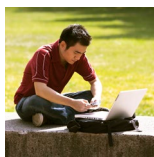


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2017

Faculty of Education

Distance Education Programme 2017:
BEdHons in Teacher Education and
Professional Development



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Contents

Message from the Dean	3
Important information	4
Distance education at the University of Pretoria	4
The BEdHons degree in Teacher Education and Professional Development (TEPD)	4
1. Purpose of the programme	5
2. Minimum admission requirements.....	5
3. Study programme	6
4. Duration of programme	7
5. Programme cycle	7
6. Learning material and prescribed books.....	9
7. Language.....	9
8. Student support	9
9. Contact sessions	9
10. Tutorial letters	10
11. Assignments	10
12. Communication by SMS.....	10
13. Admin Booklet	10
14. E-library.....	11
15. Examinations	11
16. Electronic version of learning material and study information	12
17. International students	12
18. Enrolment for the BEdHons programme	13
19. Study costs	13
20. Bursaries for postgraduate students.....	15
21. What is expected of students enrolled for the programme?	16
22. Overview of curricula	17
23. Contact details.....	18

Message from the Dean



"The Faculty of Education at the University of Pretoria (UP) has a long history of responding to the diverse and changing needs in the education sector in South Africa and the global context. It has also been home to some of the most prominent thinkers in education on the continent of Africa. These traditions are continued over decades and embedded in our passion for teaching, learning, research and a deep commitment to the communities we serve."

Prof Chika Sehoole
Dean: Faculty of Education
University of Pretoria

"Education is not preparation for life;
education is life itself."

– John Dewey

Important information

New policy for teacher qualifications

- The Policy on the Minimum Requirements for Teacher Education Qualifications was published in *Government Gazette No 348487*, dated 19 February 2015.
- This policy has implications for the progress and articulation of programmes leading to teacher qualifications.

Distance education at the University of Pretoria

Do you want to become a leader in education by improving your qualifications at an up-to-date, world-class university? This is your opportunity. The Faculty of Education at the University of Pretoria has established itself as a national leader in teaching innovation and education research. Its programmes enjoy international recognition and are aimed at training world-class leaders to develop a generation of innovative thinkers.

For a number of years, the University of Pretoria has been offering a variety of distance education programmes. Currently, the Unit for Distance Education in the Faculty of Education is specialising in the postgraduate BEdHons degree in Teacher Education and Professional Development.

The BEdHons degree in Teacher Education and Professional Development (TEPD)

The BEdHons degree in Teacher Education and Professional Development is a postgraduate qualification. After obtaining this qualification, students may apply for enrolment for a master's degree in education.

“Education is a better safeguard of liberty than a standing army.”

– Edward Everett

1. Purpose of the programme

The BEdHons degree in Teacher Education and Professional Development is designed for educators, trainers, facilitators and development practitioners, and is aimed at improving and enhancing educational professional development and professional practice in the classroom, school, university, technical and vocational education and training (TVET) colleges, the corporate world and in the wider community context.

The course is designed to equip (prospective) educational professionals with a good working knowledge and understanding of the various policy initiatives that support ongoing professional development and practice among educational professionals. It also prepares students to engage in reflective study and research in their fields of specialisation (one of seven can be selected) and other related fields.

The purpose of the mentioned specialisation area is to equip students to:

- Research and solve problems and challenges in teacher education and professional development in an educational and training environment
- Acquire research skills and how to apply them in the field of teacher education and professional development in education and training
- Understand trends in teacher education and professional development in education and training practice and theory
- Develop an understanding of the models that outline the roles and functions of educators in the field of teacher education and professional development in education and training
- Reflect on their own practice and new and best practice, and be able to contextualise them within their special interest and educational environment
- Prepare them for further research-based postgraduate studies

All of the modules in this programme have been adapted to be offered online with strong web support.

2. Minimum admission requirements

2.1 Academic requirements

Candidates can be admitted if they hold one of the following qualifications:

- A bachelor's degree and a teacher's diploma/Postgraduate Certificate in Education (e.g. BA + PGCE)
- A four-year composite degree in Education (e.g. BEd, BAEd)

- A holder of another M+4 teacher's diploma, such as a former HED, must first complete a new Advanced Diploma at Level 7 in a cognate field before they can be considered for entry to the BEd Hons

2.2 Additional requirements

In addition to the formal academic admission requirements mentioned above, please note the following for distance education students taking this programme:

- Prospective students must complete ICT (Information and Communications Technology) training, offered by the University of Pretoria, either online or by contact, for the BEd Teacher Education and Professional Development programme. This ICT training includes familiarising students with the Blackboard online-learning platform used by the University of Pretoria, namely ClickUP.
- Prospective students must have access to a computer as well as to the Internet and sign a declaration stating this.
- Students without access to a computer and/or the Internet should enquire about the possibility of receiving financial support for this purpose.

