



**Head Office**  
(+27) 861 467 2273  
PostNet Suite 104  
Private Bag x19  
Menlo Park  
Pretoria 0102  
South Africa

**inscape.ac**

April 2022

Dear Job Shadowing Host

Letter of introduction

**SUBJECT: JOB SHADOWING AND EXPOSURE TO THE DESIGN INDUSTRY**

INSCAPE specialises in the development and delivery of education for the creative and design, built environment, business and communication, and digital technology industries. As an accredited private higher education provider, we offer a range of quality postgraduate and undergraduate qualifications in contact, distance, and online modes, in addition to online skills training. Driven by technology, creativity, design, integrated learning, and unique thinking, INSCAPE educates students to be independent life-long learners who creatively engage to make a positive difference in their worlds.

The design industry's assessment of our design-discipline students – whether or not they are deemed to be competent and 'industry-ready' - is one of the critical measures of INSCAPE's success as an accredited higher education institution. This is recognized by the Council for Higher Education and by INSCAPE.

As a critical outcome for each design student's second-year qualification, they are required to participate in a one-week period of 'job shadowing' in their specific design discipline. This is the first phase of in-service training which continues in the student's third year of study, both of which are required to be completed for the student to be able to graduate.

This initiative has two main outcomes:

1. Observe and understand what it takes to be a designer in the real world
2. To be exposed to the day-to-day activities within a design environment

The purpose from a student designer perspective is to ensure that upon graduation they are viewed as 'design-ready' by the design industry.

The industry will benefit from being in a position where they can employ design graduates that:

- Are cost, time and profit conscious
- Are customer/client demand conscious
- Have an understanding of how a design practice works internally



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The specific requirements for successful completion of the job shadowing exercise, includes the following:

1. The duration of this specific learning activity is 5 days, full-time, in one company.
2. The student should be exposed to practical design exercises for at least 50% of the period of the job shadowing exercise.
3. The balance of the time should be used to expose them to the company's business-related practices/activities.
4. It is seen that during the training, the student designer will become an 'employee' of your company, specifically that they will report to and fall under the operational rules of your practice.
5. A time sheet must be completed by the student and signed off by the host.
6. The host must please complete a letter of acknowledgement for the student, prepared at the end of the job shadowing period, indicating their involvement in design and/or business practices during their visit as well as any noted strengths.

We request that our students are not offered employment – part-time or full-time – until they have graduated at the end of next year. At the same time, we appreciate the generosity exhibited in your practice being willing to assist the student by exposing them to the real design world, and do not expect our students to be paid for their services.

Students are required to prepare a presentation on what they have learnt during their job showing exercise. We understand that there are confidentiality issues that need to be considered, and to that end, understand that the student might have to sign a confidentiality protection agreement. Where the student is still considered to be a minor, the parent or guardian can sign on their behalf.

If you agree to take on the INSCAPE student presenting this proposal to you, we ask that you sign the document in the space below, indicating your acceptance. You can either return the signed document to the student or submit it directly to the INSCAPE campus at an email address provided by the student.

Should you have any queries, please find the contact information for our Marketing coordinators at each campus included below.

Yours sincerely,

Campus Director



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## JOB SHADOWING AGREEMENT

I \_\_\_\_\_ [ET Host Name] agree that my firm/practice  
\_\_\_\_\_  
\_\_\_\_\_ [Organisation Name]  
will participate in this INSCAPE EDUCATION GROUP Experiential Training activity.

I will take on \_\_\_\_\_ [Student's Name]  
in a learning capacity, for the duration of the 1-week (5 days) period.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

### CONTACT INFORMATION FOR CAMPUS MARKETING COORDINATORS

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#### PRETORIA CAMPUS

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