

Cooperative Education Unit (CEU)

Cooperative Education is an umbrella concept that describes the combining of classroom-based education with practical work experience. CEU facilitates cooperation between the Namibia University of Science and Technology (NUST), industry and broader community to enhance meaningful learning. This includes the private and public sectors, and Non-Governmental Organisations (NGOs).

CEU is committed to:

- Coordinating Work Integrated Learning (WIL) opportunities for undergraduate students
- Creating partnerships with public and private sectors, and the community
- Assisting NUST and employers, jointly, to determine the competency of the students, ensuring that the graduates hit the ground running when entering the mainstream of the economy
- Preparing work ready graduates
- Monitoring student placement progress and benchmark against best practice for continuous quality improvement experiences

Vision

CEU serve as a learning model for relevant, high quality integrated education through collaboration with stakeholders to actively contribute towards a skilled workforce in a future orientated Namibia.

Aim

To achieve quality procedures and practices of cooperative education throughout NUST, through engagements on various platforms.

WIL placement process

Industry

- Enter into agreement with NUST
- Identify organisational needs
- Contact the Industry Liaison Officer (ILO) at CEU for information validation
- Provide mentorship to students
- Select suitable interns
- Conduct interviews with students
- Assess student progress and provide feedback to NUST

CEU

- Prepare students for WIL by conducting work readiness workshops
- Receive student CVs and short listing for companies
- Provide CVs to industry
- Industry Liaison Officer (ILO) place students
- Industry Liaison Officer (ILO), WIL Coordinator and the workplace mentor monitor progress of the student

Students

- Apply knowledge, learn and acquire skills
- Develop a Portfolio of Evidence (PoE)



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Cooperative Education Unit

From Classroom to the World of Work



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What is the Cooperative Education Unit (CEU)?

CEU is a Unit of Excellence at NUST mandated to build partnerships with industry, facilitate the internship placement, and secure workplace sites for students to do Work Integrated Learning (WIL).

Why does the CEU exist?

CEU exists to facilitate cooperation between NUST, industry, and communities to assist students to become well-rounded citizens and employees.

This Unit helps students to improve their employability by finding appropriate internship placements. This helps them to define career goals when they enter the real world of work.

WIL benefits for students

After WIL, students would be able to:

- Determine their career goals
- Broaden relevance of learning and motivation for study
- Network with various potential employers
- Enhance employability and job search skills
- Improve self-reliance, self-confidence, responsibility
- Develop soft skills

Student services

The Cooperative Education Unit provides a variety of services to NUST students, including, but not limited to:

Internship placement

- Assist students to secure internship placement
- Guide students to prepare CV and application letters
- Coach students on interview techniques

Supporting documents required for the internship application include:

- Cover letter
- WIL letter from WIL Coordinator
- Updated academic record
- Certified ID copy
- Certified Grade 12 certificate
- Testimonials
- Drivers Licence (if available)

Note: When submitting your documents, bring your CV and cover letter in hard, as well as soft copy.

CVs and cover letter editing

The CEU team is ready to assist students by providing them with skills to be able to prepare a professional CV and cover letter.

Workshops

Employability Improvement Work Readiness Workshops are offered, free of charge, to all NUST WIL eligible registered students each semester. The workshops are coordinated by the WIL Coordinators at the respective department in consultation with CEU. Areas covered include:

- Techniques to conduct successful job searches
- CVs and cover letter writing skills
- Interview preparation tips
- Work ethics and etiquette
- Time management
- Motivation to boost self confidence
- Business communication skills
- Emotional and social intelligence
- Self-branding
- Team dynamics
- Project Management
- Soft skills
- Critical/logical and creativity thinking
- Problem identification/solving
- Leadership



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Working together today to ensure a
Competitive Workforce Tomorrow



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