




**WESTERN CAPE COLLEGE OF NURSING (WCCN) STANDARD OPERATIONAL PROCEDURE
(SOP) COMPLETION OF THEORETICAL AND WIL REGISTER**

STANDARD OPERATIONAL PROCEDURE (SOP) COMPLETION OF THEORETICAL AND WIL REGISTER	
Compiled by: WCCN HOC's, HOD's	
17 March 2023	
Signature: 	2023/03/27 Update: 10 September 2024
Definitions	A register refers to the daily record keeping of students' theoretical and clinical learning. (SANC Regulations R169, R171, R174, R1497 and R635 indicate that a record of theoretical education and training of a student and record of clinical education and training must be kept by the College). There will be a WIL register for every Core subject (except for EPP), e.g. in R171 1st year there will be a register for NIC and NUR. EPP is integrated, no clinical register for EPP in the undergraduate programmes. For R1497 and R635 there will be a WIL and a theory register for all subjects.
Purpose:	To ensure that the theory and work integrated learning registers depict the correct attendance of students. To ensure that registers are standardised across campuses to ensure uniformity in implementation.
Completion of register	
Completion of registers Theory	<ul style="list-style-type: none"> • The lecturer uses the Breakdown of Learning Time Document of the programme to compile the templates of the register. • The daily class attendance register must be utilised to update the register each day (Addendum 1). • The updated register will be utilised to calculate the 80% attendance for entry into an assessment. • The register, template (Addendum 2), must be completed per subject within 24 hours after class. • Register could be shared via Microsoft Teams or MAS. • This completed register must be sent to the programme HOD within five (5) working days after completion of each theory block. • The HOD will forward the theory register to the Central Clerk at the end of the academic year. • Completion of theory hours template: <ul style="list-style-type: none"> ○ Absent will be recorded as 0 ○ Present will be recorded as 1 ○ Attendance, 80%, will always be calculated utilising the total of periods from the first period. ○ All periods missed must be made up and recorded in the appropriate columns. ○ Self-study periods will always be recorded as attended.



<p>Completion of registers Work Integrated Learning (WIL)</p>	<ul style="list-style-type: none"> • The Lecturer uses the Breakdown of Learning Time Document of the programme to compile the templates of the register. • The lecturers are responsible for the clinical placement and accompaniment plan on the official template, and this will also be the WIL register. (The lecturer must include the HOD in all communication to the clinical services when the clinical placement is sent). • The lecturer, in consultation with the HOD, is also responsible for verifying hours (on Microsoft Teams) and making sure that all students have 80% attendance before an assessment. • The lecturer is responsible for adding the total and 80% columns on the document, after the hours have been captured. • The lecturer is responsible for keeping a record of deficit hours and deficit forms given to students, and all deficit hours worked back. • The lecturer is responsible for uploading the WIL register on Teams. • The updated register will be utilised to calculate the 80% attendance for entry into an assessment. • The register must be completed and 80% attendance calculated before the 80% attendance meetings. • The register, template (Addendum 2), must be completed within (5) five working days after clinical placement. • This completed register must be sent to the programme HOD within five (5) days after completion of each clinical placement. • It is the responsibility of the HOD to verify all registers. • Completion of WIL hours template: <ul style="list-style-type: none"> ○ Attendance, 80%, will always be calculated utilising the total of hours from the first clinical placement or simulation laboratory activity. ○ The HOD and the lecturer must share the responsibility for completion/calculation of the 80% attendance. ○ All hours missed must be made up and recorded in the appropriate deficit hour column. ○ The simulation laboratory register must align with the WIL register. ○ The year clerk will complete the clinical register; however, the subject lecturers will ensure that all hours are updated, and deficit hours made up. • Completion of WIL hours template: <ul style="list-style-type: none"> ○ Absent will be recorded as 0 ○ Present will be recorded as 6/8/12 hours shift ○ Attendance, 80%, will always be calculated utilising the hours from the first placement. ○ All deficit hours must be made up and recorded in the appropriate columns. <p>Role of the clerk</p> <ul style="list-style-type: none"> • Receive compiled register with correct breakdown of learning time and formulae from lecturer. • The campus clerks capture the raw data (from the timesheets) on the WIL register. This is necessary to determine 80% attendance before entry to assessments. • The year clerk will complete the clinical register; however, the subject lecturers will ensure that all hours are updated, and deficit hours made up.
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Completion of the Longsheet	<ul style="list-style-type: none"> • The longsheet document is for progression and completion purposes and is a summary of all the hours that the students worked, completed by the central administration clerks for each year group or programme. • The theory and WIL register must reach the Central administration clerk at least one week before the provisional progression meeting.
Access to the registers on Microsoft Teams and MAS	All HOC`s, Programme HOD, Lecturers, Clerks
Alignment with other processes	<ul style="list-style-type: none"> • Assessment Policy • Clinical Accompaniment Policy • Student Transport Policy • Subject review policy • WCCN Academic Rules and Regulations Policy • Work Integrated Learning Policy



Addendum 1



WESTERN CAPE COLLEGE OF NURSING CLASS ATTENDANCE REGISTER FOR UNDERGRADUATE AND POST GRADUATE STUDENTS

PROGRAMME:

UNIT/S:

YEAR:

OUTCOME/S:

DATE:

SUBJECT:

SIGNATURE OF LECTURER:

CAMPUS:

	TEACHING METHOD													
	Period total		1		2		3		4		5		6	
	Student surname and name	Student Number	Time	Signature of student	Time	Signature of student	Time	Signature of student	Time	Signature of student	Time	Signature of student	Time	Signature of student
1														
2														
3														
4														
5														
6														
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TEA

LUNCH



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Total of different teaching methods according to the Breakdown of Learning Time for the specific subject per programme.

² **Monitoring of class attendance can alter e.g., roll call by the lecturer or students can sign.**

³ **Lecturers will complete the time for each period.**

Note: Self-study activities will be posted on Moodle and will be calculated as attended. The attendance register will be completed per subject.

Addendum 2

WCCN Register template (Theoretical and WIL)

Addendum 3



WESTERN CAPE COLLEGE OF NURSING
WORK INTEGRATED LEARNING(WIL) CLINICAL PLACEMENT TIME SHEET RECORD

STUDENT SURNAME AND NAME					STUDENT NUMBER				
CAMPUS	BOLAND OVERBERG	METRO WEST	SOUTHERN CAPE KAROO		ACADEMIC YEAR	1	2	3	4

SUBJECT					PROGRAMME				
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DATE	CLINICAL FACILITY	CLINICAL PLACEMENT e.g Medical	TIME ON DUTY	TIME OFF DUTY	HOURS ABSENT reason e.g. 8H sick	PERSON IN CHARGE SIGN	PERSON IN CHARGE PRINT	STUDENT SIGN	NUMBER OF HOURS WIL
WEEK 1									
D1									
D2									
D3									
D4									
D5									
WEEK 2									
D1									
D2									
D3									
D4									
D5									
WEEK 3									
D1									
D2									
D3									
D4									
D5									



WEEK 4									
D1									
D2									
D3									
D4									
D5									
TOTAL TIME						TOTAL TIME			
DATE SUBMITTED TO CLERK:					SIGNATURE OF CLERK:				



Addendum 2: Examples of Registers Attached, theory and clinical.