

2019

**BEdHons in Computer
Integrated Education**

**BEdHons in Learning
Support**

**BEdHons in Education
Management, Law
and Policy**

**Advanced Diploma
in School Leadership
and Management**



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Education

Fakulteit Opvoedkunde
Lefapha la Thuto

www.up.ac.za/education

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Message from the Dean



Prof Chika Sehoole
Dean: Faculty of Education
University of Pretoria

“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 are embedded in our passion for teaching, learning, research and a deep commitment to the communities we serve.”

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.
- One implication of the new policy is that all teachers should demonstrate information and communication technology (ICT) competence. Distance education programmes are therefore offered partly online. You must be able to use a computer and access the internet.

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 specialises in the BEdHons in Computer Integrated Education, the BEdHons in Learning Support, the BEdHons in Education Management, Law and Policy, and the undergraduate Advanced Diploma in School Leadership and Management (SLM).

1. The BEdHons degree

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

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

1.1 Purpose of the programme

The BEdHons degree 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 programme 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 three 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 contextualise them within their special interest and educational environment; and
- 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.

1.2. Minimum admission requirements

1.2.1 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 BEdHons.

1.2.2 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 training, offered by the University of Pretoria, either online or by contact. This ICT training includes familiarising students with ClickUP, the Blackboard online-learning platform used by the University of Pretoria.
- 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.

1.3. 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.

1.3.1 BEdHons (Computer Integrated Education)

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*
CIT 733: Computers as Cognitive Tools

Block 4

CIE 781: Research Report*
CTM 733: Instructional Tools and e-Learning

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

or

1.3.2 BEdHons (Learning support)

Block 1

NMQ 734: Educational Research Methodology*
EDS 733: Philosophy and Social Imperatives of Education

Block 2

CDD 733: Curriculum Development
ILN 733: Identification of Learners' Needs

Block 3

NMQ 735: Research Proposal*
LSG 733: Learning Support

Block 4

LSG 781: Research Report*
JGS 733: Early Intervention in Numeracy and Literacy

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

or

1.3.3 BEdHons (Education Management, Law and Policy)

Block 1

NMQ 734:	Educational Research Methodology*
EDS 733:	Philosophy and Social Imperatives of Education

Block 2

CDD 733:	Curriculum Development
LVO 733:	Management and Leadership in Education Law and Policy

Block 3

NMQ 735:	Research Proposal*
ELP 733:	Education Law and Policy

Block 4

WEM 782:	Research Report*
EDM 733:	Education Management

***Note:** Students are obliged to successfully pass NMQ 734 and NMQ 735 before being able to enrol for WEM 782.

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.

2. The Advanced Diploma in School Leadership and Management (SLM)

The Advanced Diploma in School Leadership and Management is an undergraduate qualification. After obtaining this qualification, students may apply for enrolment for a postgraduate diploma (or a BEdHons if they also hold an undergraduate degree as outlined above).

2.1 Purpose of the programme

Vision

In line with the vision of the National Development Plan (NDP) vision for professional and accountable management and leadership in the public sector, the Advanced Diploma in SLM provides structured learning opportunities that promote quality education in all South African school contexts through the development of a corps of education leaders who apply critical thinking and understanding in pursuit of democratic transformation.

Purpose

To empower and enable school leaders to develop the skills, knowledge and values needed to lead and manage schools effectively and efficiently, to work together in communities of practice and to contribute to improving the quality of delivery of education across the school system.

Aims

The programme aims to achieve the following:

- Improved collaborative and critical leadership and management of the curriculum
- Evidence- and action research-based decision making in schools, making optimal use of ICT
- Schools that are run as efficient and effective learning organisations
- Schools that work with and for the community
- Schools that build a caring and supportive school culture and community
- Schools that contribute to the continual strengthening of the school system

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

2.2 Minimum admission requirements

2.2.1 Academic requirements

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

- A four-year Bachelor of Education degree, or a general first degree or diploma, plus a Postgraduate Certificate in Education, or a former Postgraduate Higher Diploma in Education may be presented for admission.
- A former Advanced Certificate in Education (ACE) (Level 6 on the former eight-level 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 (Level 6 on the current 10-level NQF), which 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, requires cognate studies in that subject at Level 6 in the entry qualification.

