FEEDBACK TUTORIAL LETTER

2nd SEMESTER 2019

ASSIGNMENT 1

INTRODUCTION TO VET

(IVT420S)
Course Name: Introduction to VET
Course Code: IVT420S
Department: Education and Languages
Course Duration: One Semester
NQF Level and Credit: NQF 4, Credits 8

Moodle Enrollment Key: 

Marker-tutor Details:
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Dear Student

Assignment 1 has been marked and this serves as feedback on the assignment. I have included some basic feedback in your individual assignments and I hope that the answers in the memorandum available to all students and additional comments contained in this feedback letter will guide you through finding the correct solutions more easily in future assignments, tests and the examination questions.

Instructions/Requirements for Assignments in the Tutorial Letter.

I am bound to repeat this because it would appear to me that some of you still do not adhere to these guidelines. The instructions/requirements are reproduced below for your information. Please read, understand and apply them when answering your assignment, test and examination questions.

• Please read questions thoroughly before answering.

• Answer all questions unless otherwise instructed.

• Please follow the instructions of the questions as failure to do so may result in penalties such as the deduction or capping of marks.

• You must ensure that the assignment is free of typographical spelling and grammatical errors.

• Your assignments must show evidence that you covered the prescribed and recommended readings and that you understand the concepts.
  
  • The outcomes are there to guide you to which sections of the student guide are being covered by the question. You are supposed to answer the question NOT to attempt to answer what the outcome says.
• Make sure all sources used are cited and for internet sources provide links and appropriate references. You can paraphrase and source, but if you copy pieces then these must be in quotation marks and sourced. The Namibia University of Science and Technology uses the **APA referencing style** and you are supposed to use it in all your work.

**Evaluation Criteria**

Finally you need to be familiar with a selection of the evaluation criteria outlined below and which is also included in detail in the Tutorial letter:

1. Write an appropriate introduction which answers the question ‘what’ and ‘why’,

2. Describe the ‘situation’ or give a ‘situational analysis’ and or ‘general principles’ briefly as applied in the Namibian context or the specific organisation where applicable,

3. Show appreciation of application of the principles,

4. Write appropriate conclusions and recommendations,

5. Use appropriate examples,

6. **Technical Care**

   ✓ General impression: neatness; paragraphing

   ✓ Title

   ✓ Content list: short, simple, appropriate and numbered item headings

   ✓ Numbering system: text according to content list; all headings numbered

   ✓ Sources: all used/referred to, continuous citation, reference

   ✓ Grammar: language, tenses, spelling, missing words

   ✓ Own words
List of sources: Use APA referencing system in the case of assignments

All your assignments must be typed.

Markers General Comments

1. Students did well on the whole with the highest mark of 88% recorded—well done.

2. However students need to improve the presentation of their answers. Students are encouraged to present their work using numbers, bullet points and headings to make their answers more effective,

3. Students must quote the relevant sources and/or legislation where applicable.

4. Students must indicate references as evidence of wide reading.

5. Students who did not do well largely failed to understand the question asked and failed to present the answers correctly. It is important for students to read the questions carefully for understanding before answering the questions.

6. Some answers were too short resulting in the student losing marks for insufficient/inadequate answer.

7. Students are encouraged to attend orientation (face to face) on answering assignment and examination questions where possible.

Best Wishes

Your Marker Tutor

END OF FEEDBACK TUTORIAL LETTER