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**DATE:** 01 April 2016

To whom it may concern

### **Work Integrated Learning Programme**

*Dear Sir / Madam*

West Coast College is a public educational institution operating under the auspices of the Department of Higher Education and Training (DHET). As part of the curriculum requirements the college is expected to provide work experience to our students enrolled in matric and post-matric study programmes.

As part of a compulsory assignment to obtain a year mark, qualification or experience, students have to be in the workplace for 5-10 days, or 12-18 months depending on the programme. They are assessed on the projects and work report.

During this period s/he is expected to record and familiarise themselves with work routine, atmosphere and work pressure. Ultimately it is to enhance their skills and provide for a better future workforce, and in case of N6 graduates, to obtain their National N Diploma.

We humbly request your assistance with hosting any of our students, whether for 5-10 days, and/or for 12-18 months. The following professional fields of are offered:

- Business, Financial, Human Resource and Office practices
- Hospitality, Tourism and Primary Health
- Engineering, Electrical and other Technical trades

After this placement your further input and suggestions regarding any good practices or shortcomings on the part of the student or programme will be greatly appreciated.

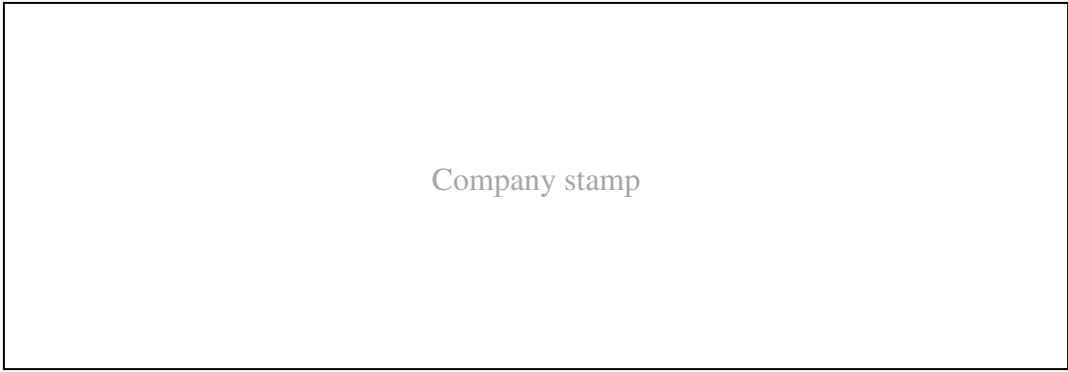
There is no financial obligation on the company, except to ensure the learner works in safe and conducive environment, and performs work related to the outcomes of the programme.

If interested kindly complete attached, for contact Mr Lumkile Ralarala on 0224821 143, or email [lralarala@westcoastcollege.co.za](mailto:lralarala@westcoastcollege.co.za); or Mr Gert Witbooi on 079 691 2587; email: [gwitbooi@westcoastcollege.co.za](mailto:gwitbooi@westcoastcollege.co.za).

**Yours Sincerely**



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**MR MIKE MAVOVANA**  
**DEPUTY CEO: ACADEMIC**



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**REPLY SLIP (fax to 0224873983, or email: lralarala@westcoastcollege.co.za)**

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I / we herewith agree to participate in the Work Integrated Learning Programme, and commit to accommodate ..... students for the period, 5-10days;  12-18months .

I can host the following students:

- Business, Financial, Human Resource and Office practices
- Hospitality, Tourism and Primary Health
- Engineering, Electrical and other Technical trades

**Tick ✓ applicable**

NAME OF COMPANY: .....

COMPANY REPRESENTATIVE ..... POSITION .....

TYPE OF BUSINESS: .....

BUSINESS ADDRESS: .....

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CONTACT: tel:..... Fax: .....cell: .....

email: .....

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**FOR OFFICIAL USE**

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COMMENTS: .....

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