

2020 Yearbook
Jaarboek



All universities in South Africa are obligated by law to take part in a National Project driven by the external regulatory bodies (the Department of Higher Education and Training (DHET), the Council on Higher Education (CHE) and the South African Qualifications Authority (SAQA)) to align all qualifications with the Higher Education Qualifications Sub-Framework (HEQSF). It follows that the NWU is continuously in the process of aligning its qualification and programme offering with the requirements of the HEQSF.

Students are advised to contact the relevant faculty to ensure that they register for the correct qualification, programme and/or curriculum, and to report any errors and/or omissions noticed. **It is the duty of the student to ascertain that he/she is registering for the correct qualification, programme and/or curriculum.** The University will not be held liable for any damages students may suffer as a result of neglecting this responsibility.

Address all correspondence to:

The Registrar
North-West University
Private Bag X1290
Potchefstroom
2520

Tel: (018) 299-1111/2222

Fax: (018) 299-4910

Internet: <http://www.nwu.ac.za>

PLEASE MENTION YOUR UNIVERSITY NUMBER IN ALL CORRESPONDENCE.

The General Academic Rules of the University, to which all students have to subject themselves and which apply to all the qualifications offered by the University, appear in a separate publication and are available on the web page at <http://www.nwu.ac.za/yearbooks>.

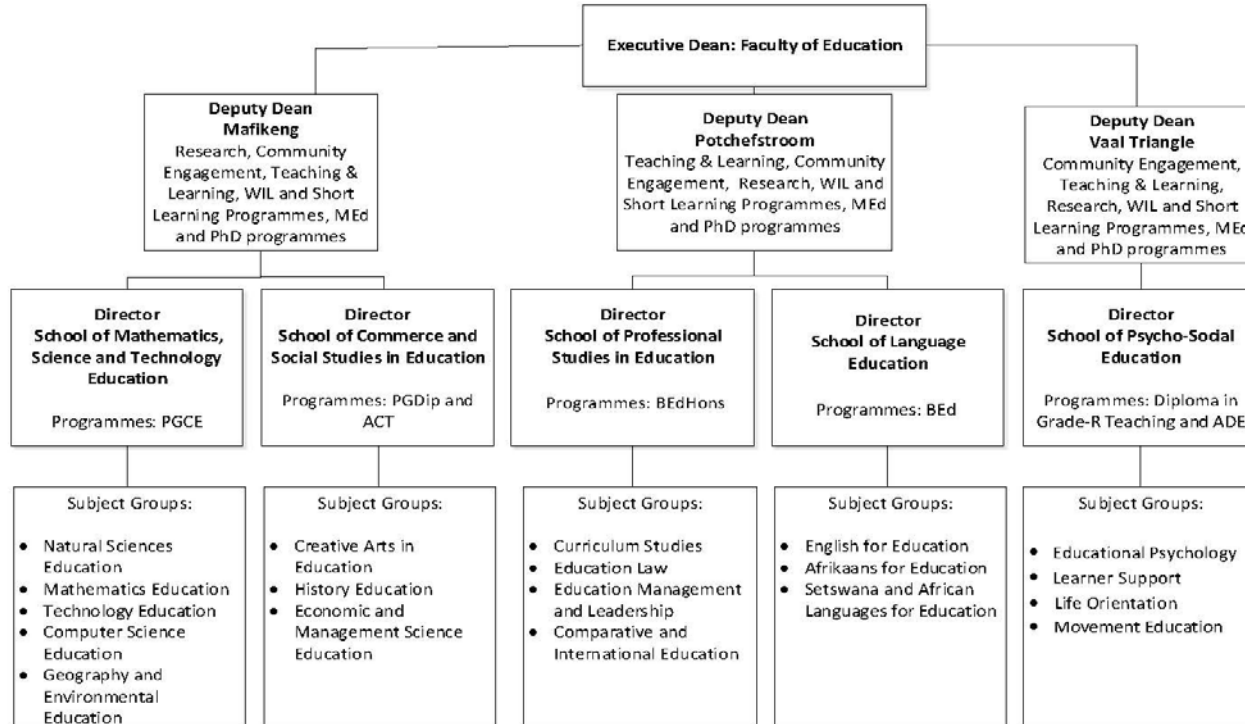
Please note: Although the information in this Calendar has been compiled with the utmost care and accuracy, the Council and the Senate of the University accept no responsibility whatsoever for errors that may occur. **Before students finally decide on their selection of modules, they must consult the class timetable. If a clash occurs in the planned selection of a student, the relevant module combination is not permitted.**

Table of Contents

FACULTY OF EDUCATION.....	i
<i>Faculty Management Committee</i>	<i>i</i>
<i>Faculty Board</i>	<i>ii</i>
CONTACT DETAILS FOR THE FACULTY	iii
<i>Mafikeng.....</i>	<i>iii</i>
<i>Potchefstroom.....</i>	<i>iii</i>
<i>Vaal Triangle</i>	<i>iii</i>
EDU.1 FACULTY RULES.....	7
EDU.1.1 AUTHORITY OF THE GENERAL RULES.....	7
EDU.1.2 FACULTY-SPECIFIC RULES.....	7
<i>EDU.1.2.1 Admission Requirements.....</i>	<i>8</i>
<i>EDU.1.2.2 Method of Delivery</i>	<i>9</i>
<i>EDU.1.2.3 Annual Registration</i>	<i>9</i>
<i>EDU.1.2.4 Amendment, cancellation of discontinuation regarding registration of studies.....</i>	<i>11</i>
<i>EDU.1.2.5 Modules and Credits</i>	<i>11</i>
<i>EDU.1.2.6 Additional Modules.....</i>	<i>12</i>
<i>EDU.1.2.7 Calculation of Participation Marks.....</i>	<i>12</i>
<i>EDU.1.2.8 Admission to Examinations</i>	<i>13</i>
<i>EDU.1.2.9 Subminimum for Examination</i>	<i>13</i>
<i>EDU.1.2.10 Examination Opportunities</i>	<i>13</i>
<i>EDU.1.2.11 Pass Requirements</i>	<i>15</i>
<i>EDU.1.2.12 Examination marks are calculated as follows.....</i>	<i>16</i>
<i>EDU.1.2.13 Progression Requirements</i>	<i>17</i>
<i>EDU.1.2.14 Repetition of Modules</i>	<i>18</i>

