

EXPERIENTIAL TRAINING

DILPOMA IN FORESTRY

NELSON MANDELA
UNIVERSITY

GEORGE CAMPUS

Forestry programme
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Dear Mentor

Thank you so much for taking on the role of mentor for our students. Your interest in our students and your function as a role model is much appreciated.

This letter serves to formalise the function of the mentor and outline the required documentation required by both mentor and the student. It is the responsibility of each student to be credited with work performance through logbook entries and from a comprehensively compiled portfolio on the work that the student participated in during their experiential training. The student is under training and therefore a special/purposeful effort from the work-host is required to guide the student. Please consider compiling a working programme for each student based on the training requirements as described in this *Experiential training programme*. Exposure of the student to work opportunities depends on the facilities offered by your estate and its environment. Please refer to Table 4 which indicates ***the experiential exposure for training of forestry students***. However, in the event that your estate does not offer a particular activity, it is suggested that an arrangement be made for the student to visit an estate where they can get exposure to the activity.

It is expected that you, as mentor and host, certify that the work listed in the logbook be satisfactorily completed and that the portfolio is complete and signed off at the end of the period. The logbook should be signed on a weekly or two-weekly bases (refer to Table 4 for an example of some completed logbook entries). On arrival at your premises the student will present you with a TWO-MONTHLY EMPLOYER EVALUATION document (Refer to Table 1). It is important for the NMU Forestry Programme to monitor student progress; therefore, we request that an accurate reflection of reality be conveyed through this document. This document is quick to fill in and only five need to be completed during the course of the year (end of: March, May, July, Sept & Nov). Students have to complete a similar document at the same time and present it to you for a signature (Refer to Table 2). Forms can be posted or scanned and emailed to George Campus. These evaluation documents are also required by the Fibre Processing and Manufacturing (FP&M) Seta as proof that the student is busy with experiential training. Without this document, students will not receive a stipend.

As far as the report writing for the portfolio is concerned, it is appreciated if typing facilities can be made available to students who do not have their own laptops/PCs. It is expected of the students to hand in the portfolio and logbooks two weeks after their new academic semester has commenced.

The student allocated to your estate should report for duty at the beginning of February and will conclude their training on 30 November. During this time, they are allowed a two-week holiday period, subject to approval by the mentor. Students who wish to extend their stay on the estate are welcome to do so with your approval.

Any enquiries can be directed the lecturers listed below. Students should supply mentors with the name of the lecturer. For your convenience the names and telephone numbers of lecturers appear beneath.

Jan Jansen	(experiential training coordinator)(Jan.jansen@mandela.ac.za)
Dr Muedanyi Ramantswana	044-8015022 (Forestry Programme Coordinator)
Prof Jos Louw	044-8015019 (Forestry Head of Department)
Tiaan Pool	044-8015024
Dr Tatenda Mapeto	044-8015023
Prof Keith Little	044-8015028
Hannes van Zyl	044-8015140
Sonia Roets	044-8015091 (Admin coordinator)

As always, we have the highest regard for the continuous support that we receive from industry and trust that mentors will assist students to complete the attached documentation (listed below). These documents were designed to ensure that a high standard of training and education are maintained.

For your convenience we include the following documents in these guidelines:

- Table 1: Two-monthly employer evaluation
- Table 2: Two-monthly student evaluation
- Logbook template for students (refer to Table 3 for a completed example of some logbook entries)

Comprehensive details explaining the experiential training portfolios students need to compile whilst on experiential training can be provided if required.

These documents should be viewed as important links between the student and the work-host and between each student and the University.

The Forestry Programme thanks you for the time and effort you invest in our students and wish you and your students a harmonious and successful experiential training year, in all respects.

