Advanced diploma School Leadership and Management (09122070)

Minimum duration of study	1 year
Total credits	120
NQF level	07

Programme information

- Applicants must be able to demonstrate sufficient computer literacy that will be assessed, or must have a recognised Information Technology qualification which meets this need.
- Applicants must have access to Internet Communications infrastructure.

Admission requirements

- A bachelor's degree from a recognised university, or
- A level 6 Diploma in an Educational Field (at least 360 credits); or
- A 3 year professional qualification and appropriate prior learning deemed adequate by the Dean for admission to the programme.

Additional requirements

Recognition of prior learning (RPL)

- In line with the South African Qualifications Authority (SAQA), institutional guidelines and policies, RPL may be awarded for a maximum of 50% of the credits for the programme based on appropriate assessment of evidence of competence related to the programme and module outcomes.
- It should be noted that while there is extensive overlap between the former Advanced Certificate in Education (Education Management), and the new Advanced Diploma (SLM), these qualifications are at two different NQF levels and therefore an RPL process will be required to gain credit for the former to a maximum of 50% of the latter.
- Students who possess the ACE (Educational management) (or equivalent) register for the module PFO 435. On successful completion, the modules EDM 431, EDO 430, ELP 430 and PFO 435 of the Adv. Dip. will be credited for a total of 60 credits.

Examinations and pass requirements

Special examinations in the Faculty of Education
A final-year student who has failed a maximum of three semester modules or their equivalent with a final mark of at least 40% in each, may be admitted by the Dean to a special examination in these modules during January of

the following year, provided that this will enable the student to comply with all the requirements for the postgraduate diploma.

Pass with distinction

Diploma with distinction
The advanced diploma is awarded with distinction to a student who has obtained a credit weighted average (GPA) of at least 75%.

Curriculum: Block 1

Minimum credits: 15

Core modules

School leadership and management 430 (EDM 430)

Module credits	15.00
Prerequisites	No prerequisites.
Language of tuition	Module is presented in English
Department	Education Management and Policy Studies
Period of presentation	Semester 1 and/or 2

Module content

This module focuses on the school principal's provision of systematic, quality learning opportunities for children through effective leadership and management of teaching and learning.

Information and communication technology for teachers 430 (ICT 430)

Module credits	12.00
Prerequisites	No prerequisites.
Contact time	16 contact hours
Language of tuition	Module is presented in English
Department	Science Mathematics and Technology Education
Period of presentation	Quarter 1 or 2 or 3 or 4

Module content

By the end of this module, students will develop (skills) examples of educational ICT enhanced interventions using word-processing software, presentation software, spreadsheet software and internet-based resources. They will also be able to identify and assess the appropriateness of different kinds of educational ICT for different contexts and learning purposes (knowledge); and demonstrate a commitment to using appropriate educational ICT in appropriate ways to enhance teaching and learning (attitudes/values).

Professional portfolio 435 (PFO 435)

Module credits	15.00
Prerequisites	Admission to the relevant programme.
Language of tuition	Module is presented in English
Department	Education Management and Policy Studies
Period of presentation	Semester 1 and/or 2

Module content

The RPL bridging module requires students to provide sufficient evidence to demonstrate that they have adequate knowledge and skills according to the HEQSF level 7 learning outcomes for each of the modules EDM 435, EDO 435 and ELP 435. This module consists of specific workplace assignments drawn from the relevant modules as a Professional portfolio and workplace project.

Candidates cannot be credited with both PFO 435 and PFO 436.

Professional portfolio 436 (PFO 436)

Module credits	15.00
Prerequisites	Admission to the relevant programme.
Language of tuition	Module is presented in English
Department	Education Management and Policy Studies
Period of presentation	Semester 1 and/or 2

Module content

Professional portfolio Part 1. The professional portfolio integrates work across the programme and includes a practical workplace project. This module consists of specific workplace assignments drawn from the relevant modules as a Professional portfolio and workplace project.

Candidates cannot be credited with both PFO 435 and PFO 436.

Curriculum: Block 2

Minimum credits: 15

Core modules

School leadership and management 431 (EDM 431)

Module credits	15.00
Prerequisites	No prerequisites.
Language of tuition	Module is presented in English
Department	Education Management and Policy Studies
Period of presentation	Semester 1 and/or 2

Module content

The module focuses on supporting effective leadership and management of extra- and co-curricular activities as integral to the development of well-rounded individuals.

Personnel management 430 (MBR 430)

Module credits	15.00
Prerequisites	No prerequisites.
Language of tuition	Module is presented in English
Department	Education Management and Policy Studies
Period of presentation	Semester 1 and/or 2

Module content

This module focuses on people as the key resource of the school and explores the need for both theoretical understanding and practical competences in leadership and management of people, to manage oneself and others in both the school and the wider school communities.

Curriculum: Block 3

Minimum credits: 15

Core modules

Organisational management 430 (EDO 430)

Module credits	15.00
Prerequisites	No prerequisites.
Language of tuition	Module is presented in English
Department	Education Management and Policy Studies
Period of presentation	Semester 1 and/or 2

Module content

This module focuses on understanding the school as an organisation, to manage organisational systems holistically in context and to lead and manage the use of ICT, physical and financial resources and addresses issues related to building and enhancing the school as a safe, disciplined and caring environment, conducive to effective teaching and learning.

Community management 430 (OWG 430)

Module credits	15.00
Prerequisites	No prerequisites.
Language of tuition	Module is presented in English
Department	Education Management and Policy Studies
Period of presentation	Semester 1 and/or 2

Module content

The module focuses on the understanding of schools' existence within particular social and economic communities that have an influence on and may be influenced by the school, and the school's leadership and management staff and structures.

Curriculum: Block 4

Minimum credits: 15

Core modules

Education system, law and policy 430 (ELP 430)

Module credits	15.00
Prerequisites	No prerequisites.
Language of tuition	Module is presented in English
Department	Education Management and Policy Studies
Period of presentation	Semester 1 and/or 2

Module content

This module helps student-principals locate the school and its practices within the wider context of the education system. Contemporary policy context applicable to schooling in South Africa. Legislative mandates, policy, planning, school development and governance. School values, vision, mission, policies and plans. School Governing Body and stakeholders. Curriculum management and renewal.

Professional portfolio 437 (PFO 437)

Module credits	15.00
Prerequisites	PFO 435 or PFO 436 completed or simultaneous registration.
Language of tuition	Module is presented in English
Department	Education Management and Policy Studies
Period of presentation	Semester 1 and/or 2

Module content

Professional portfolio Part 2. The professional portfolio integrates work across the programme and includes a practical workplace project. This module consists of specific workplace assignments drawn from the relevant modules as a Professional portfolio and workplace project.

The information published here is subject to change and may be amended after the publication of this information. The General Regulations (G Regulations) apply to all faculties of the University of Pretoria. It is expected of students to familiarise themselves well with these regulations as well as with the information contained in the General Rules section. Ignorance concerning these regulations and rules will not be accepted as an excuse for any transgression.