

EDUTEL

HIGHER EDUCATION

**2026
/2027**

**Advanced
Diploma in
Education in
School Leadership
and Management**

SAQA ID 101437
NQF LEVEL 07

OUR MISSION

Edutel Higher Education 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 Higher Education 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 Higher Education 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 Higher Education commitment to, and promotion of equity, access, equal opportunities, redress, transformation and diversity.

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This prospectus is valid until 20 January 2027.
A revised prospectus will be available from 21 January 2027.



higher education & training

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File No: EHE Pro 146

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

By Email: edutel@iafrica.com

Dear Mr Pelser

RECOGNITION OF QUALIFICATION FOR EMPLOYMENT IN EDUCATION: ADVANCED DIPLOMA IN SCHOOL LEADERSHIP AND MANAGEMENT

In response to the documentation received from Edutel Higher Education (Pty) Ltd, I wish to inform you that the above programme has 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 Diploma in School Leadership and Management (120 credits; NQF Exit Level 7):
approved and recognized post-professional qualification for employment in education.

One additional REQV level will be accorded subject to the policy on REQV recognition of approved teaching qualifications.

Edutel Higher Education 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 programme ,and
- the programme being accredited by the CHE/HEQC.

Yours Sincerely

Dr D Parker
Deputy Director-General: University Education
Date: 4/08/2016

Higher Education and Training • Hoër Onderwys en Opleiding • Inhlalovo Laphokeme Nokucacasha • Ilando Ephokemeke Nebandulo
IMundo Ephokeme Nokucacasha • IMundo ePhakamileyo noQeqesho • Dyondzo ya le Henfala na Vuleleri • Pfunzo ya Ntsha na Vhugudal
Thuto ya Godimo le Tshaho • Thuto e Phakamego la Thupelo • Thuto e Kgohwane la Kago

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 2027 Edutel will celebrate 28 years of excellence in the field of education and training.

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

Edutel Higher Education (Pty) Ltd is registered with the Department of Higher Education and Training until 31 December 2027 as a private higher education institution under the Higher Education Act, 1997. Registration Certificate No. 2017/HE07/001.

Is this qualification recognised?

The qualification is approved as a post-professional qualification by the Department of Higher Education and Training and is considered for REQV improvement. The qualification will make you more marketable for senior positions.

Students will earn 50 CPTD points on successful completion of the Advanced Diploma in Education in School Leadership and Management (AdvDip (SLM)).

The qualification is accredited by the CHE/HEQC and registered on the NQF with SAQA ID 101437

The material for this qualification was internationally evaluated by Prof. Lars Björk (PhD) University of Kentucky, College of Education, Department of Leadership Studies, 111 Dickey Hall, Lexington, KY 40506-0017.

