

**TEMPLATE**

**College Plan for Implementing SSACI WBE ICASS Task Books**

Name of college:

Date of plan:

<b>PART 1: COLLEGE WBE ICASS PROJECT MANAGEMENT STRATEGY AND PLAN</b>				
1.	Programmes included	Names of programmes that will incorporate the WBE ICASS task book as practical		
2.	Campuses included	Names of campuses	Which of the above programme does this campus offer?	
3.	Number of days of WBE students will complete			
4.	College management of WBE ICASS project	Overall coordinator (name and designation)		
		Other key staff members involved (add rows if necessary)		
		Name and designation	Programme	Role in project
5.	Strategy to be used to identify and recruit host employers in selected programmes			
6.	Current and potential host employers  (add lines if necessary)	Name of programme	Which employers could be used as hosts?	
			Name of employers that will host students	Names of potential employers or types of employers to target

**PART 2: COLLEGE WBE ICASS PROJECT ACTION PLAN**

	<b>Activity</b>	<b>Person responsible</b>	<b>Persons involved</b>	<b>Timeframe</b>	<b>Comment</b>
1.	Inform college and campus management about project				
2.	Finalise college management and action plan for WBE ICASS project				
3.	Inform academic staff about project and what it will require of them(e.g. HoDs, senior lecturers and lecturers)				
4.	Inform affected students they must complete WBE as part of their programme during the June-July holidays				
5.	Start process of recruiting host employers				
6.	Identify staff to attend SSACI training on the use and assessment of the task books				
7.	Make arrangements for staff to attend SSACI training on the task books				
8.	Cascade SSACI training to other college lecturers and staff				
9.	Brief students on task books and how to complete them				
10.	Match students to employers				
11.	Brief host employers				
12.	Attend SSACI progress report and good practice meeting				
13.	Make all arrangements for the WBE placement				
14.	Place students for WBE and monitor them				
15.	Facilitate student completion of task books and submission for marking				
16.	Mark student task books				
17.	Conduct student WBE debriefing and review				
18.	Conduct employer WBE debriefing and review				
19.	Conduct college lecturer and management WBE debriefing and review				
20.	Attend national DHET-SSACI project review session				

21.	Plan for next year's implementation of task books				
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