

EDUTEL

HIGHER EDUCATION



**International
Students**

**Bachelor of
Education Honours
in Educational
Leadership and
Management**

ABSA BUILDING, 1ST FLOOR
CNR ONTDEKKERS ROAD & CRANE
AVENUE
HORISON, ROODEPOORT



CALL: +2711 760-3668



WWW.EDUTEL.AC.ZA

SAQA ID 119903
NQF LEVEL 08
2023/2024

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, competitive 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.



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Private Bag X174, PRETORIA, 0001, 123 Francis Baard Street, PRETORIA, 0002, South Africa
Tel: (012) 312 5911, Fax: (012) 321 6770
Private Bag X9192, CAPE TOWN, 8000, 103 Plain Street, CAPE TOWN, 8001, South Africa
Tel: (021) 469 5175, Fax: (021) 461 4761

Enq: R Sheolani; E-mail: Sheolani.R@dhet.gov.za; Meeting No: 25/04/18; File No: EHE Pro 364

Mr A Pelsier
Edutel Higher Education (Pty) Ltd
PO Box 23009
HELDERKRUIJN
1733

By Email: edutel@iafrica.com

Dear Mr Pelsier

RECOGNITION OF QUALIFICATION FOR EMPLOYMENT IN EDUCATION: BACHELOR OF EDUCATION HONOURS IN EDUCATION 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:

Bachelor of Education Honours in Education Leadership and Management (120 credits; NQF Exit Level 8):
approved and recognized post-graduate qualification for employment in education.

One additional REQV level will be accorded 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 programme, and

- the programme being accredited by the CHE/HEQC.

Yours sincerely



Dr D Parker
Deputy Director-General: University Education

Date: 14/05/2018

1. General Information



MEET EDUTEL

Edutel is a group of companies specialising in fields of education and training, skills development and services. The first Edutel company was formed in 1999. 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.

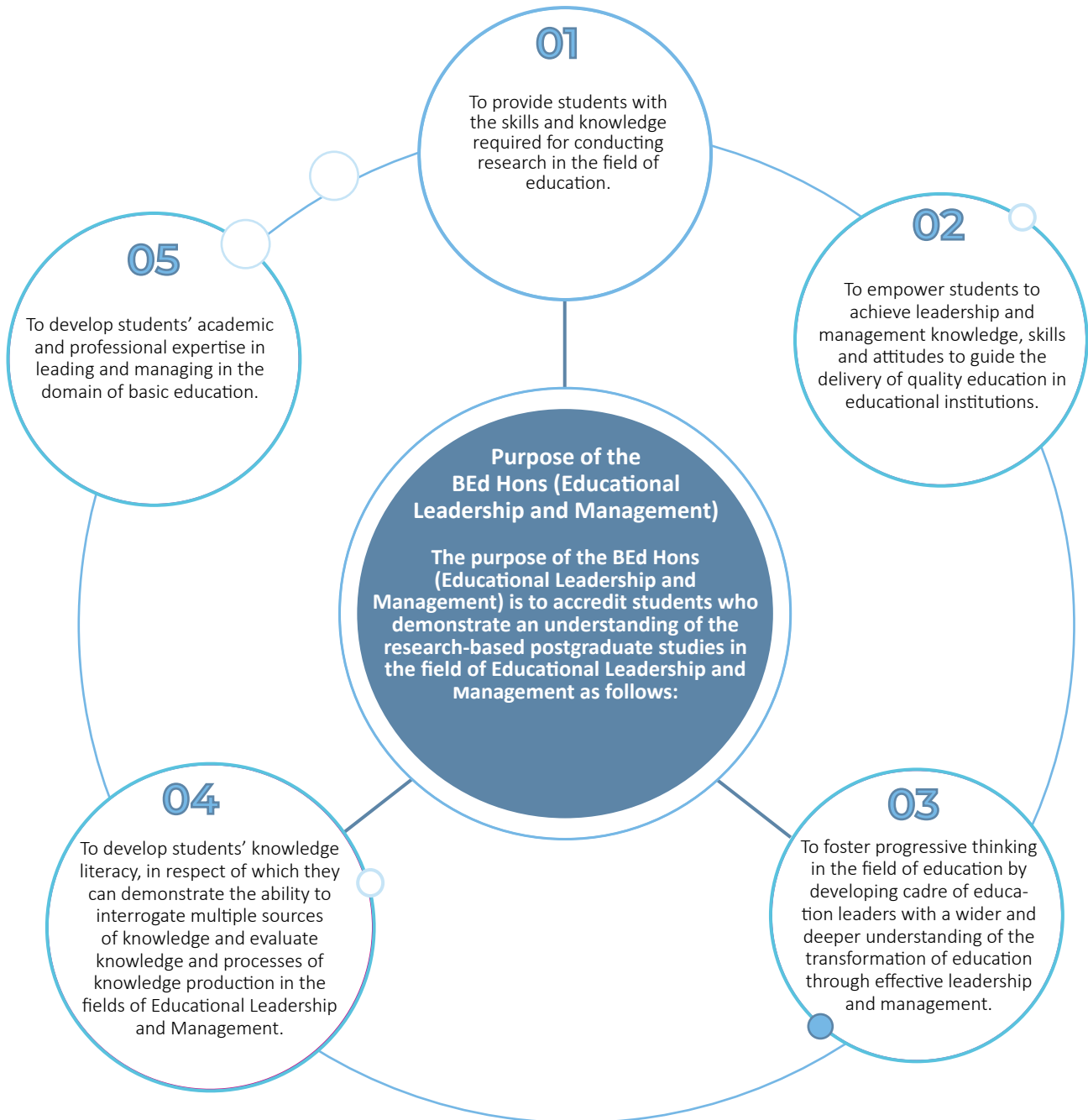
Edutel Higher Education (Pty) Ltd is registered with the Department of Higher Education and Training until 31 December 2025 as a private higher education institution under the Higher Education Act, 1997. Registration Certificate No.2017/HE07/001.