EDU.1.2.15	<i>Access to Review of Marked Examination Work (A-Rule 1.13.7)</i>	18
EDU.1.2.16	<i>Monitoring of academic performance</i>	19
EDU.1.2.17	<i>Extension of period of study</i>	19
EDU.1.2.18	<i>Termination of Studies</i>	19
EDU.1.3	<i>WARNING AGAINST PLAGIARISM</i>	20
EDU.1.4	<i>CAPACITY STIPULATION</i>	20
EDU.1.5	<i>RECOGNITION OF PRIOR LEARNING</i>	20
EDU.2	OPEN DISTANCE LEARNING QUALIFICATIONS/PROGRAMMES	22
EDU.2.1	WHAT IS OPEN DISTANCE LEARNING?	22
EDU.2.2	UNIT FOR OPEN DISTANCE LEARNING	22
EDU.2.3	MATTERS TO TAKE NOTE OF REGARDING ODL STUDIES... 23	
EDU.3	RULES FOR THE QUALIFICATION ADVANCED DIPLOMA IN EDUCATION	26
EDU.3.1	PURPOSES AND RATIONALE OF THE QUALIFICATION	26
EDU.3.1.1	<i>Duration (minimum and maximum duration)</i>	26
EDU.3.1.2	<i>Articulation</i>	26
EDU.3.1.3	<i>Admission requirements for the qualification</i>	27
EDU.3.1.4	<i>Qualification outcomes</i>	27
EDU.3.2	LIST OF MODULES	28
EDU.3.3	PROGRAMMES OFFERED IN ADVANCED DIPLOMA IN EDUCATION	29
EDU.3.3.1	<i>Advanced Diploma in Special Needs Education: (4BE C01)</i>	30
EDU.3.3.2	<i>Advanced Diploma in School Leadership and Management: (4BD C01)</i>	38

Organogram of the Faculty structure



Presentation of the Postgraduate Diploma in Education (PGDip) is subject to final approval, for implementation in 2020

FACULTY OF EDUCATION

Faculty Management Committee

Executive Dean (*Chairperson*)

Prof LN Conley - BA, BEdHons, MEd, DEd

Deputy Deans

Teaching and Learning: Prof HJ van Vuuren - BAHons, BEd, MEd and PhD

Community Engagement and Commercialisation: Dr E Küng – BA, PGCE, BEdHons, MEd, PhD

Research and Innovation: Prof WT Dudu - DipEd, BEd, MScEd, PhD

Directors of Research Entities

Research Unit Edu-HRight: Prof AJ Botha - HDE, FDE, BEdHons, MEd, DEd

Research Focus area SDL: Prof E Mentz - BA, HED, BScHons, MSc, PhD

Research niche Edu-Lead: Prof J Heystek - BA, HED, BEdHons, MEd and PhD

Research niche COMBER: Prof LA Wood – BA, BASS, MA, PGCHE, DEd

School Directors

School of Professional Studies in Education: Prof PJ Mentz – BA, HED, BEd, MEd, DEd, PhD, Dip (Tertiary Education)

School of Languages Education: Dr EM Reyneke – BA, BEd, MA, PhD

School Commerce and Social Studies for Education: Dr M Matashu – CISA, BComHons, PGCE, PhD, MBA

School of Mathematics, Science and Technology Education: Dr MP Nkhoma - Dip ED, BSc, MEd, PhD

School of Psycho-social Education: Prof J Hay - BA, BAHons, MA, PhD, HED

Deputy School Directors

School of Professional Studies in Education: Prof CB Zulu – BA, MA, DEd

School of Professional Studies in Education: Prof Erika Serfontein - BA, B.IURIS, LLB, HDE, FDE in LSEN, MEd, PhD

School of Languages Education: Dr LM Hove - BAHons, GradCE, PGDE, MA, PhD

School of Languages Education: Dr R Krügel – BA, HED, BEdHons, MEd, PhD

School of Commerce and Social Studies for Education: Dr PG Warnich – BA, BAHons, HED, MA, BEd, PhD

School of Commerce and Social Studies for Education: Dr GP van Tonder – BCom, HED, BTechHons, MEd, PhD

School of Mathematics, Science and Technology: Dr NP Petersen - BScEd, BScHons, FDE, MPhil, PhD

School of Mathematics, Science and Technology: Dr MM Kloppers - BSc, HED, BEdHons, MEd, PhD

School of Psycho-social Education: Dr N Shaikhmag – BCom, BEdHons, MEd, PhD

School of Psycho-social Education: Prof JA Rens - BA, HED, BEdHons, MEd, PhD

Faculty Administrators

Mr JJ Liebenberg (Senior)

Ms I Kakula

Ms AMC Cloete

Quality Enhancement Administrator

Dr I Venter

Faculty Accountant

Ms JM van Heerden

Faculty Board

The election of all the members of the Faculty Board has not yet been finalised and therefore only the categories are listed below.

Executive Dean (*Chairperson*)

Deputy Deans

Directors of Research Entities

School Directors

Deputy School Directors

Elected representatives from the academic staff

- 2 NRF-rated researchers
- 6 professors
- 7 associate professors
- 7 senior lecturers
- 7 lecturers
- 6 junior lecturers

Faculty representatives on the Senate

Faculty Administrator

Student representative

Ex officio:

- Deputy Faculty Administrators
- Quality Enhancement Administrators
- Faculty Accountant
- Librarian
- Secretariat

CONTACT DETAILS FOR THE FACULTY

Mafikeng

- Telephone number: 018 389 2214
- E-mail address: MCEducation@nwu.ac.za

Potchefstroom

- Telephone number: 018 299 1766
- E-mail address: Edu-EnquiryPotch@nwu.ac.za

Vaal Triangle

- Telephone number: 016 910 3060
- E-mail address: VTC-Education-Info@nwu.ac

Faculty Website: <http://education.nwu.ac.za>

Contact details for Unit for Open Distance Learning

The Unit for Open Distance Learning at the NWU, situated in Potchefstroom, delivers several distance programmes on behalf of the various faculties at a number of learning support centres in southern Africa.

Telephone number: 018 285 5900

Website: distance.nwu.ac.za/

Email address: DistancePotch@nwu.ac.za

SMS: Send an SMS to 43366 NWU[Space]Student number[Space]Subject code[Space]And the question

SCHOOLS IN THE FACULTY

School	Subject group
School of Mathematics, Science and Technology Education	<ul style="list-style-type: none"> ○ Natural Sciences Education ○ Mathematics Education ○ Technology Education ○ Computer Science Education ○ Geography Education and Environmental Education
School of Commerce and Social Studies in Education	<ul style="list-style-type: none"> ○ Creative Arts in Education ○ History for Education ○ Economic Management Science Education
School of Professional Studies in Education	<ul style="list-style-type: none"> ○ Curriculum Studies ○ Education Law ○ Education Management and Leadership ○ Comparative and International Education
School of Languages in Education	<ul style="list-style-type: none"> ○ English for Education ○ Afrikaans for Education ○ Setswana and African Languages for Education
School of Psycho-social Education	<ul style="list-style-type: none"> ○ Educational Psychology ○ Learner Support ○ Life Orientation ○ Movement Education

QUALIFICATIONS OFFERED BY THE FACULTY

The University has the authority to confer the following degrees, certificates and diplomas offered by the Faculty of Education:

- Doctor of Philosophy in Education (PhD)
- Master of Education (MEd)
- Bachelor of Education Honours (BEdHons)
- Postgraduate Diploma in Education (Subject to final approval for implementation in 2020)
- Postgraduate Certificate in Education
- Bachelor of Education (BEd)
- Diploma in Grade R Teaching
- Advanced Diploma in Special Needs Education (ADE)
- Advanced Certificate in Teaching (ACT)

QUALIFICATION, PROGRAMME AND CURRICULUM

DIPLOMAS				
Qualification	Programme and code	Curriculum and code	Mode of delivery	NQF level
Advanced Diploma in Education (ADE)	Special Needs in Education 4BE C01	Special Needs in Education O404P	Open Distance Learning	7
* <i>Advanced Diploma in Education (ADE)</i>	<i>School Leadership and Management</i> 4BD C01	<i>School Leadership and Management</i> O101P	<i>Open Distance Learning</i>	7

**Please refer to Addendum on p39*

EDU.1 FACULTY RULES

EDU.1.1 AUTHORITY OF THE GENERAL RULES

The faculty rules valid for the different qualifications, programmes and curricula of this faculty and contained in this faculty calendar are subject to the General Rules of the University, as determined from time to time by the Council of the University on the recommendation by the Senate. The faculty rules should, therefore, be read in conjunction with the General Academic Rules.

