




EDUTEL

HIGHER EDUCATION

Advanced Certificate in Foundation Phase Teaching

SAQA ID 110648
NQF LEVEL 06
2023

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OUR MISSION

Edutel commits to **academic excellence** in education, and the promotion of scholarship through the **creation of flexible, life-long learning opportunities** and an intellectually stimulating and **culturally vibrant, pleasant and safe environment** in which students and staff can flourish.

Edutel places a **high premium on local relevance**, which is manifested through its **contribution to the prosperity, competitiveness and quality of life** in South Africa. In order to do so, Edutel must be **sensitive to national needs and societal contexts** of the country as well as the demands of the time. **Local relevance is also manifested in Edutel's commitment** to, and promotion of equity, access, equal opportunities, redress, transformation and diversity.

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This prospectus will be valid until 31 May 2023
A revised prospectus will be available from 1 June 2023



higher education & training

Department:
Higher Education & Training
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Enq: R Sheodass: E-mail:Sheodass.R@dhet.gov.za, Meeting No: 26/09/18: File Nos: EHE Pro 341 and EHE Pro 368

Mr A Pelser
Edutel Higher Education (Pty) Ltd
PO Box 23009
HELDERKRUIN
1733

By Email: edutel@iafrica.com

Dear Mr Pelser

**RECOGNITION OF QUALIFICATIONS FOR EMPLOYMENT IN EDUCATION:
ADVANCED CERTIFICATE IN FOUNDATION PHASE TEACHING;
ADVANCED CERTIFICATE IN INTERMEDIATE PHASE TEACHING**

In response to the documentation received from Edutel Higher Education (Pty) Ltd, I wish to inform you that the above programmes have been evaluated in accordance with the policy document *Revised Policy on the Minimum Requirements for Teacher Education Qualifications (2015)* and the final outcome of the evaluation process is as follows:

Advanced Certificate in Foundation Phase Teaching (122 credits; NQF Exit Level 6):
approved and recognized post-professional qualification for employment in education.

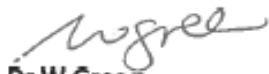
Advanced Certificate in Intermediate Phase Teaching (120 credits; NQF Exit Level 6):
approved and recognized post-professional qualification for employment in education.

One additional REQV level will be accorded to each qualification subject to the *National Education Policy on Recognition and Evaluation of Qualifications for Employment in Education, 2017*.

Edutel is reminded that this approval is subject to:

- the institution being registered with the Department of Higher Education and Training as a private higher education institution to offer the programmes; and
- the programmes being accredited by the CHE/HEQC.

Yours sincerely



Dr W Green

Acting Deputy Director-General: University Education

Date:

12 November 2018

1. General Information



MEET EDUTEL

Edutel is a group of companies specialising in the field of education and training, skills development and services. The first Edutel company was formed in 1999 and in 2023 Edutel will celebrate 24 years of excellence in the field of education and training.

Edutel Higher Education (Pty) Ltd is accredited with CHE/HEQC.

Edutel Higher Education (Pty) Ltd is registered with the Department of Higher Education and Training until 31 December 2025 as a private higher education institution under the Higher Education Act, 1997. Registration Certificate No.2017/HE07/001.

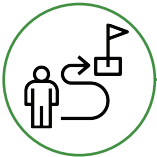
Is this qualification recognised?

This qualification is registered on the NQF, SAQA ID 110648.

The qualification is recognised by the Department of Education and is considered for REQV improvement.