Is this qualification recognised?

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.

The qualification is accredited by the CHE/HEQC and registered on the NQF with SAQA ID 119903


2. BEd Hons (Educational Leadership and Management)




DURATION

Distance learning: Two years


ADMISSION REQUIREMENTS

 The minimum entry requirement is an approved bachelor's degree PLUS a recognised professional teaching qualification for example a bachelor's degree plus PGCE / HDE/ University Diploma in Education (UED)

OR

 A four-year professional teaching degree (such as a BEd)

OR

 A four-year teaching professional teaching qualification as well as an Advanced Diploma in Education (for example in Leadership and Management (Level 7))

TAKE NOTE: for foreign qualifications (qualifications completed outside of South Africa) completed, you will need to obtain a certificate of equivalence from the South African Qualifications Authority. Visit <https://dfqeas.saga.co.za/dfqeas/user/home> for further information.

Please contact us if you are not sure whether you comply with the admission requirements.

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.

Edutel accepts Recognition of Prior Learning as an integral part of the academic programme. Students can apply for Recognition of Prior Learning and will need to comply with all the admission requirements of the BEd Hons. (Educational Leadership and Management).



HOW TO APPLY FOR RPL

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

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 and/or online examinations on Edutel Online.

It is important that every student be computer literate. After registration, students will receive access to the online computer literacy workshop. This workshop guides you to



understand your computer, and the use of Microsoft Word, Excel and PowerPoint. It will also assist you to access the internet, use Microsoft Outlook for e-mails and with the storage of information. It is developed to assist you with writing e-mails to Edutel Higher Education, use Edutel Online and to complete and submit your assignments on Edutel Online.