The General Academic Rules are available on the webpage at http://www.nwu.ac.za/content/policy_rules.

The structure, method of delivery and presentation of each programme are included in the respective programme documents, which are subject to the policy laid down by the Senate Committee for Academic Standards (SCAS) of the NWU and consistent with the requirements of the Council on Higher Education (CHE), the Higher Education Quality Committee (HEQC), the Department of Higher Education and Training (DHET) and the South African Qualifications Authority (SAQA).

EDU.1.2 FACULTY-SPECIFIC RULES

The teaching policy of the Faculty of Education is in accordance with the vision and mission of the North-West University.

Procedures regarding quality assurance in the Faculty (Teaching, Learning and Assessment Policy) are available on our webpage at http://www.nwu.ac.za/content/policy_rules.

The **research policy** of the Faculty of Education is in accordance with the vision and mission of the North-West University. The development of academic scholarship is a priority, as is the maintenance of relevant, innovative, leading and focused research to address the challenges faced by education, both nationally and internationally. The webpage for the research entities of the Faculty of Education is <http://education.nwu.ac.za/>.

EDU.1.2.1 Admission Requirements

The admission requirements for all formal academic qualifications offered by the University are set out in the Admission Policy, as approved by the Senate and Council (http://www.nwu.ac.za/content/policy_rules). The NWU Admission Policy provides boundary admission conditions and rules regarding the types of qualifications offered that are part of the officially approved Programmes and Qualifications Mix (PQM) of the NWU and to which prospective students might seek admission.

EDU.1.2.2 Method of Delivery

Definitions	
Distance mode of delivery	<p>The distance mode of delivery refers to the presentation of the composite modules of a programme to students who do not attend classes or tutorial or practical sessions, or sit for examinations at one of the official NWU sites of delivery. The interaction with the NWU academic or support staff or NWU-appointed facilitators/tutors and the presentation of the composite modules of a programme are undertaken remotely through the use of teaching technology, various forms of correspondence or the Internet. The student may have the option of attending facilitation opportunities at NWU learning support centres (see also Distance Education).</p> <p>Explicit DHET and HEQC approval of the distance mode of delivery is required for a programme to be offered in this way.</p>

EDU.1.2.3 Annual Registration

Important note regarding the annual registration for studies

A-Rule 1.10.1.1

Every returning student must register annually in their personal capacity, either by means of a paper-based or an electronic registration process, for the learning components that are prescribed for the specific study year, in accordance with the faculty rules applicable to the qualification, programme and module(s) concerned.

The **Advanced Diploma in Education (ADE)** students who start studying in the second semester must register again at the beginning of the following year and thereafter annually at the beginning of the year.

Please take note that it is imperative that all ODL students must register annually.

Should a student be registered for a module, the NWU views that student as active in the module, and he/she will have two examination opportunities to pass the module successfully. Should the student not pass the module after the first two successive examination opportunities, whether or not participation has taken place towards the participation mark and/or examination, the student will fail the module and will have to reregister and pay for the module again.

Kindly note that the NWU will charge a fee to the student's account should a second examination session be utilised.

A-Rule: 1.10.1.6: Two registration periods for the various levels and modes of study are annually determined in the university calendar, the second of which is reserved exclusively for the registration of students in such distance programmes as may be identified annually by the responsible executive dean.

When a first registration is done for the second semester, it is done only for six months and then yearly from January onwards.

Annual registration for specific programmes

Provision is made for students to register for the Advanced Diploma in Education for two registration periods annually.

A-Rule 1.10.4.2: Registration may be cancelled for a programme or a module, and entails that a student withdraws from the programme or module before formal tuition begins.

EDU.1.2.4 Amendment, cancellation of discontinuation regarding registration of studies

A-Rule 1.10.4.1: Subject to the applicable faculty rules and applicable provisions regarding payable fees, a student may apply in the prescribed manner and within the period indicated for that purpose on the annual university calendar to amend, cancel or discontinue registration.

Faculty process

Distance students: Due date for amendments, cancellation and discontinuation of registration (distance students register for programmes and not for modules):

A-Rule 1.10.4.3: Timeous cancellation of registration is not reflected in a student's academic record, and a pro rata part of the registration fees, as well as the paid tuition fees, may be reimbursed.

The last day for programme/module amendments and cancellation will be 15 February 2020 for the first semester and 15 August 2020 for the second semester. In this case, only a pro rata payment will be paid back to the student, as study material will already have been sent to students and administrative and postage fees will have been levied.

If these dates are not met, the full tuition for the semester(s) is payable.

Should students cancel their studies, all bursaries and/or loans are repayable immediately.

EDU.1.2.5 Modules and Credits

- 1) Subjects are presented according to modules, to which a certain number of credits are allocated.
- 2) Each module has a code and a descriptive name, e.g. AADS511 – Advanced Communication Skills and Lay-Counselling for the Educator, first-year level, first semester.
- 3) Each module has a certain weight, known as a credit.
- 4) Each module has to be passed individually.
- 5) Programme-specific rules apply (according to the relevant yearbook).
- 6) Mode of delivery-specific rules apply (according to the relevant yearbook).

EDU.1.2.6 Additional Modules

A first-year student may register for one additional module per semester (A-Rule 2.3.1). A student who registers for the second-, third- or fourth-year level may register for a maximum of two additional modules per semester or two additional year modules, or one semester and one-year module (32 credits per semester) on condition that he/she has thus far passed the prescribed modules of the curriculum (A-Rule 2.3.2). Classes must be attended and no exemption from class attendance will be granted in the event of timetable clashes.

EDU.1.2.7 Calculation of Participation Marks

The participation mark for a module is calculated from the marks obtained in tests, assignments, practical and/or research assignments. The calculation of participation marks is programme-, module- and mode of delivery-specific.

The ratio between theory and practical work for the calculation

of the participation mark for a module is as explained in the relevant study guide.

A subminimum participation mark is needed for all modules to provide admission to the examination.

EDU.1.2.8 Admission to Examinations

Admission to the examination in any module requires a proof of participation or a participation mark (depending on the requirements of the module), as stipulated in A-Rule 1.13.2.

A proof of participation or a participation mark, which allows admission to the examination, will only be issued once a student has complied with the requirements for the module concerned to the satisfaction of the school director in consultation with the relevant subject group chairperson/programme leader. The requirements are stipulated in the study guide for the module concerned and under the module outcomes in this yearbook.

EDU.1.2.9 Subminimum for Examination

The subminimum for examinations in modules is 40%, except in the portfolio or where a higher subminimum is provided for in the faculty rules (A-Rule 1.13.3).

EDU.1.2.10 Examination Opportunities

The examination opportunities and the relevant rules are determined in accordance with A-Rule 2.5.3.

