



FACULTY OF EDUCATION SCIENCES

Open Distance Learning (ODL) Prospectus
(Information Booklet) 2015

Grade R Teaching

GR R Diploma

DIPLOMA IN GRADE R TEACHING
School for Human and Social Sciences for Education (SHSS)

Open distance learning students

PROSPECTUS (Information booklet)

2015

North-West University
Potchefstroom Campus
Faculty of Education Sciences

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PLEASE MENTION YOUR STUDENT NUMBER IN ALL CORRESPONDENCE

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Dean's Letter

Dear student,

I would like to welcome you as a student to the Faculty of Education Sciences of the Potchefstroom Campus of the North-West University and trust that your association with the faculty will be a pleasant one.

The faculty is committed to provide high quality and stimulating professional education, and is closely involved with the community in order to utilise research and teaching to address the intellectual and skills needs of the education and training sector in Southern Africa. With this curriculum we are committed to enabling highly competent professionals capable of real innovation to graduate in a diversity of education contexts.

This prospectus (information booklet) details all the relevant administrative arrangements relating to your studies in 2015. Please diarise the dates and times regarding contact sessions, and the submission of assignments, tests and examinations as they pertain to you.

The purpose of the Diploma in Grade R Teaching is to develop teachers who can demonstrate general educational principles as well as focused knowledge and skills for Grade R teaching. The qualification requires in-depth specialized knowledge, together with practical skills and experience in a Grade R classroom teaching context. As part of the qualification, students will be expected to gain experience in applying such knowledge and skills in the context of working with Grade R learners in a school. This will be realized by the proposed curriculum on the basis of the coherent and ongoing connection between the core theory of pedagogy, the theory of teaching and learning and the subject content of Reception Year teaching.

Highly qualified academics in the respective disciplines in the faculty are available to you, as are the University's library and information-technology systems. You will find that, in addition to being experts in their field, your lecturers are people with an understanding of the challenges and problems that students have to deal with. Similarly, we ask that you also demonstrate an understanding for the lecturers who, like you, have to work according to target dates.

Most important is that you have made the momentous decision to better equip yourself for your future.

Good luck with your studies and may you enjoy the journey towards the attainment of your qualification.



Prof Robert Balfour
Dean

What is open distance learning?

Open learning is an approach that combines the principles of learner centeredness, lifelong learning, flexibility provision, the removal of barriers to learning, accessibility to learning, the recognition of prior learning, the provision of learner support, the construction of learning programmes in the expectation that learners can succeed, e-learning and the maintenance of rigorous quality assurance.

The Unit for Open Distance Learning (UODL) at the Potchefstroom Campus delivers several distance programmes on behalf of the faculties at a number of open-learning centres in Southern Africa. Distance-learning programmes are offered on the following principles:

- a) Students can register any time of the year.
- b) Each programme has a minimum and maximum duration in order to complete the studies.
- c) Students have a number of assessment opportunities (examinations) during a study period, and all modules can be written at each assessment opportunity.
- d) Students do not have a second examination opportunity directly after the first attempt. If they fail the first attempt (e.g. in June), they can write the failed module during the next examination opportunity (e.g. in November). A valid participation mark will give the student access to two examination opportunities, after which a student must generate a new participation mark.
- e) Contact classes are mainly presented by means of interactive whiteboards, supported by facilitators. Lectures can also be followed on a personal computer if students have access to the internet. All modules presented by means of interactive whiteboards are stored on the internet for students to access at a later stage.
- f) Students are supported by means of a call centre, social media (Facebook) and contact with lecturers and facilitators.
- g) Examinations are written at several examination centres throughout Southern Africa, but the NWU can request students to write a specific module (e.g. Computer Science) at the Potchefstroom Campus.

1 General Academic Rules for ODL-programmes

(Aligned with the NWU's Academic Rules)

1.1 Admission requirements to programme(s)

The admission requirements for all formal academic qualifications offered by the University are set out in the Admission Policy as approved by Senate and Council <http://www.nwu.ac.za/sites/www.nwu.ac.za>

1.2 ODL examination opportunities

ODL examination opportunities are scheduled during June/July and October/November of every year. Students can write any module during either June/July or October/November of each year. Examination opportunities and information are communicated to students through the relevant prospectus (programme information booklet) and time tables, the NWU and OLG websites, MOODLE and examination letters. The number of examination opportunities per module is determined according to the maximum study period for the qualification for which the student is registered.

NWU web address: <http://www.nwu.ac.za/sites/www.nwu.ac.za>

**IMPORTANT NOTICE:
RECOMMENDATION WHEN TAKING MODULES DURING YOUR STUDY PERIOD**

It is strongly suggested that the following modules are completed consecutively in the proposed order as the content of initial modules provide an essential basis for concept forming in following modules. Following the suggested order will thus greatly contribute to a student's progress as subsequent modules build onto preceding modules and will promote meaningful knowledge construction.

RMAT 111	→	RMAT 121	→	RMAT 211
RWEL 111	→	RWEL 121		
RELS 121	→	ROLT 211		
RLST 121	→	RSLT 211		
RLSA 121	→	RALT 211		
RLSX 121	→	RXLT 211		
RRPL 111	OR			
RWIL 111	→	RWIL 121		
RWIL 211	→	RWIL 221		
RWIL 311	→	RWIL 321		

1.3 Admission to examinations

According to Academic Rules A.2.4.2 and A3.4.2 any student who has obtained the required proof of participation and/or participation mark as prescribed, will be admitted to the examination in the module concerned.

A participation mark will allow students a second examination opportunity, should they fail the first attempt.

1.4 Participation mark

Participation mark means the mark awarded to a student in a module within a prescribed period by means of formative assessment for the completion of those teaching-learning activities that are required as part of the study within the module.

A participation mark for modules in ODL-programmes is obtained by successfully completing and obtaining an assignment mark for the prescribed assignment(s) as stipulated within every module-specific tutorial letter.

An assignment mark may contribute towards the participation mark of a specific module for only two examination opportunities. Thereafter a new assignment must be submitted for a new participation mark in order to gain admission to write the examination in that module.

1.5 Module mark

A module mark is a mark calculated according to a formula that is determined from time to time for each module in terms of faculty rules. The formula is based on the participation mark and the examination mark awarded to a student in a module; provided that the weight of the participation mark in the above-mentioned formula may not be less than 30% or more than 70%.

In calculating the module mark for all modules in the Diploma in Grade R Teaching, NPDE, ACE, PGCE and BEd (except when stated otherwise in a particular curriculum), the participation mark carries a weight of 40% and the examination mark a weight of 60% towards the final module mark.

NB: Owing to the fact that assignments can get lost in the post, students should make and keep a copy of their assignments before posting them. However, students should post the original assignment to prevent suspicion of plagiarism

1.6 Unsatisfactory academic performance

A student whose academic performance is found to be unsatisfactory will receive a formal written warning from the Executive Director: UODL and the Dean: FES or an administrator authorised by them. Thereafter, if progress is still not satisfactory, the student may be dealt with in terms of General Academic Rules A2.4.8 and A3.4.6.

1.7 Termination of studies of ODL-students

The minimum and maximum duration of study for the various qualifications is indicated in the calendar and in the programme prospectus (information booklet) for the qualification concerned. One year before the maximum duration of study is exceeded and a student's studies are finally terminated, such a student will receive a warning letter from the Executive Director: UODL and the Dean: FES or an administrator authorised by them to inform them of the two final examination opportunities in which all outstanding modules must be passed. Should such a student still have outstanding modules after these examination opportunities, the studies of such a student must be terminated in terms of Academic Rules A.2.4.8 and A.3.4.6.

Only in exceptional cases, and then on the grounds of irrefutable evidence, will the Executive Director: UODL and the Dean: FES consider a request for continuation of studies from a student whose studies have been terminated. Should such an application be successful, the student will be afforded only one examination opportunity to complete all outstanding modules.

1.8 Warning against plagiarism

Assignments are individual tasks and not group activities (unless explicitly indicated as group activities). For further details see:

http://www.puk.ac.za/opencms/export/PUK/html/beheer-bestuur/beleid-reels/WARNING_AGAINST_PLAGIARISM.pdf

2 Academic Matters

2.1 Programme information: Diploma in Grade R Teaching Level 6

(Refer to the NWU Calendar of the Programme at <http://www.nwu.ac.za/p-fes>).

2.1.1 Nature and general aims

The Diploma in Grade R Teaching is a NQF-level 6 qualification consisting of 380/388 credits. Students choosing English First Language are required to complete an extra language model of 8 credits as required by the Department of Higher Education and training, as stipulated in the Minimum Requirements for Teacher Education Qualifications. Therefore students taking English First Language will complete a total of 388 credits to attain the Diploma in Grade R Teaching.