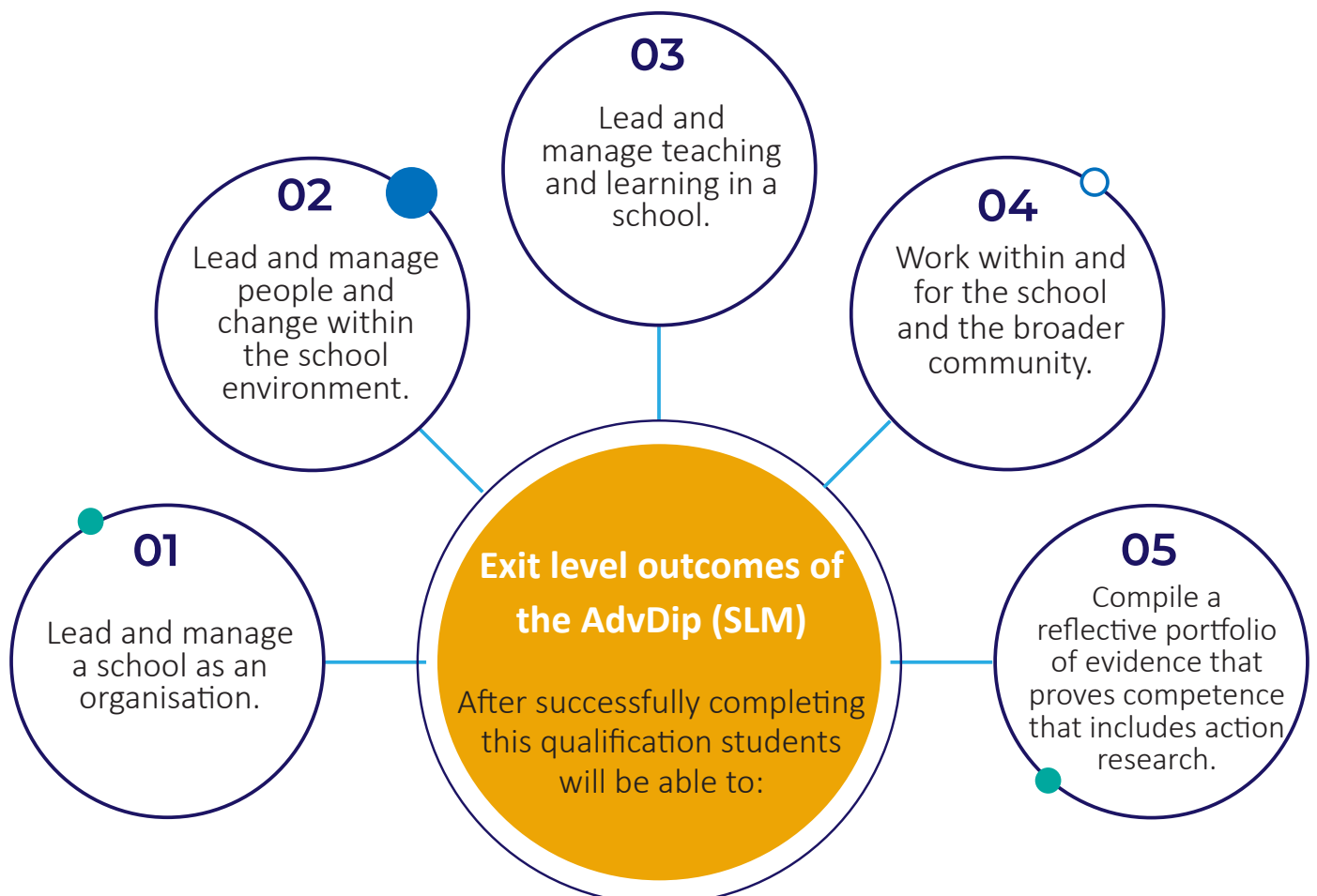
2. The Advanced Diploma in Education in School Leadership and Management

PURPOSE OF THE THE ADVANCED DIPLOMA IN EDUCATION IN SCHOOL LEADERSHIP AND MANAGEMENT

To develop the skills, knowledge and values needed to lead and manage schools effectively and to contribute to improving the delivery of quality education across the school system.

The programme aims to:

- » Provide leadership and management to enable schools to provide quality education to every learner.
- » Deliver the curriculum to equip students with professional leadership and management skills influencing schools to provide quality teaching using resources optimally for improved standards of achievement for all learners.
- » Strengthen and support the role of principalship.
- » Develop principals, HODs, SMT members and district staff who will be able to critically engage and become self-reflective practitioners.
- » Enable principals to manage their organisations as learning organisations and instil values supporting transformation in the South African context.



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 a logical progression from one module to the next and the relation of the different modules is emphasised continuously by cross-referencing to other modules as the programme unfolds. A programme (mind map) is provided for this purpose. Each individual module also contains a module (mind map) that depicts the logical unpacking of that specific module.

The relation of foundational (knowledge), practical (skills) and applied (professional growth) competence is emphasised in all modules throughout the programme. It culminates in the reflective Portfolio of Evidence where competence is proved by integrating and applying the content of the entire curriculum; it includes a research project of limited scope based on a project in the student's school.



DURATION

Distance learning: One or two years

To complete the Advanced Diploma in Education in School Leadership and Management over a period of one year, you will need to spend sufficient time on your programme during the year (1 200 national hours-120 credits), to complete the programme. 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 four-year BEd or a general first Degree or Diploma, plus a Post Graduate Certificate in Teaching or a former Higher Diploma in Education (Postgraduate) or PGCE may be presented for admission.

 A former Advanced Certificate in Education (Level 6 on the former 8-level NQF), a former Further Diploma in Education which follows a former professional teaching qualification or a Higher Diploma in Education or Further Diploma in Education may also be presented for admission into this Advanced Diploma in Education.

COMPUTER LITERACY AND REQUIREMENTS

Students are expected to have access to a computer or suitable digital device, as well as data or Wi-Fi, to submit assignments and complete online examinations through 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.

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.



RECOGNITION OF PRIOR LEARNING (RPL)

Students may apply for recognition of prior learning against a particular module/s that forms part of the qualification. Students who obtained an Advanced Certificate in Education (ACE) in School Leadership and Management, NQF level 6, may apply for RPL, complete the RPL process and register for the AdvDip (SLM) at the same time.

