

University of Pretoria Yearbook 2025

Management in the early years 474 (JBA 474)

Qualification Undergraduate

Faculty [Faculty of Education](#)

Module credits 7.00

NQF Level 07

Programmes [BEd in Early Childhood Care and Education](#)

Prerequisites No prerequisites.

Contact time 2 lectures per week

Language of tuition Module is presented in English

Department Early Childhood Education

Period of presentation Quarter 1 or 2 or 3 or 4

Module content

The module focuses on the basic administration strategies and skills relevant to the Early Childhood Care and Development centre. The key content areas of the module include administrative strategies, guidelines and procedures for effective management of early childhood centres; creating and maintaining healthy and safe teaching and learning environment for both children and educators; and keeping and maintaining up-to-date day-to-day income and expenditure and financial records and other tangible and intangible assets of the ECCE centre. A First Aid practical demonstration will be also part of this module where students will be taught basic first aid skills.

General Academic Regulations and Student Rules

The [General Academic Regulations \(G Regulations\)](#) and [General Student Rules](#) apply to all faculties and registered students of the University, as well as all prospective students who have accepted an offer of a place at the University of Pretoria. On registering for a programme, the student bears the responsibility of ensuring that they familiarise themselves with the General Academic Regulations applicable to their registration, as well as the relevant faculty-specific and programme-specific regulations and information as stipulated in the relevant yearbook. Ignorance concerning these regulations will not be accepted as an excuse for any transgression, or basis for an exception to any of the aforementioned regulations. The G Regulations are updated annually and may be amended after the publication of this information.

Regulations, degree requirements and information

The faculty regulations, information on and requirements for the degrees published here are subject to change and may be amended after the publication of this information.

University of Pretoria Programme Qualification Mix (PQM) verification project

The higher education sector has undergone an extensive alignment to the Higher Education Qualification Sub-Framework (HEQSF) across all institutions in South Africa. In order to comply with the HEQSF, all institutions are legally required to participate in a national initiative led by regulatory bodies such as the Department of Higher Education and Training (DHET), the Council on Higher Education (CHE), and the South African Qualifications Authority (SAQA). The University of Pretoria is presently engaged in an ongoing effort to align its qualifications and programmes with the HEQSF criteria. Current and prospective students should take note that changes to UP qualification and programme names, may occur as a result of the HEQSF initiative. Students are advised to contact their faculties if they have any questions.