The Department of Education realized the lack of training in the field of Grade R teaching as well as a shortage of Grade R teachers. By offering this programme the university and the Faculty of Education Sciences wants to satisfy the need of the country and deepen the knowledge base of people in the field of early childhood development. Using innovative technologies (for example; interactive white boards, Moodle) the programme is also addressing the universities' vision of innovative teaching, which provides an opportunity for professional development to a wider spectrum of the community.

The Diploma in Grade R Teaching will also provide a vast number of under- and unqualified Grade R practitioners with the opportunity to gain access to a higher education qualification. This qualification will be recognized by the Department of Basic Education and utilized to enable the practitioners to qualify for the relevant REQV level 13 for remuneration purposes. Therefore, this qualification will not only provide prospective students with an opportunity to develop their academic careers, but may also enhance their personal and social well-being. This specialized qualification will provide the successful student with an opportunity to articulate into a BEd degree (Foundation Phase) in order to gain status as a fully qualified Foundation Phase teacher after completion of this degree. Students who wish to articulate into the BEd degree will be credited with up to 180 credits at NWU.

The purpose of the Diploma in Grade R Teaching is to develop teachers who can demonstrate general educational principles as well as focused knowledge and skills for Grade R teaching. The qualification requires in-depth specialized knowledge, together with practical skills and experience in a Grade R classroom teaching context. As part of the qualification, students will be expected to gain experience in applying such knowledge and skills in the context of working with Grade R learners in a school. This will be realized by the proposed curriculum on the basis of the coherent and ongoing connection between the core theory of pedagogy, the theory of teaching and learning and the subject content of Reception Year teaching. The curriculum consists of 44 modules. The core modules focus on Languages, Mathematics and Life Skills that should form an essential part for any Reception Year teacher's professional knowledge. Research has proven that, where young learners have a solid grounding in Life Skills, they are better prepared for all challenges of life and future success. The Life Skills component of this qualification thus carries the most credits in order to equip Grade R teachers with the critical knowledge of all facets of Life Skills education.

This programme component will develop the necessary competences for students to understand how learners learn, how to teach and how to assess what they learn. The programme further includes modules on level 6 that aim to develop the students' discipline and pedagogical knowledge. These modules link clearly with the competences of how to unpack the curriculum, apply sound subject knowledge and how to teach subject content successfully to Grade R learners. The WIL modules also range from levels 5 to 7 to ensure the development of competences for effective teaching in diverse classrooms in South Africa.

WORK-INTEGRATED LEARNING (WIL)

For any teacher training programme to be effective students must get an opportunity to apply their knowledge to a classroom situation.

- The Diploma in Grade R Teaching also consists of **six** Work- integrated Learning (WIL) modules over the three years.
- Students will complete one WIL module per semester where each WIL module carries 8 credits.
- These modules aim to equip students with the necessary pedagogical knowledge that will enable them to integrate and apply the knowledge they encounter in their academic modules with the authentic experience they get during work integrated learning in a school.
- Each module also includes a portfolio task to provide students the opportunity to demonstrate their ability to apply content knowledge in a practical situation.
- These modules aim to integrate the two types of practical learning, namely learning from practice and learning in practice.
- The WIL modules focus on learning from practice by guiding students in the implementation of competence based teaching activities.
- Students will need to implement these activities during the six week compulsory practicum period per year, and provide proof of applied competence in the form of a work-integrated portfolio.

- It is the responsibility of the enrolled student to obtain permission from the school in their area that will host them for WIL.
- **IMPORTANT: You need to supply Mrs Antonette du Preez with dates six weeks before commencement of your Work-integrated Learning, to ensure that a lecturer will be able to assess you in your methodologies.**
- **Return the PR02 form to Ms du Preez with registration but it is compulsory that you send the above dates to her six weeks prior to commencement of your WIL.**

Please remember the following:

The **Grade R Diploma** students of the North-West University that are completing their studies through our Unit for Open Distance Learning are required to complete a total of **18 weeks practicum** at a school (in a Grade R classroom) for WIL. The student will complete the 18 weeks practicum over a period of 3 years, a minimum of 3 continuous weeks at a time. An arrangement in this regard should be made between the Student and the School.

The School must be willing to take part in the WIL process by:

Year	Period	Practical Training (WIL Requirements)
1st Year	Month 1 - 6	3 Weeks (Grade R Classroom)
	Month 7 - 12	3 Weeks (Grade R Classroom)
2nd Year	Month 13 - 18	3 Weeks (Grade R Classroom)
	Month 19 - 24	3 Weeks (Grade R Classroom)
3rd Year	Month 25 - 30	3 Weeks (Grade R Classroom)
	Month 31 - 36	3 Weeks (Grade R Classroom)

- *Allowing the student to observe a number of classes / lessons by the Mentor.*
- *Allowing the student to teach a few lessons under mentorship of the teacher.*
- *Providing the NWU with a telephone number, e-mail **or** fax number **and** physical address*
- *Agreeing that the allocated Mentor attend the NWU's Mentorship Training program (accredited by SETA) to become an accredited NWU Mentor that can assess the student in practice – The NWU will contact the school in this regard after completion and submission of this form.*
- ***Please send through the Name and Surname of the person in charge of student affairs at the school.***

If the School is willing to accommodate the student, please complete form **PR 02 E** in full. The Student will be responsible for returning the form to the WIL office for final approval, at least **one month** in advance of the student commencing with his / her practicum. **Please complete the form with EMIS number.**

Note: Schools that are already part of the **NWU WIL (Potchefstroom Campus) for Full-time students** must note that the WIL program for Distance Learning students differs from the WIL program for Full-time students in that the Distance Learning students may

contact the school directly to request that the school accommodate him / her for WIL. The Distance Learning students may complete their WIL during any time period that suit both the student and the school (within the set guidelines) and will not necessarily take place during the WIL period as established for the Full-time students.

Therefore we humbly request that this form be completed and signed as it serves as confirmation that:

- your school is willing to accommodate our Distance Learning student named on this form;
- you take note of the necessary requirements of accommodating this student for WIL;
- you have allocated an appropriate mentor who will complete the mentorship training through NWU, if not yet SETA accredited;
- therefore NWU will be informed of the mentor the school allocated to the student.
- You have to arrange with the school to complete your Work-integrated period, by asking the school to complete and sign the PR 02 E form.
- You have to send the PR 02 E form (completed) to the WIL Distance learning office (only return Appendix A for this purpose). If you did not receive the PR 02 E form please contact Ms. Antonette du Preez.
- The school must have an EMIS number. Without this number, you will not be allowed to complete your WIL at the particular school.
- There must be a SETA accredited mentor at this school or make sure that the school is aware and willing to identify a teacher in their school to undergo the NWU Mentorship Training course. For more information on the mentorship training, please contact **Mr Dawid Oelofse at 018 285 2208/09**.
- Requirements for allocation of Mentor (one of the following):
 - Principal Deputy Principal
 - Foundation Phase HOD (Grade R-3)
 - Qualified Grade 1 Teacher with at least 5 years teaching experience Qualified Grade R Teacher with at least 5 years teaching experience
 - Allocated Mentor must agree to undergo the NWU Mentorship Training Program
 - Allocated Mentor must undertake all assessments as required of the student – Mentor may undertake assessments whilst he / she is still busy completing the Mentorship Training.
- The school must have a Grade R classroom, if not the student must find a school willing to host him / her for WIL where Grade R is available.
- If you are struggling to find a school please contact us for assistance.

IMPORTANT:

- Please make sure that you understand the info provided in the study guide RWIL 111.
- **Please make sure that you have provided a valid email address on the PR 02 form.**
- **Refer to APPENDIX B of the PR02 form for the compilation of the WIL portfolio and the forms that must be completed.**

Unit for Open Distance Learning: WIL Office

Ms Antonette du Preez

Tel: (018) 285 2057

Fax: 087 231 5538

Email: 11080655@nwu.ac.za

RECOGNITION OF PRIOR LEARNING (RPL)

If a student has been employed for 5 years and more in a Grade R classroom, with a three year professional teaching qualification, specialising in Early Childhood Development, RPL may be followed.

The North-West University (Potchefstroom campus) accepts the principle underlying outcomes based, source based and lifelong learning, in which consideration of articulation and mobility plays a meaningful role. The University endorses the view that recognition of prior learning, gained either through formal programmes of this or other institutions, or informally (through experience), is an essential element when deciding on admission to and granting of credits for a particular chosen teaching learning programme of the University.

Recognition of prior learning deals with proven knowledge and learning an applicant has gained, either by undergoing formal training programmes or through experience. At all times the question will be what level of skill, reviewed in the context of the exit level skill required for the envisaged teaching learning programme, or modules within it, or status for which the applicant applies, and not only the experience an applicant has record of. Recognition of prior learning is thus done on the grounds of applied competencies that the applicant has demonstrated, considering the exit level outcomes to be reached with the chosen teaching learning programme in this case the Diploma in Grade R Teaching. A non-refundable administrative fee, which is determined by the University from time to time is payable for the handling of a request for recognition of prior learning.

