

**POTCHEFSTROOM COLLEGE OF AGRICULTURE  
LANDBOUKOLLEGE POTCHEFSTROOM  
KHOLETSHÉ YA TEMOTHUO YA POTCHEFSTROOM**

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**1909 — 2009 e. 100 YEARS**

**TO WHOM IT MAY CONCERN**

**SUBJECT : Request placement for student to do Work-Integrated Learning for 2022**

This letter serves as an official request for a one year work-integrated learning opportunity for our student (**Legodi M.R 2020013**) at your farm. The student is currently registered as a second year student and will be in need of a farm to start with his/her practical in the following year.

Briefly, Potchefstroom College of Agriculture offers a Diploma in Agriculture (Mixed Farming). Students have an opportunity to choose an enterprise of their choice in their third year. This choice is mainly informed by the fact that, during their first and second year, they got exposed to Agricultural Engineering, Agricultural Economics and Management, Agronomy (Tuber crops, oil and protein crops as well as Cereal crops), Animal Production (Large stock, Small-stock, Pigs and Poultry).

**College requirements:**

- Register five (5) Assignments, two (2) being compulsory [Agric. Management and Soil Science] except if registering for Pig or Poultry Production. Three based on their choices as according to the farm/enterprise.
- Submit monthly log sheets indicating the day to day activities of that month. These log sheets should be signed by both the student and the mentor/supervisor.
- Expected to attend short course that they have registered. These short courses are mainly for 5 days and presented at Potchefstroom College of Agriculture (schedule will be provided).

**WIL REQUEST LETTER**

- They will be visited by the Lecturers at the work place, to evaluate the experiential learning together with the employer on dates to be liaised with both the students and the mentor.
- At the end of their learning, they are expected to prepare a presentation that they deliver to a panel of lecturers at Potchefstroom College of Agriculture.
- Execute all daily activities of the farm/enterprise as scheduled by mentor.
- The student will keep in-line with the regulations and policies of their experiential learning farm (working hours, schedules, etc.).

### **Mentor/Supervisor's role**

- The company/farm should provide a learner with a mentor/supervisor for the duration of the experiential learning.
- Mentor will oversee all day to day work done by student. Advice student on how activities are conducted and allow an opportunity for learning.
- Mentor will sign monthly log sheets that indicate all the work student did for that months
- Sign-off all assignments students have compiled.

### **Student's role**

- Abide by all rules of your farm.
- Execute all the duties as requested by mentor.
- Complete monthly log sheets and submit to college.
- Complete all assignments.

Any information that might be made available to the learner by your company/institution, in order to fulfil the requirement for completing experiential learning will be treated with strict confidentiality.

**MILL REQUEST LETTER**

**Summary for assignments in a table form as per farm setup Example only)**

<b>Farm type</b>		
<b>Vegetable or Fruit production OR Both</b>	<b>Agronomy</b>	<b>Animal-production (Beef/Small-stock)</b>
Soil science	Soil science	Soil science
Agric. Management	Agric. Management	Agric. Management
Vegetable/Fruit prod.	Agronomy	<b>Beef/Small-stock/Feedlot</b>
Vegetable/ Fruit prod special	Agronomy special X2	Pasture science
Soil science special	Soil science special	Animal-Health/Animal Nutrition
Vegetable/Fruit prod. Special 2		Beef/ special/Dairy Production

**NB:** 1. Pig/Poultry/Dairy/Feedlot farm: we design special assignment around activities taking place at the farm.

2. If a farm is mixed agriculture, student can do all enterprises (Beef, Small-stock and Pasture, Agronomy, Vegetable/Fruit, Soil science and Agric. management)

Any available place for student to do training will be appreciated.

**Ntuli UK (Mrs)**

**Lecturer**

**Work-Integrated learning Co-ordinator**

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