3. Study programme

The study programme is designed to enable students to write two modules per examination session. The modules are combined into four blocks of two modules each.

Block 1

NMQ 734 Educational research methodology*

EDS 733 Philosophy and social imperatives of education

Block 2

CDD 733 Curriculum development

API 733 Assessment approaches and instruments

Block 3

NMQ 735 Research proposal*

One of the following electives:

- Multiliteracies (JGL 733)
- Life orientation education (JLO 733)
- Inclusive education (ISA 733)
- Education law and policy (ELP 733)
- Learning support (LSG 733)
- Mathematics education (MCE 733)
- Sciences curriculum (SCU 733)

Block 4

CDV 781 Research report*

PFO 733 Professional development

***Note:** Students are obliged to successfully pass NMQ 734 and NMQ 735 before being able to enrol for CDV 781.

In line with new national requirements for an honours degree, all students must successfully complete a research proposal and a research report in order to qualify for the degree.

4. Duration of programme

The minimum study period is two years (with four examination opportunities) and the maximum study period is five years (with ten examination opportunities).

5. Programme cycle

Students may enrol at any time during the year. The date of enrolment determines the academic cycle that will be followed. (For further information see section 18: Registration for the BEdHons programme.)

The academic programme runs in six-month cycles: **October to March** and **April to September**. During these months, students are actively engaged in the academic content and activities of their relevant modules.

The table below depicts the activities of two typical programme cycles for new students. It comprises the core elements of the academic programme, as well as the important dates preceding, during and following a typical academic programme cycle.

Dates and activities of a typical programme cycle – Example 1:

July – September	ICT training
August	Closing date for applications
October	Students enrol and gain access to their first learning material, administrative information and tutorial letters online A short academic contact session is offered for programme orientation

October – February	Online tutorial support and submission of assignments
March	A short academic contact session is offered for examination preparation
April	Examinations
August	Students receive Tutorial Letter 2, which focuses on the October examination.
September/October	Examination.

Dates and activities of a typical programme cycle – Example 2:

January – March	ICT training
February	Closing date for applications
April	Students enrol and gain access to their first learning material, administrative information and tutorial letters online A short academic contact session is offered for programme orientation
April – August	Online tutorial support and submission of assignments
September	A short academic contact session is offered for examination preparation
October	Examinations

The modules for each programme are grouped into blocks. Students do not have access to all the learning material for the programme at the start of their studies. The learning material is accessible in blocks and so a student gains access to new learning material for subsequent blocks after each examination session. The University gives access to learning material in blocks to help students organise their learning: it is better to focus on fewer modules per examination, rather than taking more modules at a time and increasing the possibility of failure.

Although a student has five years in which to complete the BEdHons programme, it is much better to work hard and finish one's studies in the shortest period of time.

6. Learning material and prescribed books

Once a student has enrolled for the programme, the University will provide access to most learning resources online. For modules requiring prescribed textbooks, these will be sent to students by post at appropriate times. Students will receive an SMS notifying them when their textbook has been dispatched and what the tracking number is for the parcel.

7. Language

The BEdHons in Teacher Education and Professional Development, as a distance online programme, is offered in English. Correspondence between the University and students will only be in English.

8. Student support

The University of Pretoria is well aware of the fact that studying as a distance education student while working full time is a difficult road to travel. It has, therefore, developed extensive academic support structures to help students succeed in their studies. These structures include the prerequisite ICT training, online tutorial support, short academic contact sessions, tutorial letters, assignments, e-library facilities, SMS messages and an enquiry call centre service.

9. Contact sessions

Students have **three contact sessions for this programme:**

- ICT training
- A short academic contact session providing programme orientation
- A short academic contact session providing the review of the work done in preparation for examinations

The venues for the academic contact sessions, as well as the examinations, are listed in the digital administration booklet (Administration Booklet 2) accessed by students at the start of their studies.

Students are strongly advised to attend the two short academic contact sessions. Students who attend these sessions tend to gain a better understanding of the course content and are generally more successful in their studies.

It is compulsory to register in order to attend the academic contact sessions. Students who do not register but still arrive for the academic contact sessions will have to pay R200 for any of the short academic contact sessions they attend. If too few students register for the contact session at a particular venue, the University will cancel the contact session at that venue. Students will then be advised of other venues that are available.