2. Advanced Certificate in Foundation Phase Teaching

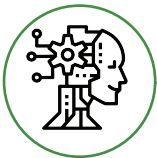
PURPOSE OF THE ADVCERT FOUNDATION PHASE TEACHING



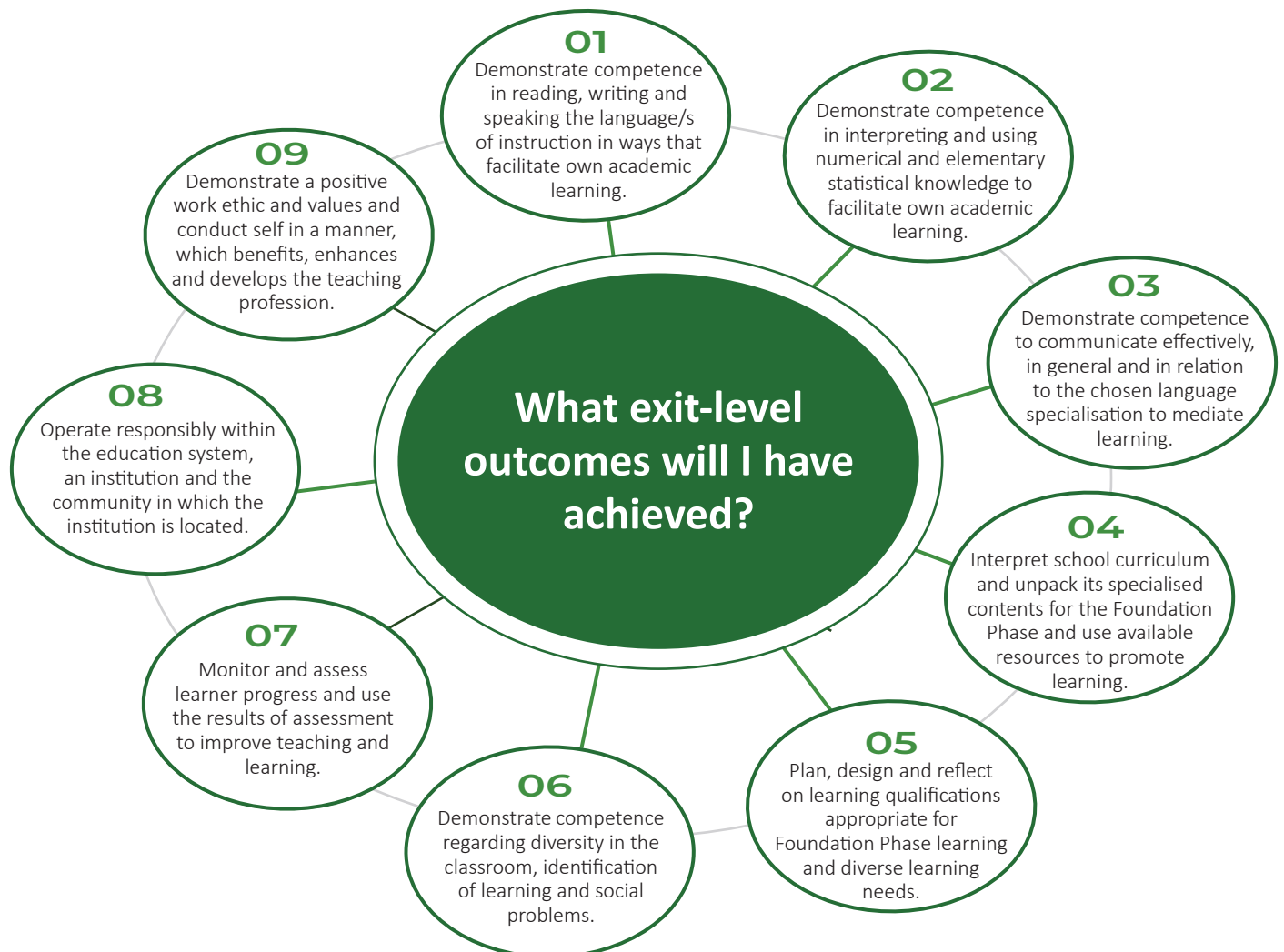
The Advanced Certificate in Foundation Phase Teaching (AdvCert Foundation Phase Teaching) is a formal Continuing Professional Development (CPD) qualification providing teachers with opportunities to strengthen or supplement their existing teaching roles, or to develop a new specialisation and interests. In general, this qualification aims to improve teachers' capacity to engage with, support and assist other educators, support staff, learners and parents in Foundation Phase, at classroom and school level, but also in the wider community.

