



EDUTEL

HIGHER EDUCATION

DIPLOMA IN GRADE R TEACHING



2021

(Valid From 1 March 2021)

SAQA ID 109561
NQF level 6



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www.edutel.ac.za



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 the 31st August 2021.
A revised prospectus will be available from the 1st September 2021**



- 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 Greeff
Acting Deputy Director-General: University Education

Date: 12 November 2018



1. General Information

Meet Edutel

Edutel Higher Education is part of Edutel Holdings, a group of companies specialising in the field of education and training, skills development and services. The first Edutel company started off in 1999 and in 2021 Edutel is celebrating 22 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 provisionally registered with the Department of Higher Education and Training until 31 December 2021 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 registered on the NQF, SAQA ID 109561

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



2. Diploma in Grade R Teaching

Purpose of the Diploma in Grade R Teaching



The Diploma in Grade R Teaching carries 360 credits and is a NQF Level 6 qualification. This is a distance education programme. After successfully completing this qualification, you may enrol for the Bachelor of Education Degree in Foundation Phase Teaching.

The Diploma in Grade R Teaching has been developed to meet specific national needs to provide prospective, as well as existing Gr R teachers, with specific knowledge and appropriate skills; i.e;







1. Specialisation in Home Language teaching, together with English as First Additional Language teaching. All students must study a Second Additional Language to meet the language requirements relating to conversational competence.
2. An ability to identify barriers to learning in early childhood and develop appropriate teaching and learning programmes to meet the needs of the identified students.
3. Develop the skill to adapt to multiple backgrounds and learning needs.
4. To empower teachers with important skills for the holistic development of the Grade R learner. The skills, values and attributes will enable Grade R learners to become successful and lifelong learners.
5. Professional development as a teacher to teach Grade R learners effectively.
6. Teaching practice (workplace integrated learning). WIL is a compulsory part of the programme where students spend four consecutive weeks of supervised teaching practice at schools during their second, third and fourth study years.



Duration

Minimum of three years. for unemployed students (Full-time) or four years for employed students (Part-time)

Admission requirements

-  National Senior Certificate (NSC) which grants access to diploma studies
OR
-  National Certificate (Vocational) NC (V) at NQF Level 4 which grants access to diploma studies
OR
-  A NQF level 4 or level 5 Certificate in Early Childhood Development
OR
-  A foreign qualification that is equivalent to the NSC as determined by SAQA
OR
-  A Further Education and Training Certificate (FETC) at NQF Level 4.
OR
-  Matriculated before 2008- National Senior Certificate

If you are not sure whether you comply with the admission requirements, please contact us.

Learning assumed to be in place

It is assumed that the student is competent in the Home Language of choice and English at Senior Certificate Level. The following home languages are offered: isiZulu, isiXhosa, Setswana, Sepedi, English or Afrikaans. Please note that at least 15 students must register before a specific language can be offered. Basic computer literacy will enable students to access the student support actions available.

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 Moodle.



The computer literacy online workshop is developed to assist you with writing e-mails to Edutel, accessing the internet to use Moodle and to complete and submit your assignments on Moodle. Should you not have access to a computer or the internet to access Moodle and the chat rooms, please visit the nearest Vodacom Teacher

Centre to do so.

Communication and ICT Skills is a compulsory module of the Diploma in Grade R Teaching. It is important that every student must be computer literate. This module guides you to understand your computer, how to use 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 after registration.

SACE Registration



All Diploma in Grade R Teaching students need to register with SACE after registering for the Diploma in Grade R Teaching. Please visit www.sace.org.za for more information regarding registering with SACE.

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 Diploma in Grade R Teaching.

How to apply for RPL

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



3. Programme Structure: Three Year Full Time Distance Programme

PLEASE NOTE:

EduTel offers students the