Faculty of Education

Fakulteit Opvoedkunde
Lefapha la Thuto

UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Distance Education Programmes 2022

Advanced Diploma in Visual Impairment Studies

Advanced Diploma in Visual Impairment Studies

The Advanced Diploma in Visual Impairment Studies (VIS) 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 in Education).

Minimum admission requirements

Academic requirements

Candidates can be admitted if they hold any of 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)

Additional requirements

ICT 300 module

Information and communications technology for teachers

All students will be enrolled for the ICT teacher's module. This module will allow you to acquire certain ICT skills, which is a prerequisite for this programme. The module is an NQF Level 7 module and weighted with 0 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 already completed a similar module at another institution, the student will be allowed to complete a baseline assessment for exemption. 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.

Braille proficiency

All students are required to demonstrate proficiency in Braille before graduating from the programme. Braille proficiency can be demonstrated by either providing proof of Braille training, or through successful completion of a proficiency test (details to be provided upon enrolment for the programme). The following stipulations apply:
- Foundation Phase teachers: English and Mathematics Braille proficiency Grade 1
- Other teachers who teach Mathematics or Science: English and Mathematics/Science Braille proficiency Grade 1
- Other teachers who do not teach Mathematics or Science: English Braille proficiency Grade 1

Study programme

The study programme is designed to enable students to complete two modules per six-month cycle, except during Block 3 when only one module is completed, which consists of both a theoretical and a practical component.

The modules of the programme are offered over four blocks.

Block 1:
ICT 300: **Information and Communication** Technology for Teachers
VIS 330: Understanding Inclusive Education and Disability as Diversity

Block 2:
VIS 331: Understanding and Teaching Learners with Visual Impairment
VIS 332: Supporting Learners with Visual Impairment

Block 3:
VIS 301: Research and Practice in Visual Impairment

Block 4: Elective modules – choose 2
VIS 333: Orientation and Mobility for Learners with Visual Impairment
VIS 334: Assistive Technology for Learners with Visual Impairment
VIS 335: Facilitating Partnerships and Stakeholder Involvement
VIS 336: School Leadership and Management of Schools for Learners with Visual Impairment

Duration of the programme

The minimum study period is two years (with four final assessment opportunities). The maximum study period is five years (with ten final assessment 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 the programme, it is much better to work hard and finish one's studies in the shortest period of time.

The modules for the 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 final assessment session. This also enables students to organise their learning.

Learning material

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

Language

The Advanced Diploma in Visual Impairment Studies 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, Module O, to introduce students to the learning management system (LMS) of the University and other technological information, online tutorial support, short academic contact sessions, tutorial letters, assignments, e-library facilities, SMS messages, technological support, and virtual and physical call centers.

Virtual contact sessions

In a six-month cycle, three virtual contact sessions will take place during the COVID-19 lockdown period. It will usually take place on a Saturday in order for students to attend off-campus.

SCS 1 Orientation
SCS 2 Consolidation
SCS 3 Preparation for final assessment

The presentations will also be available online after the contact sessions. It is important that you register for the contact sessions for each module. The registration form will be available on Google forms. You will receive a link via SMS,

Students who arrive at the contact sessions without registering will have to pay R200 for any of the short contact sessions they attend. Face-to-face contact sessions will initially only be offered in Pretoria, COVID-19 permitting.

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. It is compulsory to submit Assignment 3 as the final assessment of that specific module. Assignments focus on the practical application of the theory covered in the respective modules, and take the form of e-portfolios, for example.

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, when to register for contact sessions, to remind them of due dates for assignments and to distribute general information.

Admin Booklet

Students have access the administration booklet. Students can 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 the learning activities.

Assignment registration levy

An assignment registration levy is payable for each module. The levy to write the first assignment is included in the initial fee for the programme. Should a student fail a module at the first attempt, they will be given another opportunity to write the assignment in that module. However, it will be necessary to enrol for the module and pay the 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.

The same process will apply for the final submission of non-examination 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. However, learning material is only available online. All distance education students enrolled at the University of Pretoria 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 complete Assignment 3 by April of the following year, or before 1 March to complete the 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 (only applicable for students applying for a study loan).

Study costs

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 following amounts apply until 30 September 2022:
Instalments through Fundi: R950.03 (30 months)
Study cost: R28 500.00

Single payment: R23 505.00

Installment payments
Initial payment at registration: R7 500.00
Installments x 11: R1 455.00.

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.

Students should always quote their student numbers as reference on the deposit slip – without a reference number the payment cannot be processed. If the student number is not available, students should use their 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

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 the student's account on the day of the transaction. The University revises study fees in September of 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	

Enquiries aboutprogramme content	
Coordinator: Advanced Diploma in Visual Impairment Studies Mr LindokuhleUbisi Lindokuhle.ubisi@up.ac.za	Director: Centre for Visual Impairment Studies Prof Ronél Ferreira ronel.ferreira@up.ac.za

Final note

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).

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