The AdvCert (Foundation Phase Teaching) is primarily vocationally oriented. It aims to provide students with a sound knowledge base for teaching learners from Grade R to Grade 3. Students will be able to apply their knowledge and skills to classroom teaching, while equipping themselves to undertake more intensive learning in Foundation Phase teaching. This qualification has a strong professional focus and could prepare teachers who have a prior professional teaching qualification, but who did not specialise in Foundation Phase teaching. This qualification is developed to equip teachers who want to strengthen their specialisation in Foundation Phase teaching, or want to progress from a NQF Level 5 to a NQF Level 6 qualification in Foundation Phase teaching.

BE ONE OF THE FIRST EDUCATORS TRAINED TO START TEACHING ROBOTICS AND CODING



To ensure education is keeping up with worldwide developments (trends) and to prepare learners for the changes brought by the 4th Industrial Revolution (4IR), the focus in teacher education should shift as well. Through the Advanced Certificate in Foundation Phase Teaching, students will be introduced to a new approach to teaching. Students will, apart from other important knowledge, also learn where coding and robotics fit into the curriculum and how to start teaching coding and robotics even in the most remote parts of the country.





DURATION

Duration of the Certificate is one or two years.

To complete the Advanced Certificate in Foundation Phase Teaching over a period of one year, you will need to spend sufficient time on your programme during the year (1 200 notional hours-120 credits). Additional time will be allowed (up to a maximum of three years) should you not be able to complete all the modules within one year.

ADMISSION REQUIREMENTS

- A three-year College of Education Diploma
- OR**
- A National Professional Diploma in Education (NPDE) at Level 5
- OR**
- Advanced Certificate in Education at NQF Level 6 - not specialising in Foundation Phase teaching
- OR**
- A former undergraduate Higher Diploma in Education
- OR**
- A former Further Diploma in Education - not specialising in Foundation Phase teaching
- OR**
- A foreign qualification that is equivalent to a professional teaching qualification at Level 5
- OR**
- A professional Bachelor of Education (BEd) degree
- OR**
- A Bachelor's degree plus a Postgraduate Certificate in Education (PGCE)
- OR**
- University Education Diploma.

Teachers who enrol for the qualification must provide proof that they either teach in the Foundation Phase or that they have access to a Foundation Phase classroom to teach the phase for the duration of the four weeks of workplace integrated learning.

Students choosing the one year option must do their WIL in the second semester. For the two-year option, students must complete their WIL in the second semester of the second year

LEARNING ASSUMED TO BE IN PLACE



All AdvCert (Foundation Phase Teaching) students are expected to be ICT competent (for example: Word, Excel, PowerPoint, using the internet for study purposes, communication via e-mail).

This qualification has the specific aim to improve teachers' knowledge and competencies towards a new learning area or phase, thereby strengthening their Foundation Phase specialisation. Therefore, the Advanced Certificate in Teaching will not only upgrade the

qualification of those teachers who are currently employed without adequate training, but also offers specialist education to those teachers who need to strengthen their specialisation knowledge base. The qualification also aims to provide retraining to teachers who wish to change their career path, thus widening the pool of teachers who can teach a subject.

It is assumed that the student is competent in the Home Language of choice as well as English at Senior Certificate Level.

COMPUTER LITERACY AND REQUIREMENTS

It is expected of all students to have access to a computer device and data/wifi in order to submit all the assignments on Edutel Online .

The computer literacy online workshop is developed to assist you with writing e-mails to Edutel Higher Education, accessing the internet, using Edutel Online and completing and submitting your assignments on Edutel Online. Should you not have access to a computer or the internet to access Edutel Online and the chat rooms, please visit the nearest Vodacom Teacher Centre to do so.



It is important that every student must be computer literate. This module guides you to understanding your computer, and the use of Microsoft Word, Excel and PowerPoint. It will also assist you to access the internet, how to use Microsoft Outlook for e-mails and store your information. If you still struggle with computer literacy, we recommend that you attend an additional online computer literacy workshop which will be made available to registered students .



WHAT IF I ALREADY HAVE CERTAIN KNOWLEDGE AND EXPERIENCE

Edutel Higher Education is a strong supporter of Recognition of Prior Learning. For this reason, students may apply for RPL.