Any student who has obtained the required proof of participation and/or participation mark, as prescribed, will be admitted to utilise the first and/or second examination opportunity for the module concerned.

2.5.3.1 A student registered for an undergraduate module is entitled to use two consecutive opportunities per module to

take the examination within the examination timetables set in the annual university calendar.

ODL students' second examination opportunity is in the following semester during the scheduled examination period. If a student fails a module the second time or has failed to use the two consecutive examination opportunities, he/she needs to reregister and pay the tuition for the following year for this module and the previous participation mark will no longer be taken into account.

Modules stipulated in the annual yearbook as continuous assessment are excluded from second examination opportunities (with reference to A-Rule 2.5.3.2).

According to A-Rule 1.13.6 ***Dean's concession examination*** (third examination opportunity), a student who, having used one or both examination opportunities provided for in the rules relating to the various qualification types and levels, has passed all coursework modules but one required for the completion of a programme leading to a qualification, may apply to the executive dean concerned to be granted a final assessment opportunity in the outstanding module provided that –

- 1.13.6.1 the student has achieved an adequate participation mark in the module for admission to the examination;
- 1.13.6.2 the student has previously failed the module in question;
- 1.13.6.3 the student completes the final assessment for the applicable module in the following examination period that is scheduled for such assessment opportunities in the annual university calendar;
- 1.13.6.4 the maximum mark that can be obtained for a final assessment is 50%;
- 1.13.6.5 the final module mark is based solely on the mark achieved in the final assessment, without taking the

- participation mark into account, and
- 1.13.6.6 the student is required to pay the applicable fee for the final assessment opportunity but is not required to re-register for the programme concerned, and provided that the student must have been registered for the module in the academic year during which all the other requirements for the attainment of the qualification were complied with.

EDU.1.2.11 Pass Requirements

The module mark is calculated according to the ratio between the participation mark and the examination mark, as set out under the module outcomes in the relevant yearbook. **The module mark required for a pass in a module in which examinations are written is 50%, in accordance with A-Rule 1.13.3.2.**

The sub-minimum for all examinations written is 40% (A-Rule 1.13.3.1), unless stated otherwise (refer to par EDU 1.2.8.) in the rules of specific programmes and curricula. Adjustment of the module mark for a first-semester module in which an examination was written but not passed may be considered, according to the stipulations of A-Rule 2.5.2.

A-Rule 2.6.2 stipulates the requirements for passing a module/curriculum/qualification with distinction. In order to qualify for passing with distinction, the average obtained for the modules over the course of the ADE qualification is taken into account.

2.6.2.1 In order to be awarded a qualification with distinction a student must achieve a weighted average of at least 75% for all the core modules identified as such in the faculty rules concerned, not taking additional modules taken by the student into account.

2.6.2.3 A part-time student or a student enrolled in a distance

programme must complete the programme within the minimum time specified in the faculty rules in order to qualify for the award of the qualification with distinction.

2.6.2.4 The marks obtained in core modules completed at other institutions recognised by the university for the purpose must be taken into account when calculating the weighted average mark referred to in rule 2.6.2.1.

Any student who fails a module must repeat the module in order to obtain a new participation mark (according to A-Rule 1.13.3.5). Classes must be attended, and no exemption from class attendance will be granted in the event of timetable clashes.

In reference to A-Rule 2.4.2, the faculty rules provide that ADE students in their final year, who have not passed all the prescribed modules of the curriculum thus far, may register for the outstanding modules, provided these do not exceed 32 credits per semester.

A pass is obtained for a curriculum once all the modules of the programme have been passed individually (A-Rule 2.6.1).

EDU.1.2.12 Examination marks are calculated as follows

- i. Minimum for participation mark = 40%.
- ii. Examination sub-minimum = 40% per module.
- iii. Participation and examination marks total for the module, or final mark = 100%
- iv. Distinction = 75%.
- v. Pass mark = 50%.
- vi. Examination (60%) + participation (40%) = module mark (final mark). E.g. you may obtain a module mark of above 50% and still fail because of the sub-minimum requirement in the examinations, which is 40%.
- vii. All examination scripts will be marked and 10% moderated

and marks will be verified (re-counted) to ensure that the correct marks have been allocated. You may, however, apply for a re-mark if all of the following criteria are met:

- A minimum of 35% has been obtained in the examination.
- The application must reach the Call Centre at the NWU within 14 days after the examination results have been published, and the re-mark fee should be paid and the proof of payment sent to the Call Centre, together with the application form, available from the NWU Call Centre.

A pass is obtained for a curriculum once all the modules of the programme have been passed individually (A-Rule 2.6.1).

EDU.1.2.13 Progression Requirements

The stipulations in A-Rule 1.16 and all the sub-paragraphs apply.

Where a certain module is set to be assumed for learning for a module in another semester or year level, a participation mark of at least 40%, and in some instances a module mark of at least 50%, should be obtained before the student can register for the successive module (A-Rule 1.8).

A-Rule 1.16.1: In order to ensure that a sufficient percentage of the credit load of the programme for which the student is registered is completed within the maximum duration allowed for the study –

A-Rule 1.16.1.2: a distance student must obtain at least 50% of the total credits that are required for the curriculum up to the historic year level for which the student is registered.

A-Rule 1.16.2: A student who fails to comply with the progression requirements provided for in A-Rule 1.16.1 does not automatically qualify for continuing study in the programme concerned.

A-Rule 1.16.3: After every examination period, the executive dean concerned must, in consultation with the Faculty Management Committee or other faculty structure concerned, review the academic records of all students to determine the students' compliance with the progression requirements.

A-Rule 1.16.4: Should the executive dean concerned decide to terminate a student's registration due to failure in complying with the progression requirements, the student may, within ten days of the date of such a decision, submit to the faculty manager a motivated request in the prescribed form to be readmitted to the study.

A-Rule 1.16.5: The executive dean's decision to grant or refuse a request for readmission submitted in terms of A-Rule 1.16.4 is final.

A-Rule 1.16.6: The executive dean reports all the decisions made in terms of this rule to the registrar.

It is imperative that students abide by this rule to ensure that their studies are not terminated.

A motivated request regarding the readmission to studies must reach the ODL Call Centre within ten days of the date of the decision.

EDU.1.2.14 Repetition of Modules

Should a student fail an examination in a specific module, he/she is required to repeat the module in accordance with A-Rules 1.13.3.5 and 2.3.4.

EDU.1.2.15 Access to Review of Marked Examination Work (A-Rule 1.13.7)

A-Rule 1.13.7.7: Re-marking of examination work at the request of a student is subject to the payment of the applicable fee.

A distance student may apply, within the time-frame

stipulated in A-Rule 1.13.7.3, namely ten working days, to the school director, via the Unit for Open Distance Learning (UODL) Call Centre, to view the examination scripts and the memorandum in the presence of the lecturer and the subject chairperson concerned in the lecturer's office.

EDU.1.2.16 Monitoring of academic performance

In accordance with A-Rules 1.15.1 to 1.15.3, a student who achieves less than half of the credits required for the programme concerned, as prescribed in the faculty rules concerned for the mode of delivery (contact or distance) and attendance mode (full-time or part-time), is deemed not to have made satisfactory academic progress. A student whose academic performance is deemed unsatisfactory may be issued with a written warning by the executive dean concerned.