The University continuously monitors the distribution of students across the country. It uses this information to expand its contact session venues in some cases or, if numbers drop, to move or close certain venues.

10. Tutorial letters

In order to further support students in their studies, the University provides tutorial letters per module online. These letters are aimed at giving students a broad overview of their modules and directing them in their studies.

11. Assignments

Students must complete and submit assignments online according to the due dates stipulated in each module. The submission of all applicable assignments in each module is compulsory for admission to write the examination in that specific module.

12. Communication by SMS

The University makes extensive use of SMS technology to communicate information to students. SMSs are sent out to inform students when learning material has been posted online and when textbooks have been dispatched, to remind them of due dates for assignments, and to remind them to enrol for examinations.

13. Admin Booklet

Students have access to two administration booklets. Admin Booklet 1 will be accessed by students digitally on ClickUP, as well as via the postal service. Admin Booklet 2 will be provided and updated digitally only, every six months. These booklets together contain detailed information about administrative and logistical issues.

14. E-library

Each module has a dedicated e-library page which provides access to all resources required to complete learning activities.

15. Examinations

15.1 Examination venues

The University uses about 85 examination centres throughout the country for its distance education programmes, thus enabling students to write examinations at a venue near their homes. These centres are listed on the application form. Examinations are held in April and October each year. The University reserves the right to add or remove examination centres from the list.

15.2 Registration for the examination

Students have to enrol to write the examination. Registration for examinations is arranged online and via SMS.

The closing dates for registration for examinations are as follows:

- January for the April examination
- July for the October examination

15.3 Examination registration levy

An examination registration levy is payable for each module. The levy to write the first examination is included in the initial fee for the programme. Should a student fail a module at the first attempt, he or she will be given another opportunity to write the examination in that module. However, it will be necessary to enrol for the examination and to pay the examination fee again. Further attempts, if required, will be permitted only after the student has re-enrolled for the module and paid the full tuition fee. The same process will apply for the final submission of non-examination modules, for example NMQ 735 (Research Proposal) and CDV 781 (Research Report).

“Education is the most powerful weapon which
you can use to change the world.”

– Nelson Mandela

16. Electronic version of learning material and study information

The BEdHons in Teacher Education and Professional Development in the distance mode is an online programme. All distance education students enrolled with the University will therefore be able to access all the learning material and study information on the University's website. This information includes tutorial letters, learning guides, administrative letters and examination information.

17. International students

International students are encouraged to apply for the University's programme. They must, however, meet the minimum admission requirements. Sometimes, foreign qualifications are not the same as South African ones. International students are encouraged to submit their qualifications to the South African Qualifications Authority (SAQA) for certification before submitting them to the University.

The contact details of SAQA are as follows:

Physical address:

Hatfield Forum West
1067 Arcadia Street
Hatfield
Pretoria
South Africa

Postal address:

Postnet Suite 248
Private Bag X06
Waterkloof
0145
South Africa
Tel: +27 (0)12 431 5000
Website: www.saqa.org.za

Students from Southern African Development Community (SADC) countries are charged the same study fees as South African students. The study fees for international students from other countries are available on request.

The University will consider arranging contact sessions in countries outside South Africa in larger centres if there are sufficient numbers of students in such areas.

Arrangements are made for international students to write their examinations at a designated examination centre in their country of origin.

18. Enrolment for the BEdHons programme

Students can apply for enrolment at any time during the year. However, final enrolment can only take place after attendance of the prescribed ICT training. Students must enrol before 1 September in order to write the examination in April of the following year, or before 1 March to write the examination in October of the same year. **No late new applications for enrolment will be accepted.** Application forms must be accompanied by certified copies of the following:

- Identification documents
- Qualifications obtained
- Salary advice received within the last two months (This is applicable only for students applying for a study loan.)

19. Study costs

When a student is enrolled for a programme, the cost of the full programme is levied on the student's account. However, this amount can be paid in instalments.

Method of payment

The following methods of payment are acceptable:

- Payment of fees through personal sources of finance:

Although study fees are payable in advance, a number of arrangements for payment are acceptable.

If a single payment is not made at the time of enrolment, the student must confirm in writing which of the alternatives mentioned below is to apply. The written undertaking of the method of payment selected must accompany the student's application for enrolment.