3. Programme Structure: Two-Year Full-Time Distance Programme

| Two-Year Distance Learning | |
|--|---|
| First Year | Second Year |
| First Semester | |
| Contemporary Educational Leadership (CEL 811) | Financial and Ethical Leadership and Management of Schools (FES 812) |
| Introduction to Systematic Research Inquiry (ERP 811) Introduction to the research project This module is studied during the first and second semester of year 1 | Research Project in Educational Leadership and Management (ERP 800) This module is studied in both semesters of year 2 |
| Human Resource Development in Education (HRD 812) | |
| Second Semester | |
| Introduction to Systematic Research Inquiry (ERP 811) | Foundations of Law, Ethics and Values in Education (LEV 811) |
| Knowledge Based Education Management (KBM 811) | Research Project in Educational Leadership and Management (ERP 800) |
| Leading and Managing Learning Centred Schools (LML 812) | |

4. Brief Description of Modules

| Name of Module | Brief description of the purpose and content |
|--|--|
| Contemporary Educational Leadership (Code CEL 811) | Interpret and discuss concepts and reflect critically on theories associated with organisational leadership and change processes that can be used by leaders of 21st century educational institutions. |
| Introduction to Systematic Research Inquiry (Code ERP 811 - Introduction to the research project) | Understand and develop applicable research methods that would support the successful completion of a research project in the field of educational leadership. |
| Human Resource Development in Education (Code HRD 812) | Apply specialist and applied knowledge appropriately in the field of human resource development practices in an educational context. Understanding of the various approaches to learning and development within the context of education. |
| Knowledge Based Education Management (Code KBM 811) | Analyse the nature, characteristics, responsibilities and contextual determinants that influence a manager's role in 21st century schools. |
| Leading and Managing Learning Centred Schools (Code LML 812) | Apply theories associated with learning-centred leadership in schools with emphasis on the roles and responsibilities of a principal in supervising a school's instructional programme to improve learner achievement. |
| Financial and Ethical Leadership and Management of Schools (Code FES 812) | Develop insight into accountability and responsibility of educational leaders and managers in financial management and ethical leadership of schools. |
| Research Project in Educational Leadership and Management (ERP 800) | Execute a research project by conducting systematic inquiry to investigate phenomena identified in an educational leadership and management context. |
| Foundations of Law, Ethics and Values in Education (Code LEV 811) | Understand that law regulates the relationships in society orderly and equitably, conceptualise the diversity of ethics and identify values that they want to embrace, and then illustrate how these values will be promoted in their schools or classrooms. |



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 but have at their disposal a number of ways in which to facilitate their studies. 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 BEd Honours.



STUDY MATERIALS

On registration students will receive the following (electronically):

- 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.

No additional textbooks need to be purchased. All material will be provided in e-book format only.



LANGUAGE OF INSTRUCTION

The language of instruction (study) and for writing examinations is English.

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





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. A guide on how to access and use Edutel Online and different databases are included in the orientation video.

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 hour-long lectures/videos cover each theme in the study guide and 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 eight 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 Edutel Online 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 as on how to prepare for the examination.



CHAT ROOMS

After you have watched 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 the opportunity to clarify any academic challenges that you experience. Individual messages from the lecturers will provide guidance and support to conduct the research project.

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



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) and other online libraries.
- 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.



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 you may need to successfully complete your studies - anytime, and any place!

Edutel Online will give you easy access via your mobile phone, computer or tablet to:

- All your study material
- Tutorial letters 1 & 2
- 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 lecturers, support staff, and other important role players. This incredible tool will also send you notifications about your programme.

6. Assessment of Students

To assess 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

One three-part compulsory formative assignment per module must be completed and submitted on the Edutel Online platform, 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 semester mark). Students must obtain at least 40% in the assignment mark to qualify to write the examination in each module. The formative assignments are designed to adequately prepare students for examination.

Research modules will be assessed on the following manner:

Introduction to Systematic Research Inquiry: You will submit three sections of the research proposal as formative assignments on the due dates scheduled for submission of assignments. The marks for these assignments will contribute 30% to the final marks for this module. At the end of the first study year you must submit a research proposal. To pass this module the proposal must be accepted.

Research Project in Educational Leadership and Management: The submission of stages of the research project counts 30% towards the final mark for this module.

