



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

Faculty of Education

Fakulteit Opvoedkunde  
Lefapha la Thuto

# Distance Education Programmes 2021

Advanced Diploma in  
School Leadership  
and Management

## Advanced Diploma in School Leadership and Management

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

### Minimum admission requirements

#### Academic requirements

Candidates can be admitted if they hold the following qualifications:

- A four-year BEd degree, or a general first degree or diploma, plus a Postgraduate Certificate in Education or a former Postgraduate Higher Diploma in Education
- A former Advanced Certificate in Education (ACE) (Level 6 on the former 8-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
- A new Advanced Certificate (Level 6 on the 10-level NQF), which follows a former Diploma in Education (including a National Professional Diploma in Education)

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. Students who have successfully completed the previous national Advanced Certificate in Education (ACE) in School Management or Leadership (or an equivalent qualification) may apply for advanced standing in the programme by applying for and completing a Recognition of Prior Learning (RPL) portfolio.

#### Additional requirements

#### ICT 430 module

All students will be enrolled for the ICT teachers module. This module will allow you to acquire certain ICT skills, which is a prerequisite for this programme. The module is a NQF Level 5 module and weighted with 12 credits. Although the module is for non-degree purposes, students will not be able to graduate from this programme if they do not complete this module. If students do not complete this module in Block 1 of their study cycle, the module will be rolled forward until the student completes the module. If a student has already completed a similar module at another institution, they will be allowed to complete a challenge examination, providing evidence of appropriate ICT training is submitted.

This module should not be confused with the ICT orientation that Distance Education provides. ICT orientation is optional training that students could attend to learn more about the online systems of the University.

#### 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:

ICT 430: Technology for Teachers  
PFO 435: Professional Portfolio (RPL) or  
PFO 436: Professional Portfolio: Part 1  
EDM 430: School Leadership and Management: Part 1

#### Block 2:

MBR 430: Personnel Management and  
EDM 431: School Leadership and Management: Part 2

#### Block 3:

OWG 430: Community Management  
EDO 430: Organisational Management

#### Block 4:

PFO 437: Professional Portfolio: Part 2  
ELP 430: Education System, Law and Policy

### Duration of programmes

The minimum study period is two years (with four examination opportunities), or one and half a years for the RPL route. The maximum study period is five years (with ten examination opportunities).

### Programme cycle

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. Although a student has five years in which to complete a programme, it is much better to work hard and finish one's studies in the shortest period of time. 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, so a student gains access to new learning material for subsequent blocks after each examination session. This also enables students to organise their learning.

### Learning material

Once a student has enrolled for a programme, the University will provide access to all learning resources online.

### Language

The Advanced Diploma is offered in English. Correspondence between the University and students will only be in English.

### Student support

The University has developed extensive academic support structures to help students succeed in their studies. These include the prerequisite clickUP orientation session, online tutorial support, short academic contact sessions, tutorial letters, assignments, e-library facilities, SMS messages and an enquiry call centre service.

### Contact sessions

Students have three contact sessions:

1. A clickUP orientation session
2. A short contact session providing programme orientation
3. A short academic contact session to review the work done in preparation for examinations – consolidation.

Students are strongly advised to attend the two short contact sessions. They must register to attend these sessions. Students who arrive at the contact sessions without registering will have to pay R200 for any of the short 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.

### Assignment and examination guidelines

The University provides online guidelines for each module to further support students in their studies. These guidelines are aimed at giving students support in completing assignments and providing more information regarding examinations.

### 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.

### Communication by SMS

The University makes extensive use of SMS technology to communicate information to students. SMSs are sent out to inform students when to register for contact sessions, as well as to provide reminders and general information.

### Admin Booklet

Students have access to admin information booklets. Students access the Admin Booklet digitally on clickUP from the start of their studies. This booklet contains detailed information about administrative and logistical issues.

### E-library

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

### Examinations/equivalent assignments

Assessment taken place in March /April and again in September/October each year.

### Examination registration levy

An examination/equivalent assignment registration levy is payable for each module. The levy to write the first examination/equivalent assignment 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/equivalent assignment and pay the examination/equivalent assignment fee again. Further attempts, if required, will only be permitted after the student has re-enrolled for the module and paid the full tuition fee for the same modules, for example, Research Proposal and Research Report.

### Electronic version of learning material and study information

Distance education programmes are offered in a blended mode. All distance education students enrolled at UP will therefore be able to access all the learning material and study information on the University's Learning Management System (clickUP) and the Library. This information includes assignment guidelines, learning guides and administrative letters.

### 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 requirements. Students must enrol before 1 September in order to write the examination/equivalent assignment in April of the following year, or before 1 March to write the examination/equivalent assignment 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 student's ID document, qualifications obtained and salary advice received within the last two months. (This is only applicable for students applying for a study loan.)

### 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

#### *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 2021.

Study cost: R27 790.00  
Term (months): 30 instalments: R926.65

#### *Single payment:*

R22 890.00

#### *Installment payments:*

Initial payments at registration: R7 500.00  
Instalments x 11: R1 400.00

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 emailed to de.admin@up.ac.za. 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	Absa
Branch: Hatfield	Branch: Hatfield
Branch code: 01 15 45 15	Branch code: 63 20 05
Account number: 01 260 260 4	Account number: 214 000 0054
Swift code: SBZAJJ	Swift code: ABSAZAJCPT

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 and will not be reflected on your account on the day of the transaction

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

### Contact details

#### Student Administration: Distance Education

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

**Postal address:**  
Student Administration:  
Distance Education  
Faculty of Education  
Private Bag X21  
Hatfield  
0028

**Physical address:**  
Student Administration: Distance Education  
Letlotlo Building  
Ground Floor  
Groenkloof Campus  
Cnr George Storrar Drive and Leyds Street  
Groenkloof  
Pretoria

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

**Date of issue: September 2020**