In order for you to receive recognition towards your further study in the Diploma in Grade R Teaching, you are participating in an RPL process. RPL is the abbreviation for Recognition of Prior Learning that acknowledges those competencies (activities that you can perform) which you have already acquired in the course of teaching.

To deliver proof of these competencies (which you may already have) you have to prepare a PORTFOLIO OF EVIDENCE, that will show what you can already do in the line of teaching. As such, the portfolio will contain your best efforts that reflect or show or prove your previously acquired knowledge, skills attitudes and values. You are also expected to demonstrate your ability to express your views on a variety of matters concerning your teaching. This portfolio will consist of 48 credits.

The content of the portfolio will concentrate on your area of specialization, in this case Grade R, which you teach at school.

You are NOT evaluated on textbook knowledge, but on your ability to observe, categorize and describe what you see in the classroom. That is, your ability to REFLECT (think about and form an opinion) on teaching practices is very important.

NOTE: If a student does not comply with the minimum requirements of RPL, the student will be requested to complete all WIL modules.

3.1.1 Study duration and articulation, in and phasing-out dates

a) Study Duration

The minimum duration for completion of Diploma in Grade R Teaching studies is three years with a maximum of five years.

b) Articulation

After successful completing this qualification, a student may articulate into a BEd (Foundation Phase) qualification.

3.1.2 Admission requirements

The minimum admission requirements for this qualification, as stated by the Department of Higher Education and Training, are a National Senior Certificate with diploma endorsement or equivalent. A level 4 or level 5 Certificate or Diploma in Early Childhood Development may also be presented for admission. We assumed that students with such qualifications will have the necessary knowledge, skills and values to register for a level 6 qualification. There is however also a few level 5 modules in this qualification that

will assist students to progress from level 5 to level 6 as well as level 7 modules for articulation purposes into the Bed Foundation Phase.

- National Senior Certificate with Diploma Endorsement or Equivalent or;
- Level 4 Certificate/Diploma in Early Childhood Development or;
- Level 5 Certificate/Diploma in Early Childhood Development.

3.1.3 Faculty Specific requirements

The Department of Education realised the lack of training in the field of Grade R teaching as well as a shortage of Grade R teachers. By offering this programme, the university and the Faculty of Education Sciences want to satisfy the need of the country and deepen the knowledge base of people in the field of early childhood development. At the same time the programme's mode of delivery is contact and Open Distance Learning (ODL) and by using innovative technologies (for example, Interactive White Boards and Moodle), the programme is also addressing the university's vision of innovative teaching, which provides an opportunity for professional development to a wider spectrum of the community.

Establishing and developing a Diploma in Grade R Teaching will also provide a vast number of under- and unqualified Grade R practitioners with the opportunity to gain access to a higher education qualification. This qualification will be recognised by the Department of Basic Education and enable the qualified Grade R teachers to qualify for the relevant Relative Education Qualification Value (REQV) of level 13 for remuneration purposes. Therefore, this qualification will not only provide prospective students with an opportunity to develop their academic careers, but may also enhance their personal and social well-being. This diploma will provide the successful student with an opportunity to articulate into a BEd degree (Foundation Phase) in order to gain status as a fully qualified Foundation Phase teacher. Students who wish to articulate into the BEd degree will be credited with up to 180 credits at NWU.

3.1.4 Rules for the programme

(Refer to the NWU Calendar of the Diploma in Grade R Teaching)

The rules for the Diploma in Grade R Teaching Programme must be read together with the General Academic rules of the university (A-rules), which is available on the Internet at:<http://www.nwu.ac.za/node/5661>

3.1.5 Programme outlay

1 st YEAR					
YEAR MODULES (Semester 1 & 2)					
RLSD171	Disabilities and Learning Barriers				16
RTAL171	Teaching and Learning				16
RRPL111	Recognition of prior learning (*Only for students who were approved for the RPL-route)				48
SEMESTER 1			SEMESTER 2		
RWEL111	Life Skills: Personal Well-being	8	RWEL121	Life Skills: Social Well-being	8
RWIL111	Work-integrated Learning	8	RWIL121	Work-integrated Learning	8
RMAT111	Fundamentals of Mathematics Teaching and Learning Gr R	16	RMAT121	Fundamentals of Mathematics Teaching and Learning Gr R	16
RFLS111	Fundamental academic Literacy and Support	12			
RHWP111	Handwriting proficiency	8	CHOOSE ONE OF THE FOLLOWING LANGUAGE OF TEACHING AND LEARNING (LOLT)		
RTCL111	Technology & Computer literacy for Educators	8	RELS121	English	8
			RLSA121	Afrikaans	8
			RLST121	Setswana	8
			RLSX121	isiXhosa	8
TOTAL CREDITS FOR YEAR 1					132

YEAR 2

YEAR MODULES (Semester 1 & 2)						
RLCA271	Creative Arts				16	
RRTL271	GR R Teaching and Learning				16	
RLBK271	Life Skills: Beginning Knowledge				16	
REDM271	GR R Education Management				16	
SEMESTER 1			SEMESTER 2			
RLSS211	Social and Health Barriers	16	→	RLSE221	Emotional and Social Barriers	16
*RWIL211	Work-Integrated Learning in GR R	8	→	*RWIL221	Work-Integrated Learning in GR R	8
RCDP211	Child development and perceptual skills	16		RFAL221	First Additional English Language	8
RMAT211	Teaching, learning and assessment of Mathematics in GR R	16		RLSM221	Life Skills: Music	8
CHOOSE ONE OF THE FOLLOWING LANGUAGE OF TEACHING AND LEARNING (LOLT)			CHOOSE ONE OF THE FOLLOWING CONVERSATIONAL LANGUAGE PROFICIENCY:			
**ROLT211	English	8	→	**RCLP221	English	8
RALT211	Afrikaans	8		RCLS221	Setswana	8
RSLT211	Setswana	8		RCLX221	isiXhosa	8
RXLT211	isiXhosa	8		TOTAL CREDITS YEAR 2		184

**Compulsory If English was selected in year one

***Not for students who have successfully completed RRPL111**

**

YEAR 3

YEAR MODULES (Semester 1 & 2)					
RLSI371	Policy Perspective on inclusive Education				16
RLSP371	Life Skills: Physical Education				16
SEMESTER 1			SEMESTER 2		
REMS311	Education Management and Systems	8	REDL321	Educational Law	8
*RWIL311	Work-integrated Learning in GR R	8	*RWIL321	Work-integrated Learning in GR R	8
RIRS311	Introduction to Research Skills	8			
CHOOSE ONE COMBINATION IF ENGLISH (RELS121 & ROLT211) was selected in previous years:					
RLST121	Setswana First Language	8	RSLT211	Setswana 1 st Language	8
RLSA121	Afrikaans First Language	8	RALT211	Afrikaans First Language	8
RFAA221	Afrikaans: First Additional Language	8			
RFAX221	isiXhosa First Additional Language	8			
RFAS221	Setswana First Additional Language	8			
			TOTAL CREDITS YEAR 3		380/388

***Not for students who have successfully completed RRPL111**

3.1.6 Suggestion regarding structuring of your curriculum

- a) Structure your curriculum over the period of 3 years.
- b) Do not attempt more than 6 modules per semester (exam session), remember you should spend at least 6 months working through a module.
- c) Most curricula do not have more than 30 modules which mean you can complete the curriculum in three years (6 exam opportunities).
- d) If, after 3 years, you are still left with some modules, you are granted 2 more exam opportunities to complete your curriculum.

3.1.7 Language

Study guides for all the modules are available in English. A student may write examinations and submit assignments in either Afrikaans or English. Contact sessions are conducted in English.

Please note that where a module is chosen for Language of Learning and Teaching (LoLT) the student must write examinations and submit assignments in that specific language for LoLT.

3.1.8 Study material

- a) Study material will be delivered either by **Postal or Courier services to the address you have indicated for the delivery of Study material.**
- b) **Please note that you must indicate a physical address or work address where the study material can be delivered via courier.**
- c) Study material sent through postal services must be collected from the post office within **seven working days** or it will be returned to the NWU. The student will be liable for the cost of postage.
- d) Study material may be collected at the University, except if already dispatched.