Recognition of Prior Learning (RPL): Students who successfully completed the previous national ACE in School Management or Leadership (or an equivalent qualification) may apply for advanced standing in the programme by making an application and completing an RPL portfolio.

2.2.2 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 demonstrate basic ICT skills. This can be done by completing a challenge examination, providing evidence of appropriate ICT training at NQF Level 5 and weighted at 12 credits or by enrolling for and completing the following module for non-degree purposes:

ICT 430: ICT for teachers

Prospective students must complete specific ICT training, offered by the University of Pretoria, either online or by contact. This ICT training includes familiarising students with ClickUP, the Blackboard online-learning platform used by the University of Pretoria. For students who enroll for ICT 430: ICT for teachers, this will be built into the module, but students who do not take this module will still require ICT training specific to ClickUP.

Prospective students must have access to a computer, as well as to the internet, and must 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

2.3 Study programme

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

Block 1

PFO 435	Professional Portfolio (RPL)
	or
PFO 436	Professional Portfolio: Part 1
	and
ELP 430	Education System, Law and Policy

Block 2

PFO 435	Professional Portfolio (RPL)
	or
MBR 430	Personnel Management
	and
EDM 431	School Leadership and Management: Part 1

Block 3

EDM 432	School Leadership and Management: Part 2
OWG 430	Community Management

Block 4

EDO 430	Organisational Management
PFO 437	Professional Portfolio: Part 2

3. 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).

4. 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: Enrolment 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 assignment guidelines 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 Examination guidelines in ClickUP.
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 assignment guidelines 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.

5. 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 that require 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.

6. Language

The BEdHons and Advanced Diploma, as distance online programmes, are offered in English. Correspondence between the University and students will only be in English.

7. 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.

8. Contact sessions

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

1. ICT (ClickUP) training
2. A short academic contact session providing programme orientation
3. 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 (Admin Booklet 2), which is 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.

9. Assignment and examination guidelines

In order to further support students in their studies, the University provides guidelines per module online. These guidelines are aimed at giving students support in completing assignments and provide more information regarding examinations.

10. 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 (or examination equivalent assignment) in that specific module.

11. 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.

12. Admin Booklet

Students have access to two administration booklets. Admin Booklet 1 will be accessed by students digitally on ClickUP from the start of their studies. Admin Booklet 2 will be provided digitally only, and updated every six months. These booklets contain detailed information about administrative and logistical issues.

13. E-library

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

14. Examinations

14.1 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.

14.2 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

14.3 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 Research Proposal and Research Report.

15. Electronic version of learning material and study information

Distance education programmes are offered online. All distance education students enrolled at 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.

16. 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.

“It is the supreme art of the teacher to awaken joy in creative expression and knowledge.” – Albert Einstein

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.

17. Enrolment

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 only applicable for students applying for a study loan)

18. 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 BEd Hons

Programme	Single payment
BEdHons	R26 375,00

Installment payments BEdHons*

Programme	Initial payment at registration	Term (months)	Installments*
BEdHons	R7 500,00	11	R1 716,00

Single payment Advanced Diploma SLM

Programme	Single payment
Advanced Diploma SLM	R21 260,00

Installment payments AD SLM*

Programme	Initial payment at registration	Term (months)	Installments*
Advanced Diploma SLM	R7 500,00	11	R 1 251,00

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 University's bank accounts 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: ABSAZAJCPT

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 Fundi:

Students who have an appointment in the Public Service can apply for a study loan through 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 to cover the costs of a laptop and/or access to the internet.

These amounts are available until 30 September 2019.

Programme	Study cost	Term (months)	Instalment
BEdHons	R 31 954,12	30	R1 065.16
Advanced Diploma SLM	R25 939,78	30	R864.67

Notes: The application form for the loan is included in "Application for registration for studies". Cancellation of studies may take several months to process and costs will be deducted from any refunds.

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

19. 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 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 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 Student Service Centre for the processing of the award by the Division for Study Finance.

If the BEdHons degree 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 of the balance.