Students who completed other programmes and are of the opinion that they qualify for RPL, may contact Ms Jolene Pillay at jpillay@edutel.ac.za or 011 760-3668 for an RPL application form.

Students complete the RPL application form, providing full details of previous qualifications and work experience.

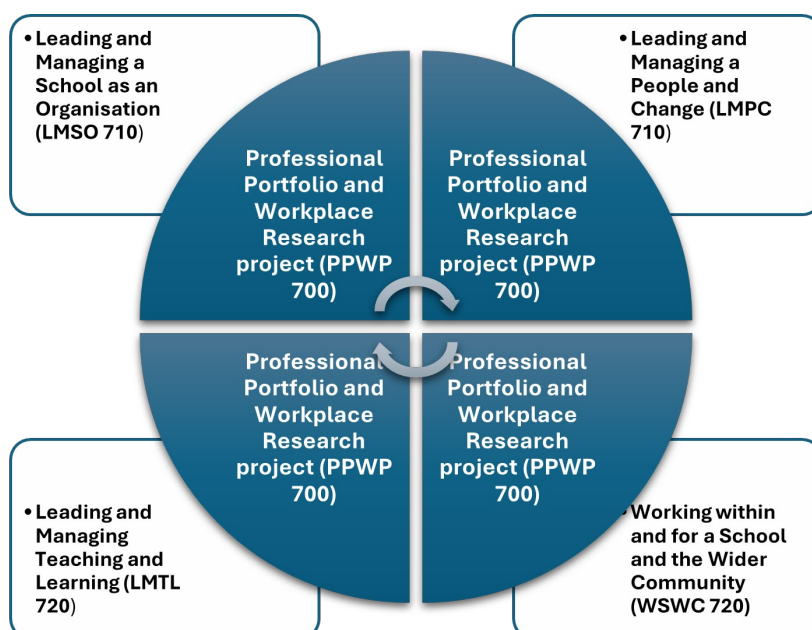
A RPL fee is payable. Please enquire with Ms Pillay for confirmation of the applicable fee.

NOTE: For students applying for RPL based on having obtained an ACE in School Leadership and Management: The RPL fee is already included in the course fee.

Since RPL does not lead to credits being awarded against modules that one is exempted from, it follows that if a student is granted exemption from one or more modules that leads to this qualification, the student will complete the qualification with a total number of credit points that are less than the normally required number of credits for the qualification.

3. Structure of the AdvDip (SLM)

Programme Map for Qualification



This programme is offered in two modes; that is, a One-year Option and a Two-year Option.

Module Name	Purpose
Leading and Managing a School as an Organisation (Code LMSO 710)	The purpose of this module is to provide understanding of a school as an organisation, to explain how to manage organisational systems holistically in context, and to lead and manage the use of ICT, physical and financial resources. It also addresses such issues as creating schools as safe, disciplined and caring environments conducive to effective teaching and learning.
Leading and Managing of People and Change (Code LMPC 710)	This module emphasises people as the key resource of the school and explores the need for both theoretical understanding and practical competencies in leadership and management of people, to manage oneself and others in both the school and the wider school communities. It recognises that education is predominantly about change and that change needs to be managed effectively, to facilitate continuous improvement in, and for the school. This module provides a record of evidence of growing applied competence across the programme in an integrated way. It is the glue that binds the whole programme together. During their engagement with this introductory and over-arching module, students will develop a Portfolio of Evidence that will run throughout, and across the programme.
Leading and Managing Teaching and Learning in a School (Code LMTL 720)	This module emphasises that schools exist to provide systematic, quality learning opportunities for learners and therefore effective leadership and management of teaching and learning is a critical role for the school principal. It will equip them with the necessary competencies to lead quality teaching, manage curriculum implementation effectively and track and support improved learning.
Working within and for a School and the Wider Community (Code WSWC 720)	This module starts from the understanding that schools exist within social and economic communities that have an influence on, and may be influenced by the school, and the school's leadership and management staff and structures. The module then investigates how the wider community the school serves, can provide a source of support and resources for the school. In turn, the school itself can play an important role in the well-being and development of the community.
Professional Portfolio and Workplace Project (PPWP 700)	This module provides a record of evidence of growing applied competence across the programme in an integrated way. It is the glue that binds the whole programme together. During their engagement with this over-arching module, students will develop a Portfolio of Evidence to prove competence, that will run throughout, and across the programme. The Professional Portfolio of Evidence must portray an integration of all the different modules covered during the entire programme over the period of study. The relationship between foundational (knowledge), practical skills and applied competence (professional growth) is emphasised in all modules throughout the programme. It culminates in the Reflective Portfolio of Evidence which includes a research project of limited scope based on action research in a school. The reflective portfolio of evidence is completed online as a continuous project over the duration of the programme. There are three formative assessment opportunities spread evenly over the engagement with this module and a final summative assessment opportunity at the end of the period of study.