Students with unsatisfactory performance in any module are identified and supported. Students receive additional white board sessions for risk modules that are identified. The lecturer then prepares additional material / slides to support these students.

EDU.1.2.17 Extension of period of study

Refer to A-Rule 1.17.

The executive dean concerned may, on the recommendation of the academic director concerned, extend a student's study period in accordance with the provisions of the applicable faculty rules, following an application submitted before the end of the penultimate academic year by a student who does not expect to complete a programme within the maximum duration allowed for the study.

EDU.1.2.18 Termination of Studies

A student's studies may be terminated in accordance with the

stipulations of A-Rule 1.18. In accordance with A-Rule 1.18.4, a student whose studies have been terminated may, in accordance with the applicable faculty rules, apply for admission to another study programme, but must in the course of the application mention the termination.

EDU.1.3 WARNING AGAINST PLAGIARISM

Assignments are individual tasks and not group activities (unless explicitly indicated as group activities). For further details, see http://www.nwu.ac.za/content/policy_rules.

EDU.1.4 CAPACITY STIPULATION

Please take cognisance of the fact that, owing to specific capacity constraints, the University reserves the right to select candidates for admission to certain fields of study. This means that prospective students who comply with the minimum requirements may not necessarily be admitted to the relevant courses (A-Rule 1.5.2).

EDU.1.5 RECOGNITION OF PRIOR LEARNING

Refer to A-Rules 1.6 and 1.7.

The Faculty subscribes to the view that recognition of prior learning (RPL) constitutes an essential element of the transformation of access and admissions policies at higher education institutions in South Africa. The transformation of access and admissions policies is intended to increase participation and broaden access to higher education in order to produce graduates with the skills and competencies necessary to meet the human resource needs of the country.

The following types of RPL are identified:

- (1) **RPL for access:** The establishment of a suitable level of study and/or experience aimed at admission to a qualification for a candidate who does not qualify for admission into that qualification via the official admission requirements of the NWU.

- (2) **RPL for advanced standing:** The exemption from a certain level of a course of study or programme on the basis of the candidate's experience/learning acquired. A portfolio and/or assessment may be used to consider the candidate for RPL. This RPL is regarding the exemption of certain levels of study. (Advanced standing – based on the previous experience and/or knowledge acquired, the applicant may be accepted, e.g. for the second year.)

- (3) **RPL for credit accumulation and transfer (CAT):** The awarding of credits for modules or courses as part of learning programmes/qualifications. The outcomes of successfully completed modules must be compared and found to be similar/equivalent to the outcomes of the corresponding modules offered at the Faculty as requested for RPL. The completed outcomes must also comply with the relevant SAQA level descriptors.

A designated RPL officer is appointed in the office of the deputy dean at each of the three sites of delivery to steer and oversee the RPL process for both contact and distance students.

A process for each of the types of RPL, as well as forms and guidelines to compile a portfolio, is available and will be included in the Quality Manual of the Faculty, after approval by the Faculty Board.

EDU.2 OPEN DISTANCE LEARNING QUALIFICATIONS/PROGRAMMES

EDU.2.1 WHAT IS OPEN DISTANCE LEARNING?

Open distance learning (ODL) refers to a delivery mode focusing on enhanced accessibility to education and training, limiting or eliminating barriers such as time, place and pace of learning. The NWU promotes ODL by allowing students to register for the modules of a programme either in January or in June, offering technology-mediated instruction and examination opportunities at various learning support centres, nationally and internationally, and providing student support to enhance the student learning experience. Students who study at a distance are still subject to specific admission requirements, as determined by the Institutional Admissions Requirements Committee, fixed dates for the commencement of academic programmes, a minimum and maximum duration for the completion of their studies and specific, scheduled assessment opportunities (Appendix to the General Academic Rules (A-Rules) of the NWU: Glossary of Teaching- and Learning-Related Concepts and Designations).

EDU.2.2 UNIT FOR OPEN DISTANCE LEARNING

The Unit for Open Distance Learning (UODL) at the NWU, situated in Potchefstroom, delivers several distance programmes on behalf of the various faculties at a number of learning support centres in Southern Africa.

Distance learning programmes are offered on the following principles:

Contact details

Tel: +27 18 285 5900

Fax: +27 87 234 4957

Website: distance.nwu.ac.za/

E-mail: DistancePotch@nwu.ac.za

SMS: Send an SMS to **43366 NWU**[Space]**Student number**[Space]**Subject code**[Space] **and the question**

Address all written correspondence to the following:

The Academic Manager: UODL

North-West University

Potchefstroom

Private Bag X6001

Potchefstroom

2520

South Africa

Administrative matters:

The Unit for Open Distance Learning (UODL)

Building B11A

North-West University

Private Bag

X6001

Internal Box

539

Potchefstroom

2520

EDU.2.3 MATTERS TO TAKE NOTE OF REGARDING ODL STUDIES

Students need to note the following matters, and are referred to the applicable yearbook:

- i. Some qualifications delivered in the distance mode allow students to register twice a year for studies.
- ii. Each programme has a minimum and a maximum study duration for completing the programme.
- iii. Students have a number of assessment opportunities

(examinations) during a study period, and all modules can be written at each assessment opportunity (first or second opportunities) should the student qualify to write the examination.

- iv. Students do not have a second examination opportunity directly after the first attempt. If they fail the first attempt (e.g. in June/July), they can write the failed module during the next examination opportunity (e.g. in October/November). A valid participation mark will give the student access to two examination opportunities, thereafter a student must generate a new participation mark.
- v. Contact classes are mainly presented by means of interactive whiteboards at the learning support centres in Southern Africa, supported by facilitators. Lecturers can also be contacted via e-mail if the students have access to the Internet. All modules presented by means of interactive whiteboards are stored on the Internet for students to access at a later stage.
- vi. Students are supported by means of a call centre, social media (Facebook) and contact with lecturers and facilitators.
- vii. Examinations are written at several examination centres throughout Southern Africa, but the NWU can request students to write a specific module (e.g. Computer Science) at the campus in Potchefstroom, where the UODL is situated.

Unsatisfactory academic performance

A student whose academic performance is found to be unsatisfactory will receive a formal written warning from the relevant director. If subsequent progress is still not satisfactory, the student may be dealt with in terms of A-Rule 1.18 and sub-paragraphs.

Termination of studies of ODL students

The minimum and maximum duration of study for the various qualifications are indicated in the calendar and in the information booklets for these qualifications. One year before the maximum duration of study is exceeded and a student's studies are finally terminated, such a student will receive a warning letter to inform him/her of the two final examination opportunities to pass all outstanding modules. Should such a student still have modules outstanding after these examination opportunities, the studies of the student will be terminated in terms of A-Rule 1.18.

Only in exceptional cases, and then on the grounds of irrefutable evidence, will the Executive Director of the UODL and the Executive Dean of the Faculty of Education consider a request for the continuation of studies from a student whose studies have been terminated. Should such an application be successful, the student will be afforded only one examination opportunity to complete all outstanding modules.