RECOGNITION OF PRIOR LEARNING (RPL)

In line with the South African Qualifications Authority institutional guidelines and policies, Recognition of Prior Learning may take place and the candidate may be awarded a maximum of 50% of the credits for the programme, based on appropriate assessment of evidence of competence related to the programme and module outcomes.

RPL, as defined nationally by SAQA, applies to informal or non-formal learning only. Learning resulting from formal routes will normally be recognised via Credit Accumulation and Transfer (CAT), but in cases where CAT is found not to be applicable, the RPL route may be explored.

Edutel Higher Education in all, and its RPL and CAT processes ensure that the principles as formulated by the CHE, always underpin its assessment policies and practices. A formal RPL will be followed in line with Edutel Higher Education's RPL policy.



RPL will be used to grant access to or exemption from, modules that contribute towards the AdvCert (Foundation Phase Teaching). Edutel Higher Education recognises forms of prior learning as equivalent to the prescribed formal minimum admission requirements.

Please mail us at jpillay@edutel.ac.za for an RPL application form or for more information.

3. Programme Structure: One-Year Distance Programme

First Year Module	
Semester 1	Semester 2
English First Additional Language - FAL 611 (15 credits)	Teaching and Learning Life Skills - LSA 622 (15 credits)
Teaching and Learning Mathematics - MTL 620 (15 credits)	Classroom Management - CMA 622 (15 credits)
Home Language of Choice - AHL 612, EHL 612, SHL 612, THL 612, XHL 612, ZHL 612 * (20 credits)	Education as a Profession - EPC 630 (15 credits)
Inclusive Education - IED 610 (15 credits)	Portfolio of Evidence - WIL 622 (10 credits)

4. Programme Structure: Two-Year Distance Programme

First Year Module	
Semester 1	Semester 2
English First Additional Language - FAL 611 (15 credits)	Home Language of Choice - AHL 612, EHL 612, SHL 612, THL 612, XHL 612, ZHL 612 * (20 credits)
Teaching and Learning Mathematics - MTL 620 (15 credits)	Inclusive Education - IED 610 (15 credits)

Second Year Module	
Semester 1	Semester 2
Teaching and Learning Life Skills - LSA 622 (15 credits)	Portfolio of Evidence - WIL 622 (10 credits)
Classroom Management - CMA 622 (15 credits)	Education as a Profession - EPC 630 (15 credits)

* Home Language of choice: Afrikaans OR English OR isiXhosa OR isiZulu OR Sepedi OR Setswana.

Additional module:

- Communication and ICT Skills (15 credits)

Work-Integrated Learning (WIL)

You are required to select a school in the area where you live, where Foundation Phase is being taught. The school must have an appointed HOD for ECD/Foundation Phase and an EMIS number. This will be the suggested school where you will complete your WIL. Apart from selecting a qualifying school, the school must also make a mentor teacher available to mentor and assess you during WIL.

Should you register between 1 June and 31 December, you will be required to do your WIL either in August or September. Should you register between 1 January and 31 May, you will be required to do your WIL in February or March.

Note: All students must start with the four weeks of teaching practice (WIL) in the second semester of their FIRST year (if doing it over one year) or SECOND year (If doing it over two years).

Edutel Higher Education reserves the right to approve or not approve of the selected school. Should Edutel Higher Education not approve of the school, you will be required to select another school, and have the appendices completed again and submitted to Edutel Higher Education.

Workplace Integrated Learning (Reflective Portfolio of Evidence):

WIL is a compulsory part of the programme where students spend four consecutive weeks of supervised teaching practice at schools during the second semester of their second year of study. A final reflective Portfolio of Evidence must be submitted at the end of the study year as part of the final summative assessment of the programme.

The final marks of the student will be composed of three assessments: Mentor Teacher assessment, assessment during a formal visit by an Edutel Higher Education staff member, and the Portfolio of Evidence.

The WIL module requires the student to compile a reflective Portfolio of Evidence that demonstrates their ability to apply and integrate content knowledge from all the different modules in practical teaching situations. Students develop reflective competence by the keeping of reflective journals.