3.2 Teaching and learning arrangements

3.2.1 Assessment (assignments and examination)

3.2.1.1 Assignments

- a) Please follow the format for academic assignments as is stipulated in the tutorial letters.
- b) Students are required to submit assignments according to dates specified in this prospectus (information booklet).
- c) Complete your assignments in due time so that you will be able to concentrate on preparing for the examinations.
- d) Refrain from using Bantex bags, ring binders, etc.
- e) The NWU urges students to submit completed assignments early to be assessed in order to ensure that examination information is received before examinations commence.
- f) All assignments must be posted, or submitted at the study centres for distribution and assessment.
- g) Assignments may not be posted to the lecturer, only to:

Physical address

The Unit for Open Distance Learning
North-West University
cnr Esselen and Malherbe Streets
Building B11A
Room G30
Potchefstroom
2520

Postal address

Unit for Open Distance Learning
 North-West University
 Private Bag X6001
 Internal Box 539
 Potchefstroom
 2520

h) Enquiries regarding assignments:

Staff member	Contact number
Mr P Vermaak	(018) 299 4591
Ms M Mynhard	(018) 299 2152
Ms L van der Merwe	(018) 299 4571
Mr B Brock	(018) 299 2153

i) **Important to know**

- Assignment marks give you admission to the examination;
- An assignment mark can only be used for two exam opportunities after which a new assignment must be submitted;
- Assignments that are submitted will have to stand over to the next semester, which means that the students will only then have a participation mark that will give them entry to write exams in a particular module.
- All assignments must be posted to the NWU for assessment to the address provided above.

j) **Due dates**

Assignments	Portfolio
March 2015	May 2015
September 2015	October 2015

k) **Library services: Student Academic Support Library**

- Website: www.nwu.ac.za/library
 All registered students of the NWU have access to the library. Type your surname and student/ID number when prompted to do so when working off-campus.
- **Library hours:**
- **Term:**

Monday to Friday	07:30–18:00
Saturday	10:00–13:00
- **University holidays:**

Monday to Friday	07:30–16:30
Saturday	10:00–13:00 (not open on Saturdays during December)

The library is closed on public holidays.

- **Loan services of the library**

Postgraduate students may borrow 15 books for 30 days with two renewals allowed if requested before the expiry date of the loan period (on condition that the books are not required by other users).

To renew books via the internet: go to the library's web page at www.nwu.ac.za/library and click on **Renew your books** under **Services**.

- **Library information and assistance**

Go to the library's web page at www.nwu.ac.za/library. Under the heading **Guides**, click on **Guides and manuals (PC)** to access useful information.

Call any of the following numbers for assistance on library matters: 018 299 1578, 018 299 2859 or 018 299 1577

Supply your NWU student number in all instances when you request information.

- **LibGuides**

To find specific information related to education studies, click on the **LibGuides** tab on the website at www.nwu.ac.za/library. Type in **education** and click on **SEARCH**. Click on **Education (PC)** and use the different sections to get study information and information on how to search for books, articles etc.

- **Information retrieval guides:**

For help with using databases:

Go to www.nwu.ac.za/library, choose **Guides**, click on **Information retrieval guides** and choose **Education**.

- **Examination papers**

Go to <http://www.nwu.ac.za/library/index.html>. Under **Find information**, click on **exam papers**.

Complete **ONLY** the **Subject code** block according to the example provided.

Call 018 299 1578, 018 299 2859 or 018 299 1577 for assistance.

3.2.1.2 Examination

- a) **No examination information sessions** will be facilitated at contact centres during 2015.
- b) All students will receive their examination information for modules when marked assignments are returned. If students submit assignments late the possibility exists that they will not receive their examination information in time before the examination commences.
- c) **Students may download examination information, previous examination papers and tutorial notes from the OLG website at:** www.olgdownloads.co.za
- d) **Important** contact numbers regarding examination enquiries
All **queries:** 018 285 5900 or 011 670 4850.
Saturdays 08:00–16:00: 082 7796 390.
- e) **Examinations can be written at one of the venues on the list provided.**
- f) **Please** take careful note of the details given below regarding the examination procedures so that you know what is expected of you:
 - i. Examinations will take place on the dates given in the examination timetable.
 - ii. Familiarise yourself with the examination timetable and be prepared to write the exams on the specified days. The exam timetables have been finalised and **NO** changes will be considered.
 - iii. A personal timetable for examination leave that can be submitted to the Department of Education will be posted to you. If you have **NOT** received this

timetable **two weeks** prior to the exams, you must please inform the Unit for Open Distance Learning office immediately.

- iv. Examination papers are set and marked by lecturers and accredited markers from the University.
- v. As soon as your results have been processed, they will be posted to you.
- vi. The final promotion is done by an examination panel from the University.
- vii. If you fail a module during the examinations, you will have the opportunity to rewrite the module the following semester. For instance: if you failed a module during the July examination, you will have the opportunity to rewrite it again during the October/November examination. If you fail a module again during the second examination you will have to reregister and pay for the module to obtain the opportunity to write it again in the July examination the following year.
- viii. Examination regulations appear in each answer book. Any irregularities during examinations are considered a serious offence and the necessary steps will be taken.
- ix. Dishonesty during the examination could lead to a candidate being expelled from the course. Please ensure that you do not become a victim of this kind of behaviour. It is not worth it.
- x. IT IS IMPORTANT THAT YOU ATTEND AT THE EXAMINATION VENUE YOU HAVE INDICATED ON YOUR APPLICATION FORM, SINCE PROVISION WILL BE MADE FOR YOU ONLY AT THAT EXAMINATION CENTRE. ONLY WRITTEN REQUESTS FOR ANY CHANGE OF EXAMINATION VENUE WILL BE ACCEPTED. YOUR EXAMINATION CENTRE IS THE CENTRE CLOSEST TO YOUR HOMETOWN (see list provided).
- xi. **NO marks will be given telephonically.**
- xii. How to find your results on the internet: <http://www.nwu.ac.za>
 - Under the heading **STUDY HERE** click on the **Exam results** link.
 - The login window will appear. Type in your **student number** and **PIN** (*the pin can be requested on the same webpage*).
- xiii. You can also obtain your examination results via SMS. On your cellphone, go to **new messages**, type in your **student number** followed by the word **NWU** and send the message to **35606**. An SMS will be sent to you with your results.
- xiv. You can also make use of the **MTN line** to receive your examination results. The number to call is **083 123 222**. Have your student number available.

g) Examination marks are evaluated as follows:

- i. Assignments give you admission to the examination.
- ii. Examination sub-minimum = 40% per module*.
- iii. Participation- and examination marks total the module or final mark.
- iv. Examination (50% of module/final mark) + Participation (50% of module/final mark) = module mark (final mark)
- v. Distinction = 75% and above
Pass mark = 50%

*e.g. you might obtain a module mark of above 50% and still fail because of the sub-minimum requirement in the exams which is 40%.

h) Examination papers from previous years

- i. Previous examination papers can be obtained from the internet at the following address: <http://www.nwu.ac.za>; <http://library.nwu.ac.za/dbtw-wpd/textbases/exam-papers.html>
- ii. **or on the Open Learning Group's website, www.olgdownloads.co.za**
 - Under the header **PAST PAPERS** find **NWU past exam papers**. Click on the **Find now** link.
 - Under the header **Past Exam Papers** choose the relevant year's exam paper.

3.2.2 Cancellation of studies/Expulsion: Process

3.2.2.1 Notice to the Head: Support Section

- a) Your notice of cancellation of studies or single-course modules should be submitted on the official cancellation form available from Support Section at room G30 in the UODL, Building B11A on the campus plan.
- b) **Notice of cancellation:**
 - i. Should notice of cancellation take place **by letter**, it should be addressed to
The Head: Support Section
Attention: Mrs Allison Cloete or Mrs Libby Beukes
Private Bag X6001
POTCHEFSTROOM
2531
 - ii. Should notice of cancellation be sent by **registered mail**, the date of receipt will be noted as the official cancellation date.
- c) The cancellation is valid from the date of proper submission of the cancellation form to the Department of Academic Administration, or from the date of receipt of the registered postal article by the Head: Support Section.
- d) The Head: Support Section or Department of Academic Administration will notify Financial Administration: Revenue accordingly regarding the cancellation.

3.2.2.2 Fees payable upon cancellation of studies

- a) Should students cancel their studies prior to 19 February, only the registration is payable as set out above. Should students cancel their studies after 19 February March, the full tuition for the first semester is payable.
- b) Should students cancel their studies for the second semester prior to 31 July, only the tuition for the first semester is payable. Should students cancel their studies after 31 July, the full tuition for the year is payable.
- c) Should students cancel their studies, all bursaries and/or loans are repayable immediately.

3.2.2.3 Continued liability for fees payable upon expulsion from studies

In all cases of transgressions and subsequent disciplinary steps that might entail, in terms of the provisions of the University's Statute and the Students' Disciplinary Rules, the temporary or permanent, total or partial suspension of rights and privileges, intervention in or interruption or termination of studies or non-acceptance in a residence, the student concerned forfeits any claim to the repayment, reduction or waiver of moneys that have been paid, or are payable to the University. All bursaries and/or loans are also repayable immediately.

4 Administrative matters

4.1 Change of address

It is important to inform the Unit for Open Distance Learning of any change of address or contact number. Valuable information regarding your studies will be lost if we do not have this information.

4.2 Financial arrangements

4.2.1 Fees payable upon changing of modules

Should a student change any module(s) after the period allowed for changing, which is annually determined by Academic Administration, no credit will be granted for the cancelled module(s).