Kind regards



Muedanyi Ramantswana
(Programme coordinator)

Table 1: Two-monthly employer evaluation

NAME OF STUDENT					EXPERIENTIAL PERIOD				
STUDENT NUMBER					COMPANY				
RATING SCALE	5	4	3	2	1				
	Excellent	Good	Satisfactory	Poor	Very poor				
QUALITY OF WORK						COMMUNICATION SKILLS			
QUANTITY OF WORK						HUMAN RELATIONS			
RESPONSIBILITY/RELIABILITY						PUNCTUALITY			
THEORETICAL KNOWLEDGE						INITIATIVE/PROBLEM SOLVING			
EXPERIENTIAL SKILLS						REPORT WRITING			
MOTIVATION									
MENTOR					COMPANY'S OFFICIAL STAMP AND MENTOR'S SIGNATURE				
POSITION									
TELEPHONE									
FAX									
E-MAIL									
DATE									
DAYS ABSENT					REASON				
REASONS FOR UNSATISFACTORY WORK PERFORMED BY STUDENT: If in your opinion work is unsatisfactory, is it due to:									
• having a negative attitude towards employment generally?					YES	NO			
• a lack of interest in a specific task?					YES	NO			
• a lack of self-confidence?					YES	NO			
• uncertainty as to the choice of a correct career path?					YES	NO			
• a lack of career-orientated motivation?					YES	NO			
• the employee being lazy?					YES	NO			
• the degree of difficulty of the task allocated to the employee?					YES	NO			
• the employee being incorrectly placed within the firm?					YES	NO			
OTHER COMMENTS BY MENTOR									
E-Mail: Jan.jansen@mandela.ac.za									

Table 2: Two-monthly student's evaluation

THIS EVALUATION MUST BE COMPLETED ON A TWO-MONTHLY BASIS, SIGNED BY BOTH THE STUDENT AND THE MENTOR AND THEN SENT TO THE UNDER-MENTIONED ADDRESS, TO EVALUATE THE QUALITY OF EXPERIMENTAL EXPOSURE.

STUDENT NAME									
STUDENT NUMBER									
MENTOR NAME									
NAME OF COMPANY									
YEAR OF TRAINING	20__	REPORT NO	1 Feb/Mar	2 Apr/May	3 Jun/Jul	4 Aug/Sep	5 Sep/Oct	6 Dec	

IN YOUR OPINION:	Yes	Sort of	No
◆ Are you at the right place for training?			
◆ Are there any shortcomings in your exposure?			
◆ Are there any critical personal issues that need intervention from staff?			
◆ Do you get along with management?			
◆ Do you get along with the workforce?			
◆ Are there any communication problems?			
◆ What percentage exposure according to the booklet do you expect to get? (estimate)	90 %	65 %	< 50 %

Comments on any negative responses above ('Sort of', 'No' or low exposure percentage)

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Student

E-Mail: Jan.jansen@mandela.ac.za

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Mentor

Table 3: An example of logbook entries for experiential training

STUDENT			
PERIOD OF EXPERIENTIAL TRAINING		FROM 1 February 2020	TO 30 November 2020
FIRM			
Date	Code	Description of work	Number of days
1 August	8	8.3 Logistics In the early morning together with forest manager we did a vehicle checklist on the labour carriers of the contractor.	1
2 August	8	8.1 Legal matters Together with the District manager we attended court proceedings for unfair dismissal at CCMA of a previous employee that was dismissed.	1
5 August	1	1.1 Productivity measures Together with the Forester we did a time study for our own Ops to measure production per units per man-day for a slashing operation that was done on B64, Sappi Kyloe recently bought plantation.	1
6 August	7	7.3.2 Road maintenance (TLB and grader) Together with the Forest manager, we inspected the work done at road 3, The road was graded and humps was also done.	1
7 August	8	8.1 Legal matters Together with the district manager we attended court proceedings for an unfair dismissal case at CCMA.	1
8-9 August	3	3.5 Negotiating with unions Together with the FAWU union representation, we had a meeting with Sappi Kyloe employees to explain the terms and conditions of their contracts prior them signing it. This was done to ensure that if there are any issues that need to be addressed, the employees had a platform to raise their complaints.	2
12-13 August	7	7.1.2 System used Together with a harvesting forester we visited the operation were the Harvester was working. The system was changed from chainsaw operation to the harvester machine. We also did a time study to see the time difference of how many trees can it fell compared to the chainsaw.	2
14 August	3	3.1 Labour matters(settling disputes) With a forester, we had a meeting together with the shop stewards, supervisor and safety representatives. The workers had an overtime pay disputes on high FDI days as they have to be on standby after work until the FDI drops. Thus we had to discuss with them the standby conditions and procedure that needed to be followed by them to claim the hours for standby.	1
STATEMENT BY EMPLOYER		EMPLOYER'S STAMP	
I hereby certify that the trainee has performed the above work to my satisfaction			
NAME			
RANK			
SIGNATURE			
DATE			