Single payment

Programme	Single payment
BEdHons TEPD	R23 890,00

Installment payments*

Programme	Initial payment at registration	Term (months)	Installments*
BEdHons TEPD	R7 000,00	11	R1 535,46

A student will only be enrolled after receipt of a payment. Payments can be made directly into the University's bank account. This can be done at Absa or Standard Bank, or via the website of the student's own bank.

- A copy of the deposit slip must be faxed to 012 420 3951 / 5412. The student should keep the deposit slip for reference purposes.
- Always quote your student number as a reference on the deposit slip – without the reference number the payment cannot be processed. (If your student number is not available, please use your ID number as a reference.)

Details of the bank accounts of the University are as follows:

Standard Bank

Branch: Hatfield

Branch code: 01 15 45 15

Account number: 01 260 260 4

Swift code: SBZAZAJJ

Absa

Branch: Hatfield

Branch code: 63 20 05

Account number: 214 000 0054

Swift code: ABSAZAJJCPT

Note: Payment into the University's bank accounts and card payments are processed in batches by the bank. The processing of payments usually takes two working days. Therefore, these payments will not be reflected on your account on the day of the transaction

- Payment by means of a loan from Edu-Loan/Fundi:

Students who have an appointment in the Public Service can apply for a study loan through Edu-Loan/Fundi. This loan is repayable over a period of up to 30 months by means of a monthly salary deduction. The loan can consist of one or two contracts – one to cover tuition fees and, if necessary, another contract to cover the costs of a laptop and/or access to the internet.

These amounts are available until 30 September 2017.

*Instalments by means of a stop order from the student's bank account, arranged by the student. A copy of the stop order must be received by the University within one month of the date of registration (Fax: 012 420 4037).

Programme	Study cost	Term (months)	Instalment
BEdHons TEPD	R28 989,53	30	R966,32

Note: The application form for the loan is included in the “Application for Registration for Studies”.

The University revises study fees in September each year and then introduces the revised fee structure on 1 October of the same year.

20. Bursaries for postgraduate students

Postgraduate students are automatically considered for a scholarship once they have been accepted for admission by the Faculty. No application for a bursary is required.

The scholarships are available to students who enrol for the BEdHons degree in Teacher Education and Professional Development for the first time. These bursaries are awarded within a budgeted framework, and meeting the criteria below does not automatically guarantee that a bursary will be awarded. Bursaries are awarded subject to the approval of the Research Committee. Preference will be given to candidates enrolling for research-driven programmes.

You must be enrolled for the BEdHons degree in Teacher Education and Professional Development before you will be considered for a bursary. Postgraduate students must enrol for their study programmes by 31 May of the year in which the award is made in order to be considered for an award.

To qualify for a bursary, students must meet the following criteria:

Students who have not completed their preceding study programme will not be considered for a University of Pretoria postgraduate scholarship.

Upon approval of an award by the Research Committee, the student should complete the prescribed agreement form in full. The form should be submitted to the Client Service Centre for the processing of the award by the Division for Study Finance.

If the BEdHons degree in Teacher Education and Professional Development is not completed within the first two years of study, the bursary amount is repayable in full, at an interest rate as set out in the postgraduate scholarship agreement. A scholarship becomes repayable if the recipient does not fulfil the conditions stated in the agreement form or if the study is terminated or discontinued for whatever reason.

Bursary amounts are published in the Study Finance brochure, which is available on the University's website at www.up.ac.za/feesfunding.

Upon receipt of the agreement form, the full amount of the scholarship is credited to the student's account. The scholarship is first used to cover tuition fees in full. A credit balance will only be refunded upon receipt of an application form for the disbursement thereof.

Students who cannot afford to pay for their studies, but who qualify for bursary consideration, are advised to also apply for a loan from Edu-Loan/Fundi. If the University awards a bursary to a student and the student has already received a loan from Edu-Loan/Fundi, the University will credit the student's account and Edu-Loan/Fundi will make the necessary adjustments to the loan and instalment amounts. If there are any outstanding debts on a student's account, no amount will be paid out to that student. Students who can afford to pay for their studies are advised to enrol and make payment for tuition fees. If a bursary is awarded, the University will reimburse the student for any fees already paid.

The University of Pretoria's policy regarding postgraduate scholarships is available at www.up.ac.za/feesfunding.

The University reserves the right to amend, without prior notice, the regulations and conditions applicable to the awarding of bursaries.

21. What is expected of students enrolled for the programme?

The University of Pretoria is aware of the fact that students who want to enrol for the programme are motivated, hard-working people who are determined to obtain a qualification. The Faculty of Education will provide students with all the support that is necessary, both academically and administratively, but students will have to put in the necessary effort to succeed.