3.1 Programme Structure: One-Year Distance Programme

First Year Modules	
Semester 1	Semester 2
Leading and Managing a School as an Organisation (Code LMSO 710) [25C]	Leading and Managing Teaching and Learning in a School (Code LMTL 720) [25C]
Leading and Managing of People and Change (Code LMPC 710) [20C]	Working within and for a School and the Wider Community (Code WSWC 720) [20C]
Professional Portfolio and Workplace Project (PPWP 700) [30C]	

3.2 Programme Structure: Two-Year Distance Programme

First Year Modules	
Semester 1	Semester 2
Leading and Managing a School as an Organisation (Code LMSO 710) [25C]	Leading and Managing of People and Change (Code LMPC 710) [25C]
Professional Portfolio and Workplace Project (PPWP 700)	
Second Year Modules	
Semester 3	Semester 4
Leading and Managing Teaching and Learning in a school (Code LMTL 720) [20C]	Working within and for a School and the Wider Community (Code WSWC 720) [20C]
Professional Portfolio and Workplace Project (PPWP 700) [30C]	

HOW DO YOU STUDY AT EDUTEL HIGHER EDUCATION?



This qualification is delivered via blended learning. This means that students register for the qualification as a distance learner and will work at home on the study material provided. Students have a number of ways in which to facilitate their studies at their disposal. Edutel Online is used as the online teaching and learning platform. Accessing Edutel Online requires that students must be computer literate and have access to a computer/tablet with sound, and internet access, in order to complete this Advanced Diploma.

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 in a contact situation.
- A **Tutorial Letter** for each module to further guide their studies.
- **Online Assignments** for each module can be accessed on Edutel Online after registration

All learning material will be provided in hard copy and online (e-book) or online (e-book) only (depending on your choice). **No additional textbooks need to be purchased.**



LANGUAGE OF INSTRUCTION

English

4. Academic 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
- Email
- SMS
- Facebook
- Website
- Multimedia lectures
- Zoom sessions
- Telephone



Upon registration, in addition to the hard copies of study material, each new student will receive a welcome letter that has a link to access the orientation lecture explaining all administrative information contained in the Administrative Booklet introducing the AdvDip (SLM).

Edutel Online is used as the teaching and learning platform. All learning materials and assignments are available in electronic format on Edutel Online. The Administrative Booklet and accompanying multimedia lectures include step-by-step guidance to access and use Edutel Online.



ORIENTATION

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

A live orientation session line will take place shortly after the start of the academic cycle. Please make sure that you provide us with a reliable and correct e-mail address. If you have not received communication from us via e-mail at the start of the semester, please contact us to confirm your e-mail address/contact details.



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. There are five multimedia lectures per module that will support you while studying through the themes of each module, provide guidance to complete assignments, and prepare you for the examination.

Students will receive five multimedia lectures for each module, as indicated in notifications on the Edutel Online app and in their confirmation 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.



CHAT ROOMS

After watching a multimedia lecture, you have the opportunity to communicate with the lecturers 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 lecturers for a specific module, as well as being able to clarify any academic challenges that you experience.

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



MEDIA CENTRE SERVICES

The Media Centre covers a wide variety of useful resources.

- 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.

Mentoring: Each AdvDip (SLM) student is required to identify a suitably qualified and experienced education manager to support him/her for the duration of their studies, especially in compiling their Portfolios of Evidence and conducting the workplace research project. Every student must submit a shortened CV of their chosen mentor to kevin@edutel.ac.za



EDUTEL ONLINE APP

In our ongoing efforts to ensure that you receive quality education and stay safe, Edutel Higher Education has created Edutel Online. This innovative multimedia app provides access to everything students may need to complete their studies successfully, anytime and anywhere.

Edutel Online will give students easy access via your mobile phone/laptop/computer 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
- Programme on Artificial Intelligence for Engaged Study

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

5. Assessment of Students

To assess the achievement of the outcomes of this programme an approach of continuous assessment will be followed. The assessment process has two dimensions/components that complement each other and are integrated, namely formative assessment and summative assessment.

