WORK INTEGRATED LEARNING COORDINATOR
(JHB/PTA CAMPUS)

INTERNAL JOB ADVERT
What we are looking for in a nutshell
SACAP is looking for a Work Integrated Learning (WIL) Coordinator to represent the Johannesburg and Pretoria Campus. The WIL Coordinator will provide effective coordination of the Work Integrated Learning Department for the dedicated campus. The role will support, coordinate and administrate all WIL-related activities with the students enrolled in their studies on the Johannesburg and Pretoria Campus. The WIL Coordinator will work in close liaison with the Head of Work Integrated Learning, Head of Campus for Johannesburg and Pretoria Campuses in fulfilment of their duties and responsibilities.

Each WIL Coordinator will be responsible for the following areas:
1) Support students whilst completing their practical hours while completing their WIL programme.
2) Source new placement sites, and maintain strong relations with existing community placement sites.
3) Work closely with the Academic and Campus Administration Departments on the respective campuses.
4) Manage the work of educators and supervisors assisting with supervision of the professional students on the respective campuses.
5) Coordinate WIL1 and WIL2 elements for all undergraduate WIL prog.
6) Conduct and teach preparatory workshop for all undergraduate WIL prog.
7) Coordination and Teaching of Bpsych Equivalent Practicum workshops
8) Network and liaise with organisations in the fields
9) Ongoing contact with placement sites form the beginning, middle and end of placements
10) Assist placement and practicum students with finding placements
11) Supervision of all placement and practicum students
12) Mid placement evaluation: Oversee students in the field and liaising with supervisors
13) Students’ final assessment and evaluation
14) Recruit, contracting and training of practicum supervisors
15) Promote social impact
16) Report and discuss student concerns with HOTL and Student Services

The role will report directly to the Head of Work Integrated Learning.

Operating Hours
This is a full-time position operating from Mondays to Fridays*:
- Monday to Thursday: 08:00 – 16:30
- Friday: 08:00 – 16:00

*Due to the nature of this role, there will be a need to work flexible hours to the extent to which it is reasonably necessary to perform the duties of the WIL CO position.

Application Process
Kindly submit your Curriculum Vitae and a copy of your ID to careers@sacap.edu.za by the 31 October to Tanya-Lea Antunes, Human Capital Manager. All shortlisted candidates will be interviewed by Kim Starkey.

QUALIFICATIONS & EXPERIENCE
- Relevant 4-year degree in Psychology
- Registration with the HPCSA is essential as Registered Counsellor for a minimum of three years
- 2 years working experience in a similar role
- Preferred BPsych or BPsych Equivalent degree and registration as a Registered Counsellor
- Excellent administrative skills
- Excellent communication skills (both verbal and written)
- Highly developed relationship-building / interpersonal skills
- A passion for social impact
- Excellent time-management and organisational skills
- Strong attention to detail

PERSONAL ATTRIBUTES
- Enthusiasm for Higher Education in South Africa, particularly in the Private Higher Education (PHEI) sector
- Responsible, reliable and purpose-driven in their approach
- Self-motivated and holds themselves to a standard of excellence when completing tasks
- Is flexible and adaptable where needed to achieve results
- Displays high integrity in all situations
- Is diplomatic, professional and person-centred in their interactions
- Is a team player
- Manages stress well and has the ability to work under pressure

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<th>No.</th>
<th>Key Result Area</th>
<th>Specific Tasks &amp; Activities</th>
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| 1.  | Coordination of all WIL 1 and WIL 2 elements for all undergraduate WIL programmes. | 1. Coordination of the Preparatory Workshops WIL 1  
2. Allocate all students appropriate supervisors (individual and group supervisors) for WIL 2  
3. On-going support for students |
| 2.  | Conduct/Teach Preparatory Workshop for all undergraduate WIL programmes. | 1. Prepare, facilitate, and evaluate the Preparatory Workshops |
| 3.  | Coordination and Teaching of the BPpsych, BPpsych Equivalent Practicum workshops | 1. Coordination and teaching of compulsory workshops within the BPpsych and BPpsych Equivalent Programmes alongside the Programme Coordinators |
| 4.  | Network and liaise with organisations in the field | 1. Recruit WIL sites:  
2. Ensure that SACAP values and the Educational Philosophy is articulated and cascaded to WIL sites  
3. Find innovative means to engage and maintain the professional relationships with WIL sites to enhance the SACAP brand and placement organisation. |
| 5.  | On-going contact with placement sites at the beginning, middle and end of placements. | 1. Check in with placement supervisors and co-ordinators via email and telephonically periodically throughout their time in the field.  
2. Conduct a site visit yearly  
4. Meet relevant stakeholders of the various organisations |
| 6.  | Assist placement and practicum students with finding placements | 1. Consult with Student Admin and Finance to ensure that students have completed all the prerequisite modules, and that fees are paid up to date prior to starting the WIL module.  
2. Identify possible organisations/agencies appropriate for WIL 2 placements  
3. Contact organisations/agencies to set up a placement meetings. |
| 7.  | Supervision of all placement and practicum students | 1. Supervisor a cohort of students during their WIL placement and/or practicum |
| 8.  | Mid-Placement Evaluation: Oversee of students in the field and liaising with supervisors | 1. Oversee that student’s mid placement evaluations are conducted and liaise with supervisors regarding students’ progress. |
| 9.  | Students’ Final assessment and Evaluation | 1. Read through and assess the student’s final WIL report and complete all mark schedules if you are the individual supervisor  
2. If not the supervisors, ensure that all grades are submitted timeously by the supervisors.  
3. Attend the student’s oral presentation with the external and placement supervisor |
| 10. | Recruiting, Contracting and training of Practicum supervisors | 1. Identify and interview potential supervisors in collaboration with AA and PPC  
2. Allocate all Practicum Students Practicum supervisors  
3. Work with AA and the PPC to contract with the Practicum Supervisors.  
4. Work closely with the AA and the PPC in terms of invoicing from supervisors |
| 11. | SACAP’s Social Impact | 1. Be an ambassador for the College - Promote the College’s vision and mission in line with its social enterprise initiatives.  
3. Work collaboratively with the Head of Social Impact and/or the Marketing Department in compiling the Social Impact Report.  
4. Social Impact Event Planning. Partner with community organisations to host events including the annual SACAP Mandela Day Initiative. |
| 12. | Liaise with Student services or HOTL regarding students concerns | 1. Give input to HOTL or student services regarding students who are of a concern. |