4.2.2 Credit amounts on a university account

- a) If a credit balance arises on a university account, application may be made on the prescribed form for payment of the credit amount per cheque or direct transfer; no credit will be paid out in cash.
- b) Credit balances on student accounts can only be paid out against acceptable proof of the student's identity. Payment to any other person than the student can be made only on written authority of the student on the prescribed form available at the enquiry desks and against satisfactory proof of the identity of the student. The above procedure is necessitated by relevant legislation and internal controls.
- c) Official application forms for credit payments are available at student-account enquiries, on the website or 018 299 2674 and should be fully completed and approved for the pay-out of credits. Please take note of the cut-off times for requesting payments, as well as time delays before actual pay-out. A standard levy will be charged on the student's account for every cheque issued for this purpose.

4.2.3 General account enquiries

- a) Enquiries with regard to student accounts may be addressed to the staff at student accounts situated on the ground floor of the Joon van Rooy Building.

Tel: 018 299 2667/8/9
018 299 2670/1
018 299 2672/3
Fax: 018 293 5230/5234/5252
018 293 5313/5314/5315

Email: PUK-studyfees@nwu.ac.za

4.2.4 Web address

- a) The complete Fees Payable and Financial Rules are available at:
www.nwu.ac.za/gelde

5 Contact sessions, year programme

(Refer to paragraph 8 for detail information on contact centres)

5.1 General information regarding contact sessions

- a) **Note: Please refer to the time table before contacting the helpdesk.**
- b) **Familiarise yourself with dates of contact sessions taking place in your area (included in this booklet).**

- c) Your **time table** will clearly indicate which sessions will be facilitated on the interactive whiteboards and which will be facilitated by facilitators. No other modules will be facilitated at a contact centre on one specific date.
- d) **Timetables for all centres** are included in your booklet. You may attend any contact session in any area. You do not have to book to attend a contact session. Please ensure that you use the correct timetable for the given centres. Dates, times and centres are clearly indicated.
- e) When attending contact sessions students are requested to complete **attendance lists** at the centre at which they attend contact sessions. Even if sessions are facilitated by means of the interactive whiteboards, attendance lists must be completed for all modules.
- f) Take note that only modules as allocated on the timetable will be facilitated on the assigned dates for these modules (Interactive whiteboards and facilitator sessions).
- g) Timetables and schedules for all sessions as from 1 January 2015 - 31 December 2015 are included in this Year Programme.
- h) Lecturers can be seen during office hours on Tuesdays, Wednesdays and Thursdays. You may also book an appointment with them on a specific day. You may contact 018 285 5900 to assist you with information regarding the lecturers
- i) If an SMS is sent out to you regarding contact sessions please refer to this Year Programme at before contacting lecturers or the helpdesk,. Your Year Programme will indicate times/dates and centres for all sessions/programmes. Not all SMS's are applicable to all students. SMS's will not be sent out for all sessions. In all cases please refer to your year programme regarding contact sessions in your area. The tuition centres and their addresses are also indicated in this booklet.
- j) If you do not receive any sms's reminding you of contact sessions, please contact 018 285 5900 or 011 670 4850 in order for them to update your contact details on their system
- k) Take note!!!! The majority of sessions in 2015 at all tuition centres will be facilitated utilising the interactive whiteboards. Your Year programme will clearly indicate which sessions will be facilitated on the interactive whiteboards and which will be facilitated by facilitators. Modules facilitated by facilitators at tuition centres will only be facilitated at the indicated times as is set out in your year programme
- l) Take note!!! Modules that reflect on timetables will all be facilitated on the given date for that specific programme. Familiarise yourself with dates and times of sessions taking place in your area (included in this Year Programme) Sessions being facilitated on the interactive whiteboards will be facilitated on the scheduled times indicated in your Year Programme. Please see to it that you are on time for the scheduled time for your modules/programme. Familiarize yourself with times of modules on specific dates. You may attend contact sessions at the centre of your choice.
- m) During interactive whiteboard sessions students may SMS questions regarding the module that is presented to 43366. These questions will be addressed by the lecturer during or after the session. More information regarding this system will be communicated to you during IWB sessions. Normal SMS rates apply to this number
- n) For additional information regarding your studies also visit the Facebook page for the UNIT for Open Distance Learning or Eenheid vir Oop Afstands Leer.

5.2 Contact-tuition information

5.2.1 Whiteboard sessions

- a) Contact sessions are provided at study centres during **Interactive Whiteboard sessions** (IAW). This means that the lecturer responsible for the module will teach in Potchefstroom while his lecture is broadcast live to the different study centres.

- b) Each study centre has a technician to assist students. You can therefore interrupt the lecturer or answer questions at any time, as the whiteboard allows for immediate interaction. The technician will assist you in this regard.
- c) **During the Interactive Whiteboard sessions** students may SMS questions regarding the module being presented to 43366. Normal SMS rates apply to this number. These questions will be handled by the lecturer during or after the session.
- d) More information regarding this system will be communicated to you during IWB sessions.
The majority of sessions in 2015 at all contact centres will be facilitated utilising the interactive whiteboards.
- e) **Please ensure you are on time** for your modules/programme. The time slots are scheduled according to these times similar to TV programmes. If you are late you will miss out!

5.2.2 Contact sessions at centres

- a) **Attending contact sessions is not compulsory**, although it is proven that those students who attend them normally **have a higher success rate**.
- b) During these sessions, you will **meet with relevant academic professionals** who will give you advice on your assignments, give feedback regarding completed assignments and provide academic guidance through your study material. You will also have the opportunity to work in groups with peers.
- c) It is very important that you are **well prepared** when you attend a contact session.
- d) Contact sessions are primarily scheduled on **Fridays and Saturdays**, however weekdays are also on the programme, and take place at registered **CONTACT CENTRES**. Refer to the timetable for the correct dates.
- e) Students can also write exams at the study centre, but must indicate such a preference well in advance.
- f) **Only modules** as indicated **on the timetable will be facilitated** on the assigned dates.
- g) Timetables for all sessions taking place from January 2015 to 31 December 2015 are included in this booklet.

5.3 Communication and contact details regarding contact sessions

- a) SMSs will not be sent out for all sessions.
- b) **Only programme-specific SMSs will be sent to students.**
- c) In all cases please refer to your year programme regarding contact sessions in your area.
- d) If you do not receive any SMS reminding you of contact sessions, please contact 018 285 5900 or 011 670 4850 to update your information on the system.
- e) For additional information regarding your studies also visit the Facebook page for the **UNIT for Open Distance Learning or Eenheid vir Oop Afstandsl eer**.
- f) If unsure where to attend contact classes in your area, please call 018 285 5900 (office hours – Monday to Friday 08:00–16:30) or 082 7796 390 (Saturdays 08:00–16:00).
- g) Should you experience problems with facilitators or facilitation at contact centres, please contact 082 779 6390.

5.4 Contact-session timetable for 2015

(The contact-session timetable includes information regarding study **venues, contact times and dates, modules, semesters**)

- a) Take note that there are possibly two sessions that could take place at selected contact centres:
 - Whiteboard 1
 - Whiteboard 2

- b) Whiteboard sessions and facilitator sessions will take place on the times scheduled in the timetable in your year programme.
- c) If an SMS is sent to you reminding you of contact sessions, please refer to your year programme to see whether your programme/modules will be facilitated during the sessions on that specific date.
- d) Refer to your year programme for the closest contact centre in your area. You may attend contact sessions in any area. You do not have to book for contact sessions.
- e) **It remains the responsibility of the bursary students to refer to the timetable below to determine when interactive whiteboard sessions will be facilitated for their modules.**

Note: All facilitation will be done through the interactive whiteboards installed at contact centres

Grade R Timetable 2015

14 February 2015			
Time	Whiteboard 1	Time	Whiteboard 2
	Dipl in Grade R 1 st year 1 st semester		Dipl in Grade R 1 st year 2 nd semester
09H00	Induction + RRPL 111		RTAL 171
10H00	RMAT 111		RLSX 121; RLST 121; RLSA 121; RELS 121
10H50	RWIL 111		RWEL 121
11H40	RWEL 111		RSLD 171
12H30	RTAL 171		RWIL 121
13H20	RSLD 171		RMAT 121
14H00	LUNCH BREAK		RRPL 111
14H50	RCTL 111		
15H40	RHWP 111		
16H30	RFLS 111		
21 February 2015			
Time	Whiteboard 1		
	Dipl in Grade R 2 nd year 1 st semester		
09H00	RLCA 271		
10H00	RLBK 271		
10H50	RRTL 271		
11H40	REDM 271		
12H30	RLSS 211		
13H20	LUNCH BREAK		
14H00	RCDP 211		
14H50	RWIL 211		
15H40	RMAT 211		
16H30	ROLT 211; RALT 211; RSLT 211; RXLT 211		
7 April 2015			
	Whiteboard 1		Whiteboard 2
	Dipl in Grade R 1 st year 1 st semester		Dipl in Grade R 1 st year 2 nd semester
09H00	RRPL 111	09H00	RTAL 171
10H00	RMAT 111	10H00	RLSX 121; RLST 121; RLSA 121; RELS 121
10H50	RWIL 111	10H50	RWEL 121
11H40	RWEL 111	11H40	RSLD 171
12H30	RTAL 171	12H30	RWIL 121
13H20	RSLD 171	13H20	RMAT 121
14H00	LUNCH BREAK	14H00	RRPL 111
14H50	RCTL 111	14H50	
15H40	RHWP 111	15H40	

