



GUIDE FOR PRACTICAL WORK AT SRA 2018

Volunteer Work

Internship

1. WHY PRACTICAL?

- Enriches student's training (Integrate student's academic knowledge with work experience)
- Gain valuable work experience
- Enhance skills
- Connections
- Intercultural competence
- Explore



2. WHAT IS PRACTICAL ALL ABOUT?

- Compulsory part of all (eta) courses
- Industry replaces classroom
- Takes place in a **suitable organisation** (learning provider) **approved by SRA**
- Student is responsible to get work **himself** - with back-up of SRA
- Training provider offers an **agreement for training to SRA** - and not the student
- Student will be viewed as a learner trainee and **not as an employee (salary...)**
- Students can choose between different options for their **minimum of 200 practical hours / year**
- **The more practical experience - the better of your chance to get a good job!**

3. AREAS / CATEGORIES

Sport	Rugby
Office management	Technical
Coaching, referee or game analyses	Environment
Event or project management	Film & Photography
Marketing and Public relations	IT / Web
Business and finance	Real estate
Admin	Log and transportation
Agriculture	Marketing
Animal Science	Journalism / Media
Conservation	Hospitality / Tourism
Manage facilities	Education

4. OPPORTUNITIES

NOT compulsory – you can choose own practical

4.1 SRA

- Coaching
- Referee
- Management
- Scouting
- IT / Analyses

Coaching

- Coaching at schools / clubs – also clinics, SRA
- PT at schools
- Assist with organization of schools coaching
- Can get own place - Must coordinate through SRA (training, fees, ...)
- Coaching-the-Coach compulsory for coaches (Guide / PowerPoint)
- You must stick to contract for year – or buy yourself out...
- Tag-rugby



Referee

- Referee at schools, clubs
- Stellenbosch region refs meet specific evenings at Maties
- Discussions, training, analyses, etc.
- Serious: Because part of WP Referee society – on WP list
- Also Tag-Rugby
- Organize yourself - own money!



Management

- First Aid / Rugby Medic (or assist)
- Sport Massage
- Team Manager SRA teams / Clubs
- Assist with equipment
- Chaperone at tournaments (from R500/wk – max 50h) – also Overseas groups / teams
- Organize Community projects
- Update Social media with photos and stats
- Update Distribution lists
- Compile ads for Facebook



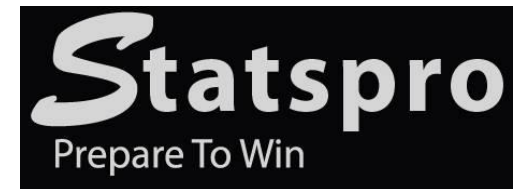
Scouting

- Analyse schools games incl. tournaments
- Analyse videos of schools games
- Scouting at schools / tournaments (runner)
- Recruitment websites



IT / Analysis

- Match analysis, feedback & sharing via Statspro
- SARU, Statspro analyses, SSL
- Others: MyComlink, Stats, SportsLive (stats, record, analyses)
- Draft motivational videos for games
- Coordinate technology in hall (beam, projector, etc.).
- Use the Ultimate Rugby app for our two teams
- Use camera and video camera
- Social Media (FB, Twitter, WhatsApp)



4.2 SHORT COURSES

Parttime (short) Courses

- World Rugby Coach
- World Rugby 7's
- World Rugby Referee
- TagRugby
- Performance Analysis
- Internships
- Sport Massage
- SARU Rugby Medic
- Eta Sport Courses
- SARU Boksmart
- Succeed Academy
- Shaw Academy (Ireland)
- MOOC's (overseas)
- Social Media
- Sport Chaplin
- Crossfit
- Club Management
- Career Planning
- World Rugby Laws of Game
- Concussion management

4.3 OVERSEAS

- Workaway
- Away2xplore (Video's)



5. EXPECTATIONS

- **The trainer expects:**
 - Minimum duration is **200 hours/year**
 - Student must receive good mentoring during his practical
 - He is not an admin assistant, but must be trained to become a pro...
- **The trainee expects:**
 - Fair treatment
 - To be educated and trained adequately in terms of the programme
 - To be provided with relevant, structured work experience through proper supervision, monitoring and assessment.



6. MONITORING AND EVALUATION OF STUDENT

Monitoring

- Student's progress and relevance of learning will be monitored by SRA staff / cooperative staff
- Work records as well as visits
- Student must complete work records (checked / signed by supervisor - handed in SRA monthly before end Oct - latest)

- Purpose of work records:
- Assit us with **rumeneration**.
- It can serve as a tool to the training provider and student to **monitor learning**.
- It contributes to the development of a good / relevant **CV** by the student.

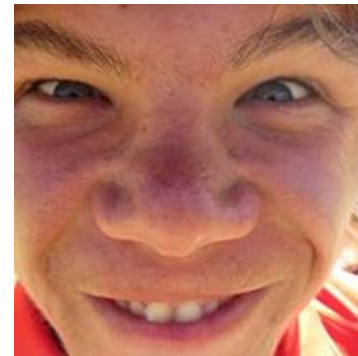
Evaluation

- Will be done by training provider / SRA staff
- Performance evaluation form will be sent to SRA
- Written evaluation should be signed by both training provider and student after a feedback session
- Report should be completed only after the student has completed his practical



Grievance procedures

- Student must adhere to rules / regulations of organisation and SRA
- Should there be any work related problems, the training provider act in similar way as with full-time employee
- Grievance must also be reported to SRA



7. REMUNERATION

- SRA does not dictate any level of remuneration for work - as student is doing his practical module
- 1Years at SRA no payment – only for transport.
- No payment for community projects.
- Session max 90 min.



Log Guidelines: General

- 1 session: 90 min

ACTIVITIES	1 SESSION IS:
Coaching	1 Session
Referee	2 Games (mini-rugby), 1 Game (rest), weekend (2 sessions max)
Team manager	1 Game
Camera man	1 Game
Analyses	1 Game
Scout	2 Games (online), 1 Game (field)
Holiday	Max 50h/wk
Short courses	Per hour

- Can do practical at SRA or else. We must just confirm.

8. IMPORTANT DOCUMENTS

Work record and Evaluation from the business

GENERAL DETAILS

Name /surname of student	
Name of business	
Supervisor / mentor	
Contact details (telephone and mail)	
Period of training	

Work Record and Evaluation From the Business

EVALUATION FORM

- Please encircle (with pen) the number you regard as the most applicable to the student:

CRITERIA - 10	HIGH			MODERATE			LOW		
	8+	8	7	6	5	4	3	2	1
Ability to accept responsibility	8+	8	7	6	5	4	3	2	1
Independence and quality of work done	8+	8	7	6	5	4	3	2	1
Attitude, interest and attentiveness at work	8+	8	7	6	5	4	3	2	1
Flexibility / Adaptability in the workplace	8+	8	7	6	5	4	3	2	1
Productivity while on duty	8+	8	7	6	5	4	3	2	1
Reliability	8+	8	7	6	5	4	3	2	1
Attitude towards superiors, co-workers and business	8+	8	7	6	5	4	3	2	1
Punctuality and attendance	8+	8	7	6	5	4	3	2	1
Personal appearance when on duty	8+	8	7	6	5	4	3	2	1
Attitude of willingness	8+	8	7	6	5	4	3	2	1
TOTAL:		%							

