



# EDUTEL

ACE: EDUCATION SCHOOL  
MANAGEMENT AND  
LEADERSHIP  
FIRST YEAR

### Portfolio of Evidence

Learners will submit Portfolios of Evidence as indicated in the assessment plan (included in your material).

### Cost for all first year unit standards

Cash	Terms	Payments
R7 880-00	16 months	R637.86
R7 880-00	22 months	R496.25

\* You may also pay by credit card.

Other short courses to choose from:

- OBE
  - Mathematical Literacy Grade 10, 11 and 12
  - Special Needs
  - Design and Develop Learning Programmes
  - Mentoring/Coaching
- and many more

If you have colleagues who are also interested and you want us to contact them, please complete this coupon and mail it to us.

Name: .....

Address: .....

.....

..... Code: .....

Tel:(.....) .....

Fax:(.....) .....

E-mail: .....

Please mail to:  
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TEACHER  
DEVELOPMENT



VISIT OUR WEBSITE  
[www.edutel.co.za](http://www.edutel.co.za)



## Meet Edutel

- We are accredited by the Education, Training and Development Sector, Education and Training Authority Accreditation number 0139.
- All programmes/unit standards are approved and will lead to learners earning credits linked to the respective unit standards.
- Member of APPETD.
- All courses are co-certified by University of Johannesburg.

## Why enrol for these skills programmes?

### By way of introduction

It is a well known fact that educators are now required to develop themselves in order to enhance their professional competence and performance in the classroom and school. The concept of CPTD (Continued Professional Teacher Development) for teachers is a crucial topic in the new National Policy Framework for Teacher Education and Development in South Africa. This policy was gazetted at the end of April 2007 and it thus becomes an educator's responsibility to identify development needs and address these through appropriate training.

### What does the educator stand to gain?

According to the policy, the educator will benefit by "greater professional confidence, enhanced knowledge, better understanding and improved teaching and class management". In addition, teachers may achieve their required periodic PD (professional development) points, thus making themselves more competitive for performance recognition and promotion.

### Education Management and Leadership Skills Programmes

The skills programmes offered by Edutel will achieve exactly what is required of you as an educator. Apart from developing yourself as an educator and giving yourself a better chance for promotion, you will be achieving the following:

- upon declaration of competence against a skills programme, you will be awarded the relevant number of credits for the programme;
- your name will be logged on the National Learner Records Database as a lifelong learner;
- you will be accumulating credits (equivalent to the first year) towards a higher education qualification, namely ACE Education (School Management and Leadership); SAQA ID 48878
- you should be accumulating your PD points for the first three year cycle which should start very soon;
- you will be able to complete your second year for ACE School Management and Leadership with the University of Johannesburg.

### Purpose of the qualification:

Each one of these skills programmes is SAQA and NQF aligned and have been approved by the Quality Assurance division of the Education Training and Development SETA. You will thus be working with excellent, outcomes-based programmes which will allow you to develop competencies right there in the school. You have nothing to lose if you start now: be ahead when the rush for PD points begins! Work towards your ACE: School Management and Leadership.

### Rules relating to assessment, academic credit, progression and qualification

Learners will be assessed by writing knowledge questionnaire and compiling Portfolios of Evidence. Once you are declared competent and your assessment outcomes have been verified by the ETDP SETA you will earn the credits linked to the unit standards making up your skills programme.

These credits will be registered on the National Learner Records Database and will remain to your credit always. Should you want to continue with your studies, you will be able to apply for RPL/credits for what you have already achieved – if it forms part of that qualifications' curriculum. This skills programme/qualification will serve as an entry requirement for follow-up skills programmes/qualifications specialising in the same field at a higher level. The four unit standards listed in this pamphlet will grant you entrance to the second year ACE School Management and Leadership with the University of Johannesburg.

### Where and when do I write my knowledge questionnaires?

This will be written when you attend contact sessions.

### When can I start?

Any time throughout the year.

### Will I attend any classes?

Contact classes will be arranged during the course of the year during school holidays at major centres in January, April and July. You choose when you want to attend. If you are registered before 30 October you can attend in January. If are registered before 30 January you can attend in April and if you are registered before 15 May you can attend in July.

### Do I have to buy extra books?

No, all material will be provided.

### To which qualification can these unit standards lead?

Advanced Certificate: Education (School Management and Leadership)

### With whom can I complete my Qualification should I so choose?

Learners can apply for RPL with any University offering the Advanced Certificate: Education (School Management and Leadership, ID 48878).

The University of Johannesburg will give you credits for the first year leaving you with only the second year to complete.

### Added advantage

These unit standards are written in outcomes-based format, are competency-based and are fully in line with the now 70/30 approach – 30% Instructional learning, 70% Application.

### Duration

One year.

### Mode of Delivery

Mixed mode

### Certification

Learners found competent will receive certificates of competence and a statement of results from the ETDP SETA confirming that you have earned the credits for the respective unit standards completed and some was recorded on the National Learner Database. You will also receive a certificate co-certified by the University of Johannesburg for the course you have completed.

### Entry requirements

A professional teaching diploma with at least three years fulltime study (M+3).

### Unit standards

#### First year

115436 – Manage teaching and learning (20 credits, NQF 6)  
115441 & 115438 – Understand school management and leadership in the South African context (10 credits, NQF 5) & Develop a portfolio to demonstrate school management and leadership competence (10 credits, NQF 6)  
115437 – Lead and manage people (20 credits, NQF 6)

#### Second year

115434 – Manage organizational systems and physical and financial resources (20 credits, NQF 6)  
115439 – Manage policy, planning, school development and governance (20 credits, NQF 6)  
115753 – Conduct outcomes-based assessment (15 credits, NQF 5)  
115759 – Conduct moderation of outcomes-based assessment (10 credits, NQF 6)  
115440 – Demonstrate effective language skills in school management and leadership (6 credits, NQF 5)