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.
- The three parts respectively contribute on a 20:50:30 basis to the final assignment mark (i.e. the year mark).
- Tutorial Letter 2 will be made available to assist you in preparing for the examinations.
- The professional portfolio of evidence provides for three opportunities for formative assessment. These contribute 30% towards the promotion mark for PPWP 700.

Summative assessment

One examination per module.

If you register between 21 June and 20 January, you will write your first semester examinations during May/June the following year.

Should you register between 21 January and 20 June 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.

The Professional Portfolio of Evidence is submitted for summative assessment at the end of Year One of study (if doing in one year) or Year Two of study (If doing in two years). This contributes 70% towards the promotion mark.

Examinations

A student must obtain a promotion mark of 50% in order to pass a module (this is subject to obtaining a sub-minimum of 40% in the given examination).

In order to pass with a distinction a promotion mark of 75% is required.

6. Registering for the AdvDip (SLM)

There are two study cycles per academic year.

Study Cycle 1

Register between 21 January and 20 June. You will write exams on your 1st semester modules in November and your second semester in May/June of the following year.

Study Cycle 2

Register between 21 June and 20 January. You will write exams on your first semester modules in June and your second semester examination is in November.

Visit: www.edutel.co.za/advanced-diploma-in-education/ to register online



7. Study Cost & Student Financial Aid

Students can arrange to pay their course fees by bank debit order, cash monthly, cash in advance or 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.

8. 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 permitted once the student is accepted and registered as a student. Consideration will only be given in exceptional cases. Students may cancel their studies, but remain liable to pay the course fees.
- 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

Students may access these policies on Edutel Online



9. 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 enrolments 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 to 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 for ensuring compliance with the conditions of registration.

C Theron
CEO

10. Directors, Chief Executive and Senior Management

Directors	• Andries Bernardus Pelser • Oscar Stephen Bashing • Jolene Pillay
Chief Executive Officer	• Chanel Theron
Senior Management	• Oscar Stephen Bashing - General Manager • Dr JW van Rooyen - Acting Academic Head • Dr Jean van Rooyen - Academic Programme Coordinator • Kevin Schoultz - Registrar • Jolene Pillay - Programme Coordinator: Administration

11. Qualifications of Academic Staff

Academic Advisory Board

Dr JW van Rooyen (Acting Academic Head)	BSc (UP), TDHE (NKP), BSc Hons (RAU), BEd (UP), MEd (UP), PhD (UP)
Prof K Bipath	HED (Springfield College of Education), BA (Unisa), BEd Hons (RAU), MEd (RAU), DEd (UJ)
Prof PJ Du Plessis	BA (Unisa), BEd Hons (Unisa), MEd (RAU), PhD (UP)
Prof HJ Joubert	BSc (UP), TDHE (NKNWUP), FDE (CEFT), BEd (UP), MEd (UP), PhD (UP)
Prof LM Swanepoel	BA (UFS), HED (UFS), BEd Hons (UFS) MA (UFS), D.LITT (UFS)
Dr M Frazer	National Diploma Marketing (Technical Witwatersrand), BTech Marketing (Unisa), Masters in Commercial Marketing Management (UJ), Professional Diploma in Digital Marketing (Digital Marketing Institute), PhD
Dr D Naidu	BA (University of Westville), HED (Unisa), BEd (Unisa), FDE (Rand Afrikaans University), MEd (Rand Afrikaans University), PhD (Wits)

Academic Staff

Dr JW Van Rooyen (Programme Coordinator)	BSc (UP), TDHE (NKP), BSc Hons (RAU), BEd (UP), MEd (UP), PhD (UP)
Dr BS Mahlangu	FDE (PU), BED (PU), ACE-SL (NWU), MBA (Mancosa), PhD (NWU)
Ms D du Preez	HEd (NWU), HR Cert (Unisa), Project Man Cert (SUN), BEd (NWU), MEd (UP)
Ms EP van der Merwe	NPDE (TUT), ACE (Unisa), BEd Hons (Unisa)

For a comprehensive list of services offered by the Edutel Group, visit our website at:
www.edutel.ac.za

A photograph of the Edutel building, a two-story white structure with dark grey trim and columns. A blue oval sign with the word 'EDUTEL' in white capital letters is mounted on the upper part of the building. The building is partially obscured by large, abstract geometric shapes in orange, teal, and dark grey that frame the image.

EDUTEL

SOCIAL MEDIA



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