For examinable modules, final marks carry the following weights:

Your Assignment - contributes 30% to the final mark.

Your Examination - contributes 70% to the final mark.

Tutorial Letter 2 as well as the three multimedia lectures provide comprehensive feedback to students on formal assignments, as well as guidelines for preparation for the examination.

Summative assessment

One examination per module:

Research modules will be assessed in the following manner:

Introduction to Systematic Research Inquiry: you will need to submit an appropriate research proposal for conducting research of limited scope in a selected theme related to this programme, contributing to 70% of the final mark.

Research Project in Educational Leadership and Management : different sections of the research report must be submitted on the due dates scheduled. You will receive feedback on these sections to assist you with the writing of the final research report. Submission of a research report contributes 70% of the final mark.

7. 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 first semester modules in November and your second semester examination in June 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 in November.

Visit: www.edutel.co.za/bed-honours/ to register online.



8. Study Cost and Student Financial Aid

Students can pay cash in full or through three consecutive payments.

The cost to study the BEd Honours is indicated on the Application Form.

9. 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 allowed once you are accepted and registered as a student. Consideration will only be given in exceptional cases. You may cancel your studies, but you will remain liable for payment of your course fees.





- Assessment Policy
- Code of Conduct for Students
- Student Support Policy
- Disability Policy - Edutel Higher Education seeks to address any unfair discrimination on the basis of disability and thereby provides access for students who wish to further their studies.
- RPL Policy
- Ethics 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.

10. 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 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 the purpose of verification and to ensure compliance with the conditions of registration.

AB Pelser
CEO

11. 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 • Jolene Pillay- Programme Coordinator Administration |

12. Qualifications of Academic Staff

Academic Advisory Board

| | |
|--|---|
| Prof HJ Joubert (Academic Head) | BSc (UP), TDHE (NKP), FDE (CEFT), 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 LM Swanepoel | BA (UFS), HED (UFS), BEd Hons (UFS) MA (UFS), D.LITT (UFS) |
| Prof HJ van Vuuren | BA (UFS), HDE (UFS), BA Hons (UFS), BEd (UFS) MEd (UFS), PhD (NWU) |
| Dr D Naidu | BA (University of Westville), HED (Unisa), BEd (Unisa), FDE (Rand Afrikaans University), MEd (Rand Afrikaans University), PhD (Wits) |
| Dr JW van Rooyen | BSc (UP), TDHE (NKP), BSc Hons (RAU), BEd (UP), MEd (UP), PhD (UP) |
| Ms M Frazer | National Diploma Marketing (Technical Witwatersrand), BTech Marketing (UNISA), Masters in Commercial Marketing Management (UJ), Professional Diploma in Digital Marketing (Digital Marketing Institute) |

Academic Staff

| | |
|---|--|
| Prof RJ (Nico) Botha (Programme Coordinator) | BSc (UP), HED (UP), BEd (UP), MEd (UP), SLC (Indiana), DEd (Unisa) |
| Prof JW Badenhorst | BA (RAU), HDE (Unisa) , BEd Hons (Unisa), MEd (Unisa), DEd (Unisa) |
| Prof HJ Joubert | BSc (UP), THDE (NKP), FDE (CEFT), BEd (UP), MEd (UP), PhD (UP) |
| Prof R Mestry | TED (Transvaal College of Education), BEd(Unisa), MEd (RAU), DEd (RAU) |
| Prof AMF Pelser | BCom (Unisa), MCom (NWU), HDE (NWU), PhD (NWU) |
| Prof H van Vuuren | BA (UFS), HDE (UFS) , BEd Hons (UFS), MEd (UFS), PhD (NWU) |
| Dr BO Plaatjies | BTech(CUT), MEd (Cape Technicon), DEd (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



Contact Detail:
+27 (11) 760 3668

Mail:
customerservice@edutel.ac.za

Address:
Absa Building, 1st Floor
Cnr Ontdekkers Road & Crane
Avenue Horison, Roodepoort
1724