Students who cannot afford to pay for their studies, but who qualify for bursary consideration, are advised to also apply for a loan from Fundi. If the University awards a bursary to a student and the student has already received a loan from Fundi, the University will credit the student's account and Fundi will make the necessary adjustments to the loan and installment 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.

20. What is expected of students enrolled for a distance education programme?

The University of Pretoria is aware of the fact that students who want to enrol for a distance education 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).

21. Overview of curricula

BEdHons (shared modules)

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 734 by providing the opportunity to formulate research questions with a suitable conceptual framework.

Electives modules

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

Computer Integrated Education

CTM 733: Instructional Tools and e-Learning

The purpose of this module is to enable the candidate to master computer-integrated techniques pertaining to instructional tools and multimedia in education and training.

CIT 733: Computers as Cognitive Tools

The purpose of this module is to enable the candidate to master computer-integrated techniques pertaining to cognitive tools.

CIE 781: Research Report

Supervised research project of limited scope. Use of qualitative and/or quantitative and or quantitative methods. Writing a short report

or

Learning Support

ILN 733: Identification of Learners' Needs

The National Curriculum Statement document, curriculum modification, alternative assessment procedures, multi-level teaching, designing a multi-level lesson, assessment for school readiness and Foundation Phase.

JGS 733: Early Intervention in Numeracy and Literacy

This module will equip students with theoretical knowledge and practical skills in dealing with numeracy and literacy in Early Childhood Education and Foundation Phase. It is inquiry-based and takes on a critical stance on issues raised globally and nationally on the mediation and facilitation of literacy and numeracy in the Foundation Phase classroom. Students will be able to assist learners in the acquisition of mathematical and literacy concepts, skills and processes.

LSG 733: Learning Support

Learning support for various challenges, barriers and impairments within the framework of inclusive education.

LSG 781: Research Report

Supervised research project of limited scope, the use of qualitative and/or qualitative and or quantitative methods, writing a short report.

or

Education Law and Policy

EDM 733: Education Management

The aim of this module is to provide theoretical and practical approaches to financial and human resources management within the school environment. Aspects of budgets, strategic management and governance, asset management, recruitment and selection of staff, performance management and continuous professional development are some of the themes explored in this module. Teachers, members of the school management teams and people involved in school management and leadership will find this module relevant.

ELP 733: Education, Law and Policy

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.

LVO 733: Management and Leadership in Education

Introduction to education management – process and models, management as a function to ensure effective task execution in schools, managing the institutional management areas, leadership in education, creating a productive internal educational environment.

WEM 782: Research Report

Supervised research project of limited scope, use of qualitative and/or qualitative and/or quantitative methods, writing a short report.

Advanced Diploma in SLM

EDM 431: School Leadership and Management: Part 1

Explores leadership and management processes in education, leadership and management performance, leadership and management theories.

EDM 432: School Leadership and Management: Part 2

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

MBR 430: Personnel Management

Explores the theory and practice of leading and managing people in schools.

OWG 430: Community Management

Explores leadership and management in working with the immediate and broader school community.

EDO 430: Organisational Management

Explores leaders and the management of organisational systems, including ICY, financial and physical resources.

ELP 430: Education System, Law and Policy

Explores the structure of the education system and the legal and policy framework that informs it.

PFO 435: Professional Portfolio: RPL

Candidates will need to demonstrate that they have moved beyond the outcomes of their previous ACE studies in this field to achieve outcomes equivalent to the modules EDM 431, EDO 430 and ELP 430.

PFO 436: Professional Portfolio: Part 1

Explores the professional role of the principal and the collection of evidence of effectiveness in this role.

PFO 437: Professional Portfolio: Part 2

Explores the professional role of the principal and the collection of evidence of effectiveness in this role

The blocks are thus balanced between the principles of educational leadership and management and the application of these principles, as well as policy in practice.

22. 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
Postal address: Student Administration: Distance Education Faculty of Education University of Pretoria Private Bag X21 Hatfield 0028	Postal address: PO Box 23009 Helderkruin 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 Absa Building Cnr Ontdekkers Road and Crane Avenue, Horison Roodepoort Durban: 5th floor Mansion House 12 Joe Slovo Street Durban Cape Town: 1st floor Nobel Park Old Paarl Road Belville

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