EDU.3 RULES FOR THE QUALIFICATION ADVANCED DIPLOMA IN EDUCATION

EDU.3.1 PURPOSES AND RATIONALE OF THE QUALIFICATION

The Advanced Diploma in Education (ADE) is a Continuous Professional Development (CPD) qualification to further strengthen and enhance an existing specialisation in a subject, or to develop a new role or practice to support teaching and learning in a school or in education more broadly. The qualification offers intellectual enrichment and specialisation, which meets the requirements of a specific niche in education – e.g. in the case of new roles, such as inclusive education, school librarianship, school leadership and management, deaf education, etc., as well as in teaching subjects. This qualification will provide an Advanced Diploma graduate with a deep and systematic understanding of current thinking, practice, theory and methodology in the area of specialisation.

EDU.3.1.1 Duration (minimum and maximum duration)

The minimum duration for the ADE specialisations is one year and the maximum duration is three years, unless stated otherwise (see suggested programme layout under EDU.3.3.1.2 and EDU.3.3.2.2).

EDU.3.1.2 Articulation

Professionally qualified teachers, who have completed an ADE, may proceed to a BEd Honours degree, or a Postgraduate Diploma in Education in a related field of study. Accumulated credits may also be presented for entry into a bachelor's degree in a related field of study, including a BEd degree.

Professionally qualified teachers who are NOT in possession of a first bachelor's degree may present a completed ADE for entry into an NQF Level 7 BEd programme, or into any other appropriate Level 7 bachelor's degree, or for entry into a Postgraduate Diploma in

Education at Level 8.

Bachelor degree graduates, who have completed an ADE, may proceed to a BEd Honours degree, or an Honours degree in a related field of study, or to a Postgraduate Diploma in Education.

EDU.3.1.3 Admission requirements for the qualification

A four-year Bachelor of Education degree, or a general first degree or diploma plus a Postgraduate Certificate in Education, or a former Higher Diploma in Education (postgraduate) may be presented for admission.

A former Advanced Certificate in Education ACE (Level 6 NQF), or a former Further Diploma in Education which follows a former professional teaching qualification, or a former four-year Higher Diploma in Education may also be presented for admission into an Advanced Diploma.

In addition, a new Advanced Certificate (ACT, Level 6 NQF), which has followed a former Diploma in Education (including a National Professional Diploma in Education) may also be presented for admission into an Advanced Diploma.

Further specialisation in a teaching subject, offered through an Advanced Diploma at Level 7 NQF, requires cognate studies in that subject at Level 6 in the entry qualification.

EDU.3.1.4 Qualification outcomes

After the successful completion of an ADE, the student must, in the field of specialisation:

- a) demonstrate an integrated knowledge of and have insight into relevant aspects of teaching and learning in the area of, for example, Special Needs Education;

- b) display relevant professional skills and competencies (among others, critical problem-solving, sound judgement and decision-making);
- c) demonstrate the ability to validate sources of information independently and evaluate and manage information in, for example, Special Needs Education;
- d) understand and apply certain values, needs and attitudes (among others, excellence in education practice, continuous professional development and integrity in the education environment) within his/her specialisation and classroom practice;
- e) be able to use didactic skills effectively within the functioning of groups in the field of specialisation in, for example, Special Needs Education;
- f) be able to select, evaluate and apply a range of different but appropriate procedures and methods of enquiry in, for example, Special Needs Education;
- g) be able to identify, analyse and reflect critically on complex problems in, for example, Special Needs Education; and
- h) understand the verbal communication of tasks and projects.

EDU.3.2 LIST OF MODULES

Module code	Descriptive name	HEQF level	Credits
AADS 511	Advanced Communication Skills and Lay Counselling for the Educator	7	16
<i>*ADLM 511</i>	<i>Leading and managing extra-curricular and co-curricular activities</i>	7	9
<i>*ADLM 512</i>	<i>Working with and for the wider community</i>	7	9

*ADLM 571	<i>Professional portfolio and workplace project (i)</i>	7	10
*ADLM 572	<i>Leading and managing teaching and learning in the school</i>	7	18
*ADLM 573	<i>Leading and managing people and change</i>	7	18
*ADLM 574	<i>Professional portfolio and workplace project (ii)</i>	7	20
*ADLM 575	<i>Leading and managing the school as an organization</i>	7	18
*ADLM 576	<i>Working within and for the school system</i>	7	18
AHIV 521	HIV and AIDS: Legislation, counselling and support	7	8
ALSD 521	Disabilities and learning difficulties in Education	7	16
ALSE 511	Emotional and other difficulties in Education	7	16
ALSI 511	Inclusive Education: A policy perspective	7	16
ALSS 521	Social and health issues in Education	7	16
AREM 521	Applied support in Special Needs Education	7	24
ARES 511	Introduction to Educational Research	7	8
CMPF 511	Information and communication technology (ICT) competence for teaching students	7	12
TOTAL CREDITS:			132

**Please refer to Addendum on p39*

EDU.3.3 PROGRAMMES OFFERED IN ADVANCED DIPLOMA IN

EDUCATION

EDU.3.3.1 Advanced Diploma in Special Needs Education: (4BE C01)

EDU.3.3.1.1 Curriculum outcomes

After completing the ADE in Special Needs Education, the student should be able to demonstrate:

- a) systematic and comprehensive knowledge of research in the field of education;
- b) the ability to develop a research title and research question(s);
- c) knowledge and an understanding of the research problem relevant to the field of education;
- d) knowledge and an understanding of the research process, and the ability to apply research processes to existing research issues, themes or topics in education;
- e) an understanding of the place of education research in the professional development of the educator;
- f) an understanding of the writing and referencing academic literature in the form of a literature review;
- g) detailed knowledge of education and the policy on education;
- h) efficient and effective problem-solving abilities to plan computer-integrated lessons;
- i) the ability to evaluate ethically the moral aspects regarding the use of computers in education and make responsible decisions; and
- j) an integrated knowledge about definitions, terminology and the functionality of important computer components.

EDU.3.3.1.2 Compilation of curriculum 0404P

Year 1			
1st semester		2nd semester	
Module code	Cr	Module code	Cr
AADS 511	16	ALSI 511	16
ALSE 511	16	ARES 511	8
CMPF 511	12		
Total credits Year 1, 1st semester	44	Total credits Year 1, 2nd semester	24
TOTAL CREDITS YEAR 1:			68
Year 2			
Year modules (First and second semester)			
Module code			Cr
AREM 521			24
1st semester		2nd semester	
Module code	Cr	Module code	Cr
AHIV 521	8	ALSD 521	16
ALSS 521	16		
Total credits Year 2, 1st semester	24	Total credits Year 2, 2nd semester	40
TOTAL CREDITS YEAR 2:			64
TOTAL CREDITS PROGRAMME:			132