16H30	RFLS 111	16H30	
8 April 2015			
	Whiteboard 1 Dipl in Grade R 2 nd year 1 st semester		
09H00	RLCA 271		
10H00	RLBK 271		
10H50	RRTL 271		
11H40	REDM 271		
12H30	RLSS 211		
13H20	LUNCH BREAK		
14H00	RCDP 211		
14H50	RWIL 211		
15H40	RMAT 211		
16H30	ROLT 211; RALT 211; RSLT 211; RXLT 211		
18 April 2015			
Time	Whiteboard 1		
	Dipl in Grade R 2 nd year 1 st semester		
09H00	RLCA 271		
10H00	RLBK 271		
10H50	RRTL 271		
11H40	REDM 271		
12H30	RLSS 211		
13H20	LUNCH BREAK		
14H00	RCDP 211		
14H50	RWIL 211		
15H40	RMAT 211		
16H30	ROLT 211; RALT 211; RSLT 211; RXLT 211		
25 April 2015			
Time	Whiteboard 1		
	Dipl in Grade R 1 st year 1 st semester		
09H00	Induction + RRPL 111		
10H00	RMAT 111		
10H50	RWIL 111		
11H40	RWEL 111		
12H30	RTAL 171		
13H20	LUNCH BREAK		
14H00	RSLD 171		
14H50	RCTL 111		
15H40	RHWP 111		
16H30	RFLS 111		
23 May 2015			
Time	Whiteboard 1		
	Dipl in Grade R		

	1 st year 2 nd semester		
09H00	RTAL 171		
10H00	RLSX 121; RLST 121; RLSA 121; RELS 121		
10H40	RWEL 121		
11H20	RSLD 171		
12H00	RWIL 121		
12H40	RMAT 121		
13H20	RRPL 111		
30 May 2015			
Time	Whiteboard 1	Time	Whiteboard 2
	Dipl in Grade R 2 nd year 1 st semester		Dipl in Grade R 2 nd year 2 nd semester
09H00	RLCA 271		RRTL 271
10H00	RLBK 271		REDM 271
10H50	RRTL 271		RLCA 271
11H40	REDM 271		RLBK 271
12H30	RLSS 211		RWIL 221
13H20	LUNCH BREAK		LUNCH BREAK
14H00	RCDP 211		RLSM 221
14H50	RWIL 211		RCLP 221; RCLS 221; RCLX 221
15H40	RMAT 211		RLSE 221
16H30	ROLT 211; RALT 211; RSLT 211; RXLT 211		RFAL 221
1 August 2015			
Time	Whiteboard 1	Time	Whiteboard 2
	Dipl in Grade R 1 st year 1 st semester		Dipl in Grade R 1 st year 2 nd semester
09H00	Induction + RRPL 111	09H00	RTAL 171
10H00	RMAT 111	10H00	RLSX 121; RLST 121; RLSA 121; RELS 121
10H50	RWIL 111	10H50	RWEL 121
11H40	RWEL 111	11H40	RSLD 171
12H30	RTAL 171	12H30	RWIL 121
13H20	RSLD 171	13H20	RMAT 121
14H00	LUNCH BREAK	14H00	RRPL 111
14H50	RCTL 111	14H50	
15H40	RHWP 111	15H40	
16H30	RFLS 111	16H30	
8 August 2015			
Time	Whiteboard 1	Time	Whiteboard 2
	Dipl in Grade R 2 nd year 1 st semester		Dipl in Grade R 2 nd year 2 nd semester
09H00	RLCA 271	09H00	RRTL 271
10H00	RLBK 271	10H00	REDM 271

10H50	RRTL 271	10H50	RLCA 271
11H40	REDM 271	11H40	RLBK 271
12H30	RLSS 211	12H30	RWIL 221
13H20	LUNCH BREAK	13H20	LUNCH BREAK
14H00	RCDP 211	14H00	RLSM 221
14H50	RWIL 211	14H50	RCLP 221; RCLS 221; RCLX 221
15H40	RMAT 211	15H40	RLSE 221
16H30	ROLT 211; RALT 211; RSLT 211; RXLT 211	16H30	RFAL 221
6 October 2015			
	Whiteboard 1 Dipl in Grade R 1 st year 1 st semester		Whiteboard 2 Dipl in Grade R 1 st year 2 nd semester
09H00	Induction + RRPL 111	09H00	RTAL 171
10H00	RMAT 111	10H00	RLSX 121; RLST 121; RLSA 121; RELS 121
10H40	RWIL 111	10H40	RWEL 121
11H20	RWEL 111	11H20	RSLD 171
12H00	RTAL 171	12H00	RWIL 121
12H40	RSLD 171	12H40	RMAT 121
13H20	LUNCH BREAK	13H20	RRPL 111
14H00	RCTL 111		
14H40	RHWP 111		
15H20	RFLS 111		
7 October 2015			
	Whiteboard 1 Dipl in Grade R 2 nd year 1 st semester		Whiteboard 2 Dipl in Grade R 2 nd year 2 nd semester
09H00	RLCA 271	09H00	RRTL 271
10H00	RLBK 271	10H00	REDM 271
10H50	RRTL 271	10H50	RLCA 271
11H40	REDM 271	11H40	RLBK 271
12H30	RLSS 211	12H30	RWIL 221
13H20	LUNCH BREAK	13H20	LUNCH BREAK
14H00	RCDP 211	14H00	RLSM 221
14H50	RWIL 211	14H50	RCLP 221; RCLS 221; RCLX 221
15H40	RMAT 211	15H40	RLSE 221
16H30	ROLT 211; RALT 211; RSLT 211; RXLT 211	16H30	RFAL 221

5.5 Suggested accommodation

(Please, make your own arrangements!)

- a) Dennepark Guest House: 018 299 2449 (Contact person: Ms Deline Thompson / Bettie Etsebeth)
- b) Hockey Academy: 018 299 4141 (Contact person: Ms Erika de Vries / Ms Ilene Joubert)

6 Examination Timetable

- First semester examination takes place from **1 to 24 June 2015**
- Second semester examination takes place from **30 October to 25 November 2015**

a) Notes:

- i. Make sure you are registered at a specific examination centre
- ii. Should you need to *change your examination centre*, please contact 018 285 5900.
- iii. Changes for the June examination must be communicated to 018 285 5900 before the end of February, and for the October examinations, before the end of July.
- iv. If you should fail to change your examination centre in time, there will be serious financial implications for students

The exam letters will be available on the OLG website at: www.olgdownloads.co.za

Program	Module	Date semester 1	Session
GRADE R	RALT211	18 June 2015	1
GRADE R	RCDP211	04 June 2015	1
GRADE R	RELS121	08 June 2015	1
GRADE R	RFLS111	24 June 2015	1
GRADE R	RHWP111	17 June 2015	1
GRADE R	RLSA121	10 June 2015	1
GRADE R	RLSD171	01 June 2015	1
GRADE R	RLSS211	01 June 2015	1
GRADE R	RLST121	12 June 2015	1
GRADE R	RLSX121	18 June 2015	1
GRADE R	RMAT111	11 June 2015	1
GRADE R	RMAT121	09 June 2015	1
GRADE R	RMAT211	09 June 2015	1
GRADE R	ROLT211	12 June 2015	1
GRADE R	RSLT211	21 June 2015	1
GRADE R	RTAL171	04 June 2015	1
GRADE R	RTCL111	20 June 2015	1
GRADE R	RWEL111	22 June 2015	1
GRADE R	RWEL121	02 June 2015	1
GRADE R	RXLT211	24 June 2015	1

