

SSACI WBE ICASS IMPLEMENTATION MONITORING TEMPLATE

Name of college							
Completed by							
Name(s) of respondent(s) who supplied information							
Date							
Programmes (NCV) for which the WBE ICASS task books are being used at each campus							
NAME OF CAMPUS	Programmes		Programmes		Programmes		
1.							
2.							
3.							
4.							
5.							
6.							
7.							
MONITORING CRITERIA				✓If yes	COMMENTS		
MANAGEMENT OF PROJECT							
There is a project coordinator at campus level							
There is a college WBE ICASS coordinator							
The project has the full support of senior staff (CEO/ DPA/CFO)							
College and campus management have been briefed as necessary (<i>cascaded from SSACI workshop</i>)							
The project is being managed according to the college project plan (<i>targets?campus ?, programme ? when placement ? Employers?</i>) <ul style="list-style-type: none"> • <i>Ensure campus and programme level plans for WBE of students</i> 							
Working towards a college WBE ICASS policy (if not in place currently)							
Is there a WBE implementation Monitoring plan in place? (<i>The college monitors itself on progress – usually done by HOD or senior manager</i>) <i>Who does the monitoring? How often does monitoring take place?</i>							
FUNDING							
Funds have been made available for college representatives to participate in national project meetings and workshops							

Funds have been allocated to cover the cost of printing task books		
Funds have been allocated to cover other costs associated with placing the students, e.g. insurance, PPE, student stipends, monitoring related costs, etc.		
WBE ICASS LOGISTICAL ARRANGEMENTS		
Health and safety matters resolved and insurance taken out. <i>Who is responsible to ensure that insurance for students is in place?</i>		
Task books have been downloaded, copied and distributed – <i>can access the SSACI website</i>		
The lecturer and employer guides have been downloaded, copied and distributed		
Logistical arrangements made for each student's/ lecturers' placement, e.g. special clothes obtained (uniforms or PPE), transport arrangements, etc.		
College lecturers – booked campus vehicle for to monitor students		
INVOLVEMENT OF LECTURERS AND OTHER RELEVANT STAFF		
Participating lecturers and other staff have been briefed and trained as necessary		
Lecturers and other staff have the necessary task books		
Lecturers and other staff have copies of the lecturer and employer guides		
Lecturers and other staff are carrying out their responsibilities as required – <i>Who has developed the programme level action plan?</i> <i>Who is procuring stipends/PPE/Medicals?</i> <i>Who is following up with insurance?</i> <i>Who is printing task books?</i>		
RECRUITMENT AND BRIEFING OF EMPLOYERS AND MATCHING STUDENTS TO EMPLOYERS		
There is an employer recruitment strategy in place: <i>How are employers found?</i>		
Employers have been recruited to host the students needing placement: <i>Who is securing MOU with employers? What are the employer requirements to host students?</i>		
Employers have been briefed: <i>Who is briefing employers?</i>		
Employers have received the applicable task books and employer guides: <i>Who is following up on workplace learning programme with employers?</i>		

Each employer has information on the student / students they WBE ICASSI be hosting; at least: name, contact details, programme of study and dates of placement: <i>Who is assisting/checking that students have completed all their forms?</i>		
BRIEFING AND PREPARATION OF STUDENTS		
Students have received their task books		
Students have been briefed on how to complete their task books <i>Who is briefing students?</i>		
All the sections of the student task books that should be completed prior to placement have been completed		
Each student has been matched to an appropriate employer		
Each student knows who their host employer is, how their placement WBE ICASSI work, their employer's requirements of them, how to get to their employer and any other logistical arrangements		
MONITORING DURING WBE ICASS		
The college has a plan and system for monitoring placements?		
Adequate monitored during WBE?		
Challenges identified/ how are they resolved – trouble shooting (<i>who is the person that supports the students and who support lecturers when this happens?</i>)		
ASSESSMENT AND MODERATION OF THE TASK BOOKS		
The college has an assessment and moderation plan and system		
Students have been supported to complete their task books and all completion problems have been resolved		
Students have submitted completed task books for assessment		
Are students using the WBE for LO and English assessment too? <i>Are they preparing the feedback to lecturer and students after WBE in LO – power-point presentation – get a mark?</i> <i>Are they presenting the PPP in English for an oral mark?</i>		
The task books have been assessed		
The task books have been internally moderated		
The task books have been externally moderated		

The marks have been reported		
POST- PLACEMENT DEBRIEFING		
There is a plan to debrief students/lecturers and employers. <i>Who WBE ICASS do the debriefing? How does it happen? Does this have to happen for every cycle? What happens when WBE becomes routine?</i>		
Students/lecturers have been debriefed: lessons/successes captured and written into report		
Employers have been debriefed – lessons/ challenges/success written into report		
WBE ICASS PROJECT INFORMATION MANAGEMENT AND REPORTING		
There is a system for recording and reporting on information. Is SSACI' report templates being used? How does communication and reporting work inter campus level and from campus to central office?		
The college provides reports as necessary – <i>what reports and to whom?</i>		
GENERAL POINTS		
What has gone well?		
What challenges have been experienced?		
Other		

