team: SWOT report |
| 2. What did not work? | Stakeholders to manage project risks |
| 3. What should change? | Stakeholder consultation and agreement |
| 4. Revise and improve model | WIL Project Team, lecturer and students |