The WIL module provides the students with opportunities to master knowledge and skills required to improve their classroom practice by creating opportunities for:

- » Observation of the mentor-teacher's classroom practice
- » Co-teaching with the mentor-teacher in a supervisory role
- » Independent teaching with the mentor-teacher assuming an assessment role
- » Independent teaching with Edutel Higher Education staff members as assessors

HOW DO YOU STUDY AT EDUTEL HIGHER EDUCATION?

The AdvCert (Foundation Phase Teaching) is a part-time modular qualification that makes use of a blended mode of learning. This means that students will register for a qualification as a distance student and will work at home on the study material provided, but have at their disposal, several ways in which to facilitate their studies.

STUDY MATERIALS

On registration students will receive the following:

- An **Administrative Booklet** containing all the administrative information they will require to successfully complete their studies.
- A **Study Guide** for all modules, written in the format of the dialogues that would have taken place between the student and the Lecturer (Module Coordinator) in a contact situation.
- A general **Tutorial Letter** explaining the details of the programme.
- A module specific **Tutorial Letter** for each module to further guide their studies.
- **Multimedia Lectures** recorded by lecturers explaining each theme in the Learning Guide.
- **Online Assignments** for each module can be accessed on Edutel Online after registration.

No additional textbooks need to be purchased.

LANGUAGE OF INSTRUCTION

The language of instruction (study) is English. Should the subject you are enrolled for be an African Language, the instruction for examinations and assignments requires a response in the language concerned.

5. Student Support

Edutel Higher Education will provide student support through the following communication channels during the teaching and learning process:

- Edutel Online teaching and learning platform
- Chat rooms on Edutel Online
- Messaging through Edutel Online
- e-mail
- SMS
- Facebook
- Website
- Multimedia lectures
- Zoom sessions
- Telephone
- Postal services





ORIENTATION

Upon registration, the welcome letter with a link to watch the orientation video will be sent to your e-mail address. The orientation video contains information applicable to your qualification, programme structure, purpose, content and how the programme will be delivered.

Please make sure that you provide us with a reliable and correct e-mail address.



MULTIMEDIA LECTURES

Edutel Higher Education makes use of multimedia lectures. These multimedia lectures will be presented by the respective Lecturers, who are subject matter experts, to ensure you only receive the very best.

Multimedia lectures can be accessed via the Edutel Online app. These videos can be revisited as many times as needed. The first five (or more depending on the module concerned) multimedia lectures will support you while studying through the themes of each module, provide guidance to complete assignments, and prepare you for the examination.

You will receive multimedia lectures for each module as per the notifications on Edutel Online app, and in confirming letters. In the multimedia lectures the Lecturers will discuss the themes and the activities in the modules. You will receive guidelines on how to answer questions in the compulsory assignments.

The multimedia lectures include the contact details of the Lecturers. These contact details will make it easier for you, should you have an inquiry.

After the marking of the assignments, you will receive three more multimedia lectures. The three multimedia lectures will respectively address general problems experienced while marking the assignments; give an overview of the module concerned; and provide guidance on the structure of the examination paper, advice on how questions should be answered as well on how to prepare for the examination.



MEDIA CENTRE SERVICES

The Media Centre covers a wide variety of resources for your use.

- Access to additional reading material, such as reference books and journals, which are relevant to your studies.
- Lists of recommended books which are available at other institutions.
- A list of internet websites relevant to your studies and which can be accessed via the web.
- Access to the services of EBSCOhost (electronic library).
- Printing and copying services at a cost.
- Internet access.
- Downloaded multimedia lectures for use after the presentation date.
- The services of a person to assist in the search for information.



CHAT ROOMS

After watching a multimedia lecture, you have the opportunity to communicate with the Lecturer via the Chat feature on Edutel Online.

Benefits

The chat room is useful for gaining more information about the content of each module from the Lecturer for a specific module, as well as being able to clarify any academic challenges that you experience.

The Lecturer can assist and guide you on how to complete assignments and prepare for the examination for each module.



EDUTEL ONLINE APP

In our ongoing efforts to ensure that you receive quality education and stay safe, Edutel has created Edutel Online. This innovative **multimedia app** provides access to everything you may need to successfully complete your studies - anytime, and any place!