Program	Module	Date	Session
GRADE R	RALT211	11 November 2015	2
GRADE R	RCDP211	29 October 2015	2
GRADE R	RCLP221	09 November 2015	2
GRADE R	RCLS221	11 November 2015	2
GRADE R	RCLX221	13 November 2015	2
GRADE R	REDM271	19 November 2015	2
GRADE R	RELS121	02 November 2015	2
GRADE R	RFAL221	28 October 2015	2
GRADE R	RFLS111	19 November 2015	2
GRADE R	RHWP111	10 November 2015	2
GRADE R	RLBK271	16 November 2015	2
GRADE R	RLCA271	10 November 2015	2
GRADE R	RLSA121	04 November 2015	2
GRADE R	RLSD171	26 October 2015	1
GRADE R	RLSE221	26 October 2015	2
GRADE R	RLSM221	03 November 2015	2
GRADE R	RLSS211	26 October 2015	2
GRADE R	RLST121	06 November 2015	2
GRADE R	RLSX121	11 November 2015	2
GRADE R	RMAT111	05 November 2015	2
GRADE R	RMAT121	03 November 2015	2
GRADE R	RMAT211	03 November 2015	2
GRADE R	ROLT211	06 November 2015	2
GRADE R	RRTL271	30 October 2015	2
GRADE R	RSLT211	16 November 2015	2
GRADE R	RTAL171	29 October 2015	2
GRADE R	RTCL111	13 November 2015	2
GRADE R	RWEL111	17 November 2015	2
GRADE R	RWEL121	27 October 2015	2
GRADE R	RXLT211	19 November 2015	2

7 Counselling

- a) Studying via ODL certainly poses a challenge to many students, since ODL students are normally employed, have families, are older, have other obligations and often find themselves isolated with regard to their tertiary education.
- b) To assist students with their academic progress as well as the accompanying logistics and administration, we have provided the call centre and various websites where students can get support.
- c) However, we realise that there may be financial, psychological or other constraints that could dissuade students from focusing on their studies. For this reason we also have a 24-hour tele-counselling service available to our students. We believe that students without burdens will be positive in attitude and content, and can focus on their studies. These services will be available 24/7 (therefore including weekends), and at no charge.

- d) The service is sub-contracted to **LifeAssist**, which has the infrastructure to offer counselling services to our students. Different types of counselling services are available:
- i. Financial counselling
 - ii. Legal advice
 - iii. Interpersonal interactions
 - iv. Trauma counselling
 - v. Personal trauma
 - vi. HIV/AIDS counselling
- e) Counselling services will be provided by professionals, including:
- i. Psychologists
 - ii. Social workers
 - iii. Legal advisers
 - iv. Financial advisers
- f) **Note: these services are available only to our students. Have your student number and ID number ready when making contact.**
- g) Should the need arise for counselling, different ways of requesting advice exist, depending on the type of counselling required.
- h) **If you need an immediate response, kindly dial the following telephone number:**

SA: Toll free: 0800 16 73 47 Landline: +27 11 912 1089

- i) **For NON-EMERGENCY purposes only (i.e. financial and legal advice):**

SMS: SA: 32341

International: 0027 8400 32341

Email: help@lifeassist.co.za

E-Support at www.yourlifeassist.co.za

Note: We are of the opinion that students will benefit from this service. Successful students remain our goal.

8 Provincial List for contact centres

<i>OLG/NWU tuition centres 2015</i>		
<i>City/Town</i>	<i>Address</i>	<i>Co-ordinator</i>
Bisho	Bisho L/H.P School No. 1 Kauta Drive Bisho 5605	Mr. V.C Kalipa
Durban	Durban teachers centre 3 College road Opposite Collegvale Primary School Glenport 4015	Dr. S Seetal
Empangeni	50 Tanner Street Empangeni Preggy Vandayar 0714717893 Owner of building	Mr. Kanyile

Ermelo	Ligbron Akademie vir Tegnologie Voortrekkerstraat Ermelo 2350 Posadres: P/sak X9033 Ermelo 2350	Me. M van Rensburg
George	Koerieradres: Glenwood School Glenwood Avenue Glenwood George 6530	Dr. F. Joubert
Giyani	Giyane EMPC Giyane Koerieradres C/O Dr T Mbombi Holani Medical Centre 566 Main Street Opposite Oasis Lodge Giyani 0826 Attention Mrs. Tafadzwa Mutemanyanza 0826	Mrs T Mutemanyanza
Graskop	Hoerskool Panorama Eeuefees straat Graskop 1270 Koerieradres:	Karin Bloem
Johannesburg	Weltevredenpark Primary School 41 Cockspur road Weltevredenpark 1709	Mr. D. Rousseau
Kimberley	Northern Cape Urban FET Cullinan Crescent Kimberley 8300	Dr. B. du Plessis
Ladysmith	Windsor Park High School Forbes Street Ladysmith 3370	Me DS Ndaba
Lusikisiki	Ingwe FET College Ngqungushe Magwa road Lusikisiki 4820	Me. Tshikizwa
Matatiele	Bergview College 2 Davies straat Matatiele 4730	Mr. B. van Tubbergh
Mkuse	Laerskool Mkuze H/v Dikkop en Kingfisher straat Mkuze 3965	Mr F Vermaak

Mthatha	Khanyisa High School Behind Shell Ultra city East London Road (N2) Payne location Mthatha 5099	Mr Cabane
Nongoma (Only for bursary students)	Mthashana FET College Nongoma-KwaGqikazi Business faculty Nongoma Contact Virginia Dlamini Tel 0798714244	Ms Princess Hlophe (rector) from Mthashana FET College, Nongoma Campus Bongani Zungu Witbord
Oudtshoorn	Suid-Kaap Kollege Adderly straat Oudtshoorn 6625	Danwill Murphy
Parow	Laerskool Parow-wes Ryan straat Parow 7500	Me. Summers
Pietermaritzburg (Education)	ML Sultan Secondary School (033- 342 0039) 8 Chota Motala Rd Pietermaritzburg 3201 Mr Zitha 0824876724	Mr Zitha
Polokwane	Pietersburg English Medium Primary School (PEMPS) 45 Grobler street Polokwane 0699 P.O Box 3617 Polokwane 0700	Me J Heyns
Tabernadei - Polokwane	Hoek van Jorrison en Webster str 76 Jorrison str Polokwane 0699	Prof M Nel Surita Oosthuisen
Port Elizabeth	Hoerskool Cillie Hv Kempston en Uitenhage weg Sydenham Port Elizabeth 6001	Mr. P. Stoffberg
Port Shepstone	Marburg High Main Harding road and Deepvale road Marburg Port Shepstone 4252	Mr. J. Rajoo
Pretoria	Susan Strijdom Training Centre Gorden Weg 30 Colbyn Queenswood PTA	A Louw

Ulundi (Only for bursary students)	Masibumbane High School A335 Umfolozi street Ulundi 3838	Mr Shandu Sisa Mdunge sisamdunge@webmail.co.za Vezi Mhlungu vezimhlungu@gmail.com
Vryheid	H/s Pionier Landrosstraat 16 Vryheid 3100	Mr. J. Erasmus
Welkom	St. Helena Primere Skool Unicorweg 14 Welkom 9459 Koerieradres Ventura straat 2 Riebeeckstad 9459	Me. R. Klopper
Witrivier	Laerskool Witrivier Syd Cornwallstraat Witrivier 1240	Mr. J. van Zyl

NAMIBIA

City/Town	Address	Co-ordinator
Katima Centre name: Katima Mulilo Trade Name: Zambezi Vocational Training College	Physical Address: Zambezi Vocational Training College Wenela Road KATIMA MULILO Namibia Postal Address: Mr Ismael Mwangala Zambezi Vocational Training Col Wenela Road KATIMA MULILO Namibia	Ismael Mwangala
Oshakati Centre Name: Oshakati Trade Name: Charles Anderson School	Physical Address: Charles Anderson School Erf 4033, Ardoorie Street ONGWEDIVA Namibia 9000 Postal Address: Postal Address: P O BOX 15374 OSHAKATI NAMIBIA 9000	Contact Details: Mr Johannes Matias (Facilitator)

Rundu Centre Name: Rundu Trade Name: Nantu Regional Office	Physical Address: Nantu Regional Office RUNDU Postal Address: PO Nantu Regional Offices RUNDU	Contact Details: Mr Gabriel Mukenge
Windhoek Windhoek Afrikaanse Privaat Skool Drakensberg Sts Eros Windhoek	Postal Address: Business School Of Excellence 7 Hugo Han Street Windhoek Namibia	Contact Details: Mrs Helga Volschenk

NORTHERN CAPE Diploma in Grade R Teaching

City/Town	Address	Co-ordinator
De Aar	De Aar Campus Van Riebeeck Road De Aar	Mr R Matthews
Kuruman	Kuruman Campus C/O Roos and Voortrekker street Kuruman	Leon Foutie
Springbok	Namaqa Campus, Oukiep 112 Main Road, NC	Basil Esau
Upington	Upington College Steve Naude Street 1 Upington	Johan Hendriks; W Delie
Kimberley	Northern Cape Urban FET Cullinan Crescent Kimberley 8300	Dr. B. du Plessis

NW-Provinsie/Province:

City/Town	Address	Co-ordinator
Lichtenburg	Laerskool Burgersdorp. Beyers Naude rln 41 Lichtenburg	Mnr Steenkamp
Potchefstroom	North-West University, Potchefstroom Campus	Mr J Redelinghuys
Rustenburg	Oom Paul skool Lucas str Rustenburg	Sanet Nel
Vryburg	Hoërskool Vryburg Mc Kay str Vryburg	Dr du Toit