As this is a postgraduate qualification, students should spend at least two hours a day on their studies (reading, summarising, doing self-assessment exercises, studying and preparing assignments).

"It is the supreme art of the teacher to awaken joy in creative expression and knowledge."

– Albert Einstein

22. Overview of curricula

NMQ 734 Educational research methodology

The foundation for the rest of the programme is set by this module, as well as EDS 733, as it provides a basis for the research competencies that are to follow.

EDS 733 Philosophy and social imperatives of education

This provides the educational and philosophical basis for the programme. It includes meta-theories in education, philosophies in education: history of education and democracy, sociological imperatives for education, and comparative perspectives and theories of societal change.

CDD 733 Curriculum development

Students build on the educational basis learnt in the previous modules by learning the skills of curriculum design and evaluation in order to critically understand the educational offerings of the teaching and research contexts.

API 733 Assessment approaches and instruments

This module encourages critical reflection of assessment in the practical context of one's profession. It covers the foundations, principles and ethics of assessment practices, international trends, quantitative and qualitative modes of assessment and appropriate instruments, generating evidence for assessment, assessment and quality assurance, and techniques of computer-based assessment.

NMQ 735 Research proposal

This gives meaning to the educational research methods of NMQ 745 by providing the opportunity to formulate research questions with a suitable conceptual framework.

Electives

The elective module provides the contextual specialisation for the professional interest and leads to the professional development and research project of CDV 780. Students select one of the following electives:

Multiliteracies (JGL 733): How to deal confidently with multiliterate children and the need to contextualise the learning material so as to address the educational needs of the 21st century student.

Life orientation education (JLO 733): Developing skills, knowledge, values and attitudes that empower learners to make informed decisions, take appropriate actions and use their strengths to achieve their full potential.

Inclusive education (ISA 733): Overview of theories of inclusion and inclusive education in South Africa with the aim to help teachers manage barriers, offer learning support and celebrate diversity in teaching.

Education law and policy (ELP 733): Developing intellectual, academic and literacy skills in the field of education policy and law and how aspects in this field are related

to education practice in the South African, African and international contexts.

Learning support (LSG 733): Learning support for various challenges, barriers and impairments within the framework of inclusive education.

Mathematics education (MCE 733): Introduction to the fundamental principles of mathematics and technology education, and perspectives in the teaching and learning of mathematics.

Sciences curriculum (SCU 733): Provides a basic understanding of the nature and myths of science, mathematics and technology, the public understanding of scientific, mathematical and technological endeavours, the ethical implications of practices and advances in these fields, and the similarities and differences among these disciplines and other ethnic ways knowing.

CDV 781 Research project

The research proposal leads to the practical execution of a research project, which culminates in a research report.

PFO 733 Professional Development

This module culminates in the critical reflection on one's professional context, informed by the research outcomes and the new understanding one has gained through one's research. It covers professional development in order to optimise independence, interdependence and self-renewal; as well as the implementation of principles of personal vision, personal leadership, personal management, interpersonal leadership, creative cooperation and balanced self-renewal through action research.

The blocks are thus balanced between principles of education and research and practice. Together, these enhance one's knowledge and develop the skills and approaches towards the independent research ability which is a required outcome of an honours programme.

23. Contact details

Should you require further information, you are welcome to contact any of the following numbers and addresses:

Student Administration: Distance Education	Edutel (for enrolment)
Tel: 012 420 4670 Fax: 012 420 3951 / 5412 or 086 625 2785 or 086 625 2801 Email: de.admin@up.ac.za Website: www.up.ac.za	Tel: 011 760 3608 Fax: 011 768 1248 Cell: 072 065 3587 Email: edutel_upta@iafrica.com Website: www.edutel.co.za

Student Administration: Distance Education	Edutel (for enrolment)
Postal address: Student Administration: Distance Education Faculty of Education University of Pretoria Private Bag X21 Hatfield 0028	Postal address: PO Box 23009 Helderkruijn 1733
Physical address: Student Administration: Distance Education Letlotlo Building Ground Floor Faculty of Education Groenkloof Campus University of Pretoria Cnr George Storrar Drive and Leyds Street Groenkloof Pretoria	Physical address: Roodepoort: 1st floor Bankfin Building Mouton Road, Horison Roodepoort Durban: 3rd floor West Towers 331 Dr PRIXLEY Kaseme Street (previously West Street) Durban Cape Town: 1st floor Nobel Park Old Paarl Road Belville

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