Table 4: A guide to the division of time and exposure during the experiential training period

Code	Details of experiential exposure	Time and weighting of exposure during training
1.	ESTATE MANAGEMENT 1.1 Productivity measures 1.2 Short term and long-term management aims 1.3 Economics and marketing of produce\ 1.4 Annual plan of Operation (APO) 1.5 Legal matters 1.6 General (purchases, meetings, supervision,)	Four weeks Weight: 10.5%
2.	FINANCIAL MANAGEMENT 2.1 Wages and other remunerations 2.2 Budget, cash flow 2.3 Business plan 2.4 Productive and general accounting 2.5 Insurance 2.6 Depreciation 2.7 Profitability 2.8 Bookkeeping	Three weeks Weight: 8%
3.	HUMAN RESOURCE MANAGEMENT 3.1 Labour matters (liaison, housing, settling disputes,) 3.2 Safety and loss control 3.3 Community relationships/extension 3.4 Training and education 3.5 Negotiating with unions	Four weeks Weight: 10.5%
4.	FOREST PROTECTION 4.1 Fires (prevention, protection, suppression) 4.2 Fires as management tool 4.3 Legal implications 4.4 A particular plant or animal problem	Four weeks Weight: 10.5%
5.	ENVIRONMENTAL MANAGEMENT 5.1 Conservation works (erosion control, wetland management,) 5.2 Forest fauna and flora (describe the natural environment) 5.3 Environmental management plan 5.4 FSC / ISO certification	Three weeks Weight: 8%
6.	SILVICULTURE 6.1 Nursery practice 6.2 Genetics tree breeding 6.3 Diversified silvicultural systems for specific products and sites 6.4 Site classification and evaluation (including site x species matching) 6.5 Growth responses on varying growth sites 6.6 Experiential silviculture (planting, site prep., pruning, tending, thinning...) 6.7 Silvicultural management (weed control plans, planting plans, ...)	Five weeks Weight: 13%
7.	HARVESTING AND ENGINEERING 7.1 Harvesting 7.1.1 Thinning and clear-felling operations (any product) 7.1.2 Systems used 7.1.3 Operational planning (compartment level) 7.1.4 Costing, safety control and planning of individual operations 7.1.5 Harvesting management 7.2 Transport 7.2.1 Configurations used 7.2.2 Loading/off-loading methods 7.2.3 Contractors or own ops 7.3 Road construction and maintenance 7.3.1 Classification 7.3.2 Maintenance (equipment used, own ops vs. contractors)	Six weeks Weight: 16%

8.	CONTRACTOR MANAGEMENT 8.1 Legal matters 8.2 Scheduling and phasing 8.3 Logistics 8.4 Quality control	Two weeks Weight: 5%
9.	SHORT COURSES 9.1 Fire simulation courses 9.4 Management courses (supervision and finance) 9.5 Attending symposia, field days and conferences	One week Weight: 3%
10.	FOREST MANAGEMENT 10.1 Mensuration techniques (stock surveying, volume determination, etc.) 10.2 Normality regulation (age class distribution per working cycle) 10.3 Use of management tools (GIS, GPS, Computer software, etc.) 10.4 Sustainability (yields, human resource, environment, etc.) 10.5 Programming and planning 10.6 Working plan 10.7 Territorial organisation	Five weeks Weight: 13%
11.	UTILISATION 11.1 Pulp and paper, fibre board manufacturing 11.2 Sawmills 11.3 Pole preservation plant	One week Weight: 3%
12.	LEAVE – students are entitled to two weeks of leave as approved by the mentor	Two weeks Weight: 0%