9 North-West University Examination Centres

EASTERN CAPE	FREE STATE	GAUTENG	KWAZULU-NATAL	MPUMALANGA	NORTH WEST	NORTHERN CAPE	LIMPOPO	WESTERN CAPE
Bizana	Bethlehem	Alberton	Durban	Elukwatini	Delareyville	Colesberg	Giyani	George
Butterworth	Bloemfontein	Brixton	Empangeni (1)	Ermelo	Klerksdorp	De Aar	Jane Furse	Oudtshoorn
Cradock	Frankfort	Hebron	Empangeni (2)	Graskop	Lichtenburg	Hopetown	Lephalale	Parow
East London	Harrismith	Kenmare	Escourt	Grobblersdal	Mafikeng	Kimberley	Makado	Vredenburg
Elliot	Ladybrand	Pretoria	Eshowe	Kinross	Makapanstad	Kuruman	Modimolle	Vredendal
Graaff-Reinet	Welkom	Pretoria (Colbyn)	Greytown	Kanhlushwa	Potchefstroom	Springbok	Mokopane	Worcester
Grahamstown		Randfontein	Jozini	Kamaqhekeza	Rustenburg	Upington	Phalaborwa	
Idutywa		Springs	Kokstad	Lydenburg	Stilfontein		Polokwane	
Joubertina		Vanderbijlpark	Ladysmith	Middelburg	Vryburg		Thabazimbi	
King Williams Town		Vereeniging	Matatiele	Nelspruit	Zeerust		Thohoyandou	
Lusikisiki			Mbazwana	Piet Retief			Tzaneen	
Mount Fletcher			Mkuse					
Mount Frere			New Castle					
Mthatha			Nongoma					
Port Elizabeth			Pietermaritzburg					
Queenstown			Pongola					
Sterkspruit			Port Shepstone					
			Stanger					
			Ulundi					
			Vryheid					

10 Open Distance Learning Administrative Staff Members

SECTION	STAFF MEMBER	TELEPHONE
CALL CENTRE: (Student enquiries)	Mr Leon Danster Ms Robyn Richardson Ms Emma Moletsoa Ms Yolandy Louw Mr Dweight Cloete Mr Ben Schutte	018 285 5900

11 Lecturers, Potchefstroom Campus, North-West University

11.1 Appointments/communication with the NWU's academic staff

- Lecturers are available to assist with **academic problems** during office hours (08:00 – 16:30) on Tuesdays, Wednesdays and Thursdays.
- You have to make **an appointment** as is required of all professionals if you want to meet the lecturer face-to-face.
- You may contact 018 285 5900 to assist you with information regarding the lecturers or see their contact details (telephone number and e-mail addresses) on the Tutorial Letters.

11.2 List of Lecturers

LECTURERS & MODULES: 2014 / 2015

Module Code	Module Name	Lecturer Responsible	E-mail Address
RTCL 111	Technology and Computer Literacy for Educators	Elmari Fouché	Elmari.Fouche@nwu.ac.za
RMAT 111	Fundamentals of Mathematics Teaching and Learning in Grade R	Corné Kruger	Corne.Kruger@nwu.ac.za
RFLS 111	Fundamental academic Literacy and Support		13206583@nwu.ac.za
RHWP 111	Handwriting Proficiency	Annemarie Loubser	Annemarie.Loubser@nwu.ac.za
RSLD 171	Disabilities and Learning Barriers	Marinda Neethling	Marinda.Neethling@nwu.ac.za
RWEL 111	Life Skills: Personal Well-being	Marlene Riekert	Marlene.Riekert@nwu.ac.za
RWEL 121	Life Skills: Social Well-being	Marlene Riekert	Marlene.Riekert@nwu.ac.za
RELS 121	Listening and Speaking – Language of Teaching and Learning (LOLT) - English	Bernie Hoogbaard	21512132@nwu.ac.za
RLST 121	Listening and Speaking – Language of Teaching and Learning (LOLT) – Setswana	Marieta Dry	gracias@lantic.net

Module Code	Module Name	Lecturer Responsible	E-mail Address
RLSA 121	Listening and Speaking – Language of Teaching and Learning (LOLT) - Afrikaans	Annemarie Loubser	Annemarie.Loubser@nwu.ac.za
RLSX 121	Listening and Speaking – Language of Teaching and Learning (LOLT) - isiXhosa	Pumla Matu	13257323@nwu.ac.za
RTAL 171	Teaching and Learning	Nozi Kgati	Nozi.Kgati@nwu.ac.za
RMAT 121	Planning for emergent mathematics in Grade R	Corné Kruger	Corne.Kruger@nwu.ac.za
RLSS 211	Social and Health Barriers	Lappies Labuschagne / Suegnet Smit	10253076@nwu.ac.za Suegnet.Smit@nwu.ac.za
RRTL 271	Grade R Teaching and Learning		13206583@nwu.ac.za
REDM 271	Grade R Education Management	Annemarie Loubser	Annemarie.Loubser@nwu.ac.za
RCDP 211	Child Development and Perceptual Skills	Annemarie Loubser	Annemarie.Loubser@nwu.ac.za
RMAT 211	Teaching, learning and assessment of Mathematics in Grade R	Corné Kruger	Corne.Kruger@nwu.ac.za
ROLT 211	Emergent Reading and Phonics in the Language of Teaching and Learning (LOLT) - English	Bernie Hoogbaard	21512132@nwu.ac.za
RSLT 211	Emergent Reading and Phonics in the Language of Teaching and Learning (LOLT) - Setswana	Marieta Dry	gracias@lantic.net
RALT 211	Emergent Reading and Phonics in the Language of Teaching and Learning (LOLT) - Afrikaans	Bernie Hoogbaard	21512132@nwu.ac.za
RXLT 211	Emergent Reading and Phonics in the Language of Teaching and Learning (LOLT) - isiXhosa	Pumla Matu	13257323@nwu.ac.za
RLCA 271	Life Skills: Creative Arts	Susan Greyling	Susan.Greyling@nwu.ac.za
RLSE 221	Emotional and Social Barriers	Lappies Labuschagne/ Suegnet Smit	10253076@nwu.ac.za Suegnet.Smit@nwu.ac.za
RLSM 221	Life Skills: Music	Susan Greyling	Susan.Greyling@nwu.ac.za
RLBK 271	Life Skills: Beginning Knowledge	Susan Greyling	Susan.Greyling@nwu.ac.za
RFAL 221	First Additional English	Hettie Sieberhagen	Hettie.Sieberhagen@nwu.ac.za

Module Code	Module Name	Lecturer Responsible	E-mail Address
	Language		
RFAA 221	First Additional Afrikaans Language	Susan Greyling	Susan.Greyling@nwu.ac.za
RFAS 221	First Additional Setswana Language	Marieta Dry	gracias@lantic.net
RFAX 211	First Additional isiXhosa Language	Pumla Matu	13257323@nwu.ac.za
RCLP 221	Conversational Language proficiency: English	Bernie Hoogbaard	21512132@nwu.ac.za
RCLS 221	Conversational Language proficiency: Setswana	Marieta Dry	gracias@lantic.net
RCLX 221	Conversational Language proficiency: isiXhosa	Pumla Matu	13257323@nwu.ac.za
RLSI 371	Policy Perspective on inclusive Education	Marinda Neethling/ Suegnet Smit	Marinda.Neethling@nwu.ac.za Suegnet.Smit@nwu.ac.za
RLSP 371	Life Skills: Physical Education	Niekie van der Merwe	Niekie.VanDerMerwe@nwu.ac.za
RIRS 311	Introduction to Research Skills	Corné van der Vyver (Dr)	Cp.VanDerVyver@nwu.ac.za
REMS 311	Education Management and Systems	Corné van der Vyver (Dr)	Cp.VanDerVyver@nwu.ac.za
REDL 321	Education Law	Annamagriet de Wet	Annamagriet.dewet@nwu.ac.za
RWIL 111	Work-integrated Learning in Grade R Teaching 1	Corné Kruger	Corne.Kruger@nwu.ac.za
RWIL 121	Work-integrated Learning in Grade R Teaching 2	Corné Kruger	Corne.Kruger@nwu.ac.za
RWIL 211	Work-integrated Learning in Grade R Teaching 3	Annemarie Loubser	Annemarie.Loubser@nwu.ac.za
RWIL 221	Work-integrated Learning in Grade R Teaching 4	Annemarie Loubser	Annemarie.Loubser@nwu.ac.za
RWIL 311	Work-integrated Learning in Grade R Teaching 5	Susan Greyling	Susan.Greyling@nwu.ac.za
RWIL 321	Work-integrated Learning in Grade R Teaching 6	Susan Greyling	Susan.Greyling@nwu.ac.za
RRPL 111	Recognition of prior learning	Susan Greyling	Susan.Greyling@nwu.ac.za