EDU.3.3.1.3 MODULE OUTCOMES

Module code: ALSE 511	Semester 1	16 credits	NQF level: 7
Title: Emotional and other difficulties in Education			
<p>On successful completion of this module, the student should be able to demonstrate:</p> <ul style="list-style-type: none"> • the ability to identify, evaluate and address learning needs in a self-directed manner, and to facilitate collaborative learning processes in the accommodation of learners in the inclusive classroom; • the ability to develop appropriate processes of information gathering on barriers in the socio-economic circumstances, and to develop the ability to validate independently the sources of information, and evaluate and manage the information; and • the appropriate ethical conduct towards the learner experiencing different barriers of emotional and other difficulties in education. 			
Method of delivery: Open Distance Learning			
Assessing method: Formative (40%) and summative (examination) (60%)			
Module code: ALSI 511	Semester 2	16 credits	NQF level: 7
Title: Inclusive Education: A policy perspective			
<p>On successful completion of this module, the student should be able to demonstrate:</p> <ul style="list-style-type: none"> • an integrated knowledge of the main areas of inclusivity and be able to apply and evaluate facts, concepts and theories within the field of inclusion; • an understanding of integrated knowledge of inclusive education and the White Paper 6 on inclusive education; • the ability to make decisions and act ethically and professionally within an inclusive educational context; and • an understanding of a range of methods in assessment and support and its suitability for a specific difficulty. 			
Method of delivery: Open Distance Learning			
Assessing method: Formative (40%) and summative (examination) (60%)			

Module code: AADS 511	Semester 1	16 credits	NQF level: 7
Title: Communication Skills and Lay-Counselling for the Educator			
<p>On successful completion of this module, the student should be able to demonstrate:</p> <ul style="list-style-type: none"> • the ability to acquire integrated knowledge and skills, and to become skilled in care, the helping process and advanced discourse; • an integrated knowledge of the central areas of one or more fields, including an understanding of, and ability to, apply and evaluate the key terms, concepts, facts, principles, rules and theories of that field and how that knowledge relates to other fields; • the ability to evaluate performance against given criteria, and accurately identify and address his/her task-specific learning needs in a given context and support the learning needs of others; • the ability to develop and communicate his/her ideas and opinions in well-informed arguments, using appropriate academic, professional and occupational discourse; and • an understanding of the ethical implications of decisions and actions within an organisational or professional context, based on an awareness of the complexity of ethical dilemmas. 			
Method of delivery: Open Distance Learning			
Assessing method: Formative (40%) and summative (examination) (60%)			
Module code: ARES 511	Semester 1	8 credits	NQF level: 7
Title: Introduction to Educational Research			
<p>On successful completion of this module, the student should be able to demonstrate:</p>			

- systematic and comprehensive knowledge of research in the field of education;
- the ability to develop a research title and research question(s);
- knowledge and an understanding of a research problem relevant to the field of education;
- knowledge and an understanding of the research process, and the ability to apply research processes to fictitious or existing research issues, themes or topics in education;
- an understanding of the place of education research in the professional development of education; and
- an understanding of writing and referencing academic literature in the form of a literature review.

Method of delivery: Open Distance Learning

Assessing method: Formative (40%) and summative (examination) (60%)

Module code:
ALSS 521

Semester 1

16 credits

NQF level: 7

Title: Social and health issues in Education

On successful completion of this module, the student should be able to demonstrate:

- an integrated knowledge of the central areas of health-promoting schools and the whole-school development approach, including an understanding of and ability to apply and evaluate the key terms, concepts, facts, principles, rules and theories within the field of a healthy school environment and how that knowledge relates to other fields in Special Needs Education;
- the ability to make decisions, act ethically and professionally, and justify those decisions and actions within a supported environment; and
- the ability to evaluate performance against given criteria, accurately identify and address task-specific learning needs in a given context, and support the learning needs of others.

Method of delivery: Open Distance Learning

Assessing method: Formative (40%) and summative (examination) (60%)

Module code: ALSD 521	Semester 2	16 credits	NQF level: 7
Title: Disabilities and learning difficulties in Education			
<p>On successful completion of this module, the student should be able to demonstrate:</p> <ul style="list-style-type: none"> • the ability to develop and communicate ideas and opinions in well-formed arguments, using appropriate academic, professional or occupational discourse regarding physical, intellectual and learning disabilities; • an understanding of integrated knowledge and the ability to evaluate types of knowledge and explanations on disabilities and learning difficulties regarding the diverse and unique learning needs of every learner experiencing barriers to learning; • an integrated knowledge and understanding regarding learners experiencing multiple categories of barriers to learning; and • the ability to take full responsibility for his/her work in decision-making and use of resources in support of disabilities. 			
Method of delivery: Open Distance Learning			
Methods of Assessment: Formative (40%) and summative (examination) (60%)			
Module code: CMPF 511	Semester 1	12 credits	NQF level: 7
Title: Information and Communication Technology (ICT) Competence for Teaching Students			
<p>On successful completion of this module, the student should be able to demonstrate:</p> <ul style="list-style-type: none"> • a deep understanding of the use of information and communication technology in education settings; • practical skills regarding the use of a word processing programme, spreadsheet programme and presentation programme as they are applied in education and teaching; • initiative in using and applying practical skills regarding the use of a word-processing programme, spreadsheet programme and presentation programme for application in an educational environment; 			

<ul style="list-style-type: none"> • problem-solving abilities to plan an apply the practical use of the application programmes in the teaching-learning environment; and • the ability to evaluate ethical aspects regarding the use of computers in the teaching-learning environment. 			
Method of delivery: Open Distance Learning			
Methods of Assessment: Formative (40%) and summative (examination) (60%)			
Module code: AREM 521	Semester 2	24 credits	NQF level: 7
Title: Applied support in Special Needs Education			
<p>On successful completion of this module, the student should be able to demonstrate:</p> <ul style="list-style-type: none"> • an integrated knowledge of the central areas of child development, including an understanding of, and ability to, apply and evaluate the key terms, concepts, facts, principles, rules and theories of the detailed knowledge of the area and how the knowledge relates to other fields in Special Needs Education; • the ability to evaluate different sources of information, to select information appropriate to the task, and to apply well-developed processes of analysis, synthesis and evaluation on that information; • the ability to evaluate performance against given criteria; and • the ability to accurately identify and address task-specific learning needs in a given context, and support the learning needs of others. 			
Method of delivery: Open Distance Learning			
Methods of Assessment: Formative (40%) and summative (examination) (60%)			

Module code: AHIV 521	Semester 1	8 credits	NQF level: 7
Title: HIV and AIDS: Legislation, counselling and support			
<p>On successful completion of this module, the student should be able to demonstrate:</p> <ul style="list-style-type: none"> • an integrated knowledge and understanding of skills, knowledge, attitude and values to select, evaluate and apply a holistic support structure for HIV and AIDS in the school environment in accordance to equity in South Africa; • an understanding of the ethical implications of decisions and actions within an organisational or professional context, based on an awareness of the complexity of ethical dilemmas; and • an integrated knowledge of the central areas of one or more fields, including an understanding of, and ability to, apply and evaluate the key terms, concepts, facts, principles, rules and theories of that field and how that knowledge relates to other fields. 			
Method of delivery: Open Distance Learning			
Methods of Assessment: Formative (40%) and summative (examination) (60%)			

**EDU.3.3.2 Advanced Diploma in School Leadership and Management:
(4BD C01)**

EDU.3.3.2.1 Curriculum outcomes

After completing the ADE in School Leadership and Management, the student should be able to demonstrate:

- a) a sound knowledge of policy and legislation that frames best practice in school leadership and management in SA, whilst locating, arguing for and contesting bodies of knowledge;
- b) accountability and take full responsibility for managing school leadership, teaching and learning, whilst engaging in school activities, decision-making and projects, and ensuring the responsible use of school and community resources in performing workplace tasks and projects;
- c) the ability to reflect on and develop own personal leadership attributes and characteristics, collaboration, knowledge of systems and processes, and demonstrate the ability to work effectively with others in the school context and beyond;
- d) the ability to gather, validate, critically reflect and evaluate information, and apply theories and knowledge around pedagogy, and leadership and management to address complex problems encountered within the school and educational context, in and outside the classroom;
- e) the ability to manage people and teams empathetically and firmly, encourage collaboration and develop and maintain sound working relationships with different stakeholders over time, and within a range of contexts such as collective bargaining, negotiation and dispute resolution;
- f) the ability to select, and apply effective and innovative organisational systems and processes (such as HR, Finance, Safety, IT, etc.) to manage resources in a way that aligns with the school's vision and mission, as well as to ensure compliance with legislation, policy and best practice in addressing a range of organisational needs;
- g) The ability to plan for, select and manage staff and teams, assess

ADDENDUM_ADE YEARBOOK 2020, EDU.3.3

(First intake of pilot group in July 2020)

and evaluate the performance of school stakeholders, and work together to improve performance whilst insisting on full accountability for performance;

- h) ethical and values-driven leadership that adheres to professional standards of governance and Codes of Conduct for educators, and articulate why certain decisions are taken and standards are applied;
- i) effective and clear communication with all school stakeholders across a range of issues and circumstances by using arguments and rationale effectively.

EDU.3.3.2.2 Compilation of curriculum 0101P

Year 1			
Year modules (First and second semester)			
Module code		Cr	
ADLM571		10	
ADLM572		18	
ADLM573		18	
1st semester		2nd semester	
Module code	Cr	Module code	Cr
ADLM511	9		
TOTAL CREDITS YEAR 1:			55
Year 2			
Year modules (First and second semester)			
Module code		Cr	
ADLM574		20	
ADLM575		18	
ADLM576		18	
1st semester		2nd semester	
Module code	Cr	Module code	Cr
ADLM512	9		
TOTAL CREDITS YEAR 2:			65
TOTAL CREDITS PROGRAMME:			120

EDU.3.3.2.3 MODULE OUTCOMES

Module code: ADLM572	Year 1	18 credits	NQF level: 7
Title: Leading and managing teaching and learning in the school			
On successful completion of this module, the student should be able to:			
<ul style="list-style-type: none"> • Demonstrate the personal and professional competencies, qualities and attributes necessary for effective leadership and management of teaching and learning. • Lead and manage the planning and implementation and monitoring/ evaluation of teaching to ensure quality learning for all in the context of national, provincial and school policy. • Understand and be able to apply relevant technical, pedagogic content knowledge in the design, implementation and evaluation of teaching and learning and the organisation of the school environment. 			
Method of delivery: Open Distance Learning			
Method of Assessment: <i>To be announced</i>			
Module code: ADLM576	Year 2	18 credits	NQF level: 7
Title: Working within and for the school system			
On successful completion of this module, the student should be able to:			
<ul style="list-style-type: none"> • Demonstrate a sound understanding of the overall contemporary policy context applicable to schooling in South Africa. • Demonstrate the personal qualities necessary for effective management of legislative mandates, policy, planning, school development and governance. • Develop and communicate school values, vision, mission, policies and plans in a collaborative way and secure commitment to these. • Develop and maintain sound working relationships with the School Governing Body as well as parents, learners, the community and the department. • Understand and be able to apply relevant content knowledge in leading and managing policy, planning, school development and governance. 			
Method of delivery: Open Distance Learning			
Method of Assessment: <i>To be announced</i>			

(First intake of pilot group in July 2020)

Module code: ADLM 511	Year 1, 1st Sem	9 credits	NQF level: 7
Title: Leading and managing extra-curricular and co-curricular activities			
On successful completion of this module, the student should be able to: <ul style="list-style-type: none"> • Demonstrate the personal and professional qualities necessary for effective leadership and management of extra-curricular and co-curricular activities. • Manage the planning and implementation and monitoring/ evaluation of extra-curricular and co-curricular activities to ensure quality learning for all in the context of national, provincial and school policy. 			
Method of delivery: Open Distance Learning			
Method of Assessment: <i>To be announced</i>			
Module code: ADLM 573	Year 1	18 credits	NQF level: 7
Title: Leading and managing people and change			
On successful completion of this module, the student should be able to: <ul style="list-style-type: none"> • Demonstrate sound understanding of the theories and models for leading and managing self and others. • Demonstrate the personal qualities necessary for effective leadership and management of people. • Demonstrate how to plan for and allocate staff; how to support and evaluate work undertaken by groups, teams and individuals ensuring clear delegation of tasks, responsibilities and accountability. • Develop the professional skills of self, groups and individuals to enhance their performance and that of the school. • Create an environment conducive to collective bargaining, collaboration and negotiation. • Understand schools as communities and be able to apply relevant content knowledge in leading and managing people both within and outside the school. 			
Method of delivery: Open Distance Learning			
Method of Assessment: <i>To be announced</i>			

(First intake of pilot group in July 2020)

Module code: ADLM 512	Year 2, 2nd Sem	9 credits	NQF level: 7
Title: Working with and for the wider community			
On successful completion of this module, the student should be able to: <ul style="list-style-type: none"> • Demonstrate the personal qualities necessary for effective leadership and management in working with the immediate and broader school community. • Actively engage community resources in support of the school's vision, mission and curriculum and build the school into a broader community asset. 			
Method of delivery: Open Distance Learning			
Method of Assessment: <i>To be announced</i>			
Module code: ADLM 575	Year 2	18 credits	NQF level: 7
Title: Leading and managing the school as an organization			
On successful completion of this module, the student should be able to: <ul style="list-style-type: none"> • Demonstrate the personal and professional qualities and skills necessary for effective management of organisational systems, including ICT, and financial and physical resources. • Implement, evaluate and maintain and improve organisational systems for the school where possible making use of appropriate information and communication technology ICT. • Lead and manage the physical and financial resources of the school in a transparent and accountable way. • Understand and be able to apply relevant content knowledge and skills in the management of organisational systems, ICT and physical and financial resources. • Create, manage, innovate, and sustain appropriate systems and procedures to enhance a caring and disciplined environment and show commitment to following this through in the way in which teaching and learning is organised. 			
Method of delivery: Open Distance Learning			
Method of Assessment: <i>To be announced</i>			

Module code: ADLM 571 & ADLM574	Year 1 & 2	10 + 20 credits	NQF level: 7
Title: Professional portfolio and workplace project (i) & (ii)			
<p>On successful completion of this module, the student should be able to:</p> <ul style="list-style-type: none"> • Demonstrate a sound understanding of what is involved in school leadership and management in South Africa and in relation to what constitutes good practice in South Africa and other parts of the world (the outcome that is introduced here should be elaborated further in the introduction to each subsequent module of the programme). • Plan, justify, execute and evaluate a workplace project aimed at school improvement. • Make an assessment of own abilities in leadership and management in terms of current notions of competence and relevance in South Africa in relation to leadership and management. 			
Method of delivery: Open Distance Learning			
Method of Assessment: <i>To be announced</i>			