Practical Training
CPY311 & CPY411

Faculty of Engineering,
Built Environment and
Information Technology

Fakulteit Ingenieurswese, Bou-omgewing en
Inligtingtegnologie / Lefapha la Boetšenere,
Tikologo ya Kago le Theknolotši ya Tshedimošo

Frequently Asked Questions

Make today matter

May a student register in the second semester for CPY 311 or CPY 411?

Yes.

The intent if everything goes well is that students do practical training during the summer holiday period before registering for the relevant practical training module and then register for the module at the beginning of the first semester whereafter they can submit the required daily log sheets and practical training reports on clickUP to complete the module in the first semester.

However, the reality is that many students can only do practical training during the April and July holidays. In order to accommodate the different circumstances of students, students are therefore allowed to register for the relevant practical training module in the second semester.

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May a student register for both CPY 311 and CPY 411?

A student may not register simultaneously for both CPY311 and CPY411 since satisfactory completion of CPY311 is a pre-requisite for registering for CPY411.

However, after satisfactory completion of CPY311, a student may register for CPY411 in the same academic year.

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Can the department help a student to find work?

It is simply not possible for the department to find work for students outside of the university because of the large number of students that needs to find work.

However, many of the academic staff members employ students over vacation periods and in some cases also during the year to assist with research projects.

In order to find out if a particular staff member has such practical training opportunities, students have to contact the staff members directly. The department does not have a system in which such opportunities are advertised.

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3

What type of work is suitable or not suitable for practical training for chemical engineering students?

Ideally students should do practical training where they can experience the working environment in the process or engineering companies.

However, the nature of chemical engineering is multi-disciplinary and many chemical engineers find careers outside the traditional process industries. Another reality is that the South African chemical, metallurgical and engineering companies can not absorb the large number of chemical engineering students that need to do work for practical training.

The department therefor takes a fairly liberal view on the nature of suitable practical training.

The most important criteria is that students must do work of an intellectual nature and not repetitive manual work.

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Is time for training and induction of a student by an employer acceptable?

Most certainly yes.

The intent of practical trainng is that students must experience and learn how companies in industry work and any training and induction offered by such companies are part of the learning experience.

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May a student work for more than one employer?

Students may indeed work for more than one employer, but not at the same time.

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If a student worked for more than one employer, may more than one practical training report be submitted?

Provision is made on clickUP for the CPY311 and CPY411 modules that students can upload multiple documents. Separate practical training reports can therefore be submitted.

However, although separate reports are preferred, it is also acceptable if a student submits only one practical training report with different sections for the different work done for different employers.

Naturally the daily work sheet or work sheets have to be signed off by the different employers for whom the student worked.

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5

May a student do practical training on the same project as the CSC research project of the student?

A number of staff members employ students during vacations to help with research projects. In several such cases, the productivity and contribution of students to such research projects are enhanced when they gained more in depth knowledge of a particular research field. Some students are therefore allowed to either continue with their CSC research project on the same topic as their practical training, or do practical training during vacations on the same topic as their CSC research project.

However, it is the responsibility of staff members that employ students during vacations and also lead the students for their CSC research projects to make sure that there are clear differences between the CPY and CSC assignments. Different reports have to be submitted that clearly covers different aspects and work of such research projects.

It is unacceptable to use the work done for practical training as the work done for a CSC research project and vice versa.

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Is part time work acceptable?

Yes.
Students doing part time work must just keep a proper daily record that is signed off by the employer that gave them part time work.

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How many working hours are there in a week?

A normal working day is considered to comprise 8 working hours and therefor a normal working week comprises 40 working hours.

In the event that students are employed to work at manufacturing plants where official overtime work is required, credit can be given for such overtime if it is properly documented and then approved by the employer.

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Do daily log sheets have to be signed by the employer or work supervisor of the student?

Signing of the daily log sheets by the employer/supervisor is the main documentary proof that the department has that a student was employed to do practical training and properly guided and managed when doing such practical training. It is therefore imperative that the employer/supervisor approves and sign the daily log sheets regularly.

Students are urged to ask their employers to regularly sign the daily log sheets and not to leave signing of the log sheets for later. There has been several cases where student struggled for months after completing their practical training to get their employer to sign their daily log sheets (previously employer report).

The requirement for signing of the daily log sheets by the employer/supervisor is essential and no relaxation of this requirement can or will be granted.

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How comprehensive must the daily log sheets be?

The daily log sheet must be a very brief record of the tasks or activities undertaken each day and it has to be signed off regularly by the employer/supervisor, e.g. on a weekly basis. Anything between one and say five tasks or activities each day would suffice. Try to use one row in the daily log sheet table per day.

An example of a daily log sheet for a week is shown below.

Date	Tasks and/or nature of work	Number of hrs	Signature of Employer
2 Jan	Arrive at company and completed administrative forms.	3	
	Met supervisor who explained required word.	5	
3 Jan	Safety induction	8	
4 Jan	Commenced literature search	4	
	Study ICP OES instrument manual	4	
5 Jan	Study ICP OES instrument manual	4	
	Pepared samples and did some trial analyses	4	
6 Jan	Read four researh papers and identified papers to order	8	

What must a student do if the work done for practical training is confidential?

There is absolutely no need to disclose any information that the employer of the student regards as confidential.

When confidential work was done, the technical report that a student have to write can either be a proper technical report, but with all the data and information disguised or normalised. For example when working with specific chemicals, the chemicals may be referred to in a way to not identify the specific chemicals, for example as Chemicals A, B and C. Process or experimental data may be be normalised so that it is not possible for any reader to learn the true values.

As an alternative, a report can be written in general terms about what the student learned. For example, what is the business of the company, how is it structured and managed, what kind of work did the student do, what equipment did the student use, did the student learn to work with any new equipment or software?

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Must the report writing template of the department be used for the practical training report?

The report writing template of the department is a useful guide or starting point, but its use is not compulsory.

The report writing template of the department is particularly suitable for typical research projects. If a student did a research project, it is recommended that the template be used.

However, if the employer/supervisor wants the student to write a report in a form that suits the employer better, the student has to write the report in a form that the employer prefers.

Also, if the work done by the student was not a typical research project so that a different report structure would be more suitable, the student should apply his/her mind and write the report in a suitable and logical way.

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Can the deadline for the submission of the daily work sheets and practical training report be extended?

It is strongly recommended that students complete their CPY311 and CPY411 modules in the first semester of each year. The deadline for the submission of the daily work sheets and practical training reports are therefor normally set towards the end of May to encourage students to do so.

However, the reality is that many students only find suitable work for practical training later in the year and also some students can only register for the modules in the second semester of the year. The deadline for the submissions are therefore extended during the year to accommodate as far as possible the circumstances of different students.

Although the department tries to be as flexible as possible in this regard, there comes a time when it is simply impossible to make any further extension.

When in doubt, students may contact the coordinator of the modules about the possibility of any further extension to the deadline set in clickUP.

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What are the minimum number of weeks that a student have to do practical training?

The required time for practical training is six weeks each for CPY311 and CPY 411.

Acceptance of less work in special circumstances is at the discretion of the coordinator of the module, subject to approval by the Head of the Department.

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Thank You

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