Edutel Online will give you easy access via your mobile phone to:

- All your study material
- Tutorial Letters I & II
- Multimedia lectures
- Assignments and online examinations
- Online ICT training
- An English proficiency programme and assessment
- Study methods/Top Performer Programme
- Information on other programmes offered by Edutel Higher Education

Through Edutel Online, you can communicate with your Lecturer, support staff, and other important role players. This incredible tool will also send you notifications about your programme.

6. Assessment of Students

Formative Assessment

- Self-assessment activities in Learning Guides.
- One three-part compulsory formative assignment per module must be completed and submitted on the Edutel Online platform in three parts, namely short questions in Part 1; longer paragraph type questions in Part 2; and a set of 50 multiple-choice questions in Part 3. This will help you obtain a good assignment mark and to adequately prepare for the examination.
- Tutorial letter 2 as well as the final three multimedia lectures provide comprehensive feedback to students on formal assignments as well as guidelines for preparation for the examination. Assignments must be submitted via Edutel Online.

Summative assessment

One examination per module.

If you register between 1 June and 31 December, you will write your first semester examinations during June the following year.

Should you register between 1 January and 31 May you will write your first semester examination during November the same year.

The promotion mark for all modules is made up of a year mark (based on the formative assessment of Parts 1, 2 and 3 of the assignment) and the examination mark (summative assessment). The year mark contributes 30% and the examination mark 70% towards the promotion mark.

7. Rules of Combination

Rules of Combination

All modules are compulsory EXCEPT for the Home Language modules. English will be taught as First Additional Language.

The programme is designed and structured in such a way that it forms an integrated whole, despite the fact that it is made up of different modules. Provision is made for logical progression from one module to the next and the interrelatedness of the different modules is emphasised continuously by cross-referencing to other modules as the programme unfolds.

The interrelatedness of the specialisation modules, fundamental modules and the integrated competence (Teaching Practice) is emphasised in all modules. Complying with the requirements for School-based Teaching Practice during the study, is a requirement to complete the qualification.

8. When can I register?

There are two study cycles per academic year

Study Cycle 1

Register between 1 January and 31 May. You will write exams on your 1st semester modules in November and your second semester exams in June of the following year.

Study Cycle 2

Register between 1 June and 31 December. You will write exams on your first semester modules in June and your second semester examination is in November.

Visit: www.edutel.ac.za/advanced-certificate-in-foundation-phase-teaching/ to register online



9. Study Cost & Student Financial Aid

Students can arrange to pay their course fees by bank debit order, cash monthly, cash in advance, credit card or in some cases by salary stop order (Fundi). Students can apply for study loans at various financial institutions.

The price for this qualification is on the application form.

10. Policies and Procedures

Edutel Higher Education (Pty) Ltd has a comprehensive set of policies and procedures to ensure that students get quality education and support. These include, but are not limited to:

- Cancellation Policy- Cancellation of course fees will not be accepted once you are accepted and registered as a student.
- Assessment Policy
- Code of Conduct for Students
- Student Support Policy
- RPL Policy
- Policy on disability - Edutel Higher Education seeks to address any unfair discrimination on the basis of disability and thereby provides access to these students who wish to further their studies.
- Grievance Policy
- Health and Wellness Policy - Edutel Higher Education takes the health and wellness of its staff and students seriously and therefore has a well-developed policy in place, managed by a Health and Wellness Committee.



Students may access these policies on Edutel Online

11. Governance and Management of Edutel Higher Education

I, the undersigned hereby declare that:

- » Edutel Higher Education (Pty) Ltd is registered with the Department of Higher Education and Training (DHET), and is accredited to offer the programmes reflected in this brochure.
- » Edutel Higher Education (Pty) Ltd will not exceed the number of enrolment that the facilities and equipment can reasonably accommodate.
- » Edutel Higher Education (Pty) Ltd has sufficient space, equipment and instructional material to provide education and training to meet the standards set, and achieve the objectives of each programme.

- » Edutel Higher Education (Pty) Ltd will maintain full records of each student’s admission, academic progress and assessment of learning in respect of each programme.
- » All the sites listed in this application are administered and controlled by Edutel Higher Education (Pty) Ltd.
- » Edutel Higher Education (Pty) Ltd has the necessary academic and support staff with appropriate qualifications and experience to achieve the objectives of each programme.
- » Officials from authorised institutions will be allowed unconditionally, to conduct site visits for purposes of verification and ensuring compliance with the conditions of registration.

AB Pelser
CEO

12. Directors, Chief Executive and Senior Management

Directors	<ul style="list-style-type: none"> • Andries Bernardus Pelser • Oscar Stephen Bashing • Jolene Pillay
Chief Executive Officer	<ul style="list-style-type: none"> • Andries Bernardus Pelser
Senior Management	<ul style="list-style-type: none"> • Oscar Stephen Bashing- General Manager • Prof Rika Joubert- Academic Head • Dr Jean van Rooyen- Assistant Academic Head • Kevin Schoultz- Registrar • Ms Suzette Pelser - Academic Programme Coordinator • Jolene Pillay- Programme Coordinator Administration

13. Qualifications of Academic Staff

Academic Advisory Board

Dr J Lotz	Diploma (Senior Primary) (P.O.K.); BA Psychology, Sociology (UNISA); BEd (Orhtopedagogics) (UP); MEd (Orhtopedagogics) (UP); DEd (Adult Education) (UNISA)
Ms M Frazer	National Diploma Marketing (Technical Witwatersrand); B-Tech Marketing (UNISA); Masters in Commercial Marketing Management (UJ); Professional Diploma in Digital Marketing (Digital Marketing Institute)

Prof HJ Joubert (Academic Head)	BSc (UP); TDHE (NKNWUP); FDE (CEFT); BEd (UP); MEd (UP); PhD (UP)
Prof K Bipath	BA, TDHE, BEd, MEd (UJ) , DEd (UJ)
Prof SA Coetzee	BA (PU for CHE); BEd (NWU); MEd (NWU); DEd (Unisa); LLB (Unisa)
Prof P du Plessis	BA (Unisa); BEd Hons (Unisa); MEd (RAU); PhD (UP)
Dr JW van Rooyen	BSc (UP); TDHE (NKP); BSc Hons (RAU); BEd (UP); MEd (UP); PhD (UP)

Academic Staff

Ms S Pelser (Academic Programme Coordinator)	MA Pastoral studies (NWU); BA Hons Theological studies (UJ); BA Theology (AGS Theological Seminarium); THOD- Foundation Phase (POK); Assessor; EQ proficeint learning and development- Emotional intelligence in the workplace; Interaction counselling and training (Communitas Interaction Training)
Dr J Drotsky	BA (HDE), BA (Hons), MA, D.Litt.
Dr J Fraser	THOD (PU), FDE (Gifted Children), BEd Hons (Natal), MEd (UP), PhD (UP), ACE
Dr ZE Mtshali	Primary Teachers Diploma (PTD) (KwaNdebele College of Education); BA (University of Zululand); Higher Certificate in ABET (UNISA); BA (Hons) in Languages (University of Stellenbosch); MEd African Languages (University of Zululand); PhD Foundation Phase/Early Childhood Development (UKZN)
Ms LJ Baxter	BEd (UP), BEd Hons (UP)
Ms T Homan	BE (English); HED (Teaching English as a Second Additional Language); BEd (Hons)
Ms SG Malatji	PTC, Diploma in Education, Further Diploma in Education, BEd (Hons)
Ms M Mofomme	BEd Education Management; BA (Hons) Setswana
Ms TF Nguta	PTD (Algoa College of Education); BEd (University of Port Elizabeth); BEd Honours (Nelson Mandela Metropolitan University)
Ms T Sepotokele	BA in Humanities (UJ); BA (Hons) in Journalism & Media Studies; MA in Journalism & Media Studies (Rhodes University) (current)
Ms M van den Berg	BA (UP); Teaching Diploma, Pretoria Onderwyskollege; BA (Hons), UJ; MTh (pastoral therapy) (UNISA)

Edutel Higher Education (Pty) Ltd is registered with the Department of Higher Education and Training until 31 December 2025 as a private higher education institution under the Higher Education Act, 1997. Registration Certificate No.2017/HE07/001.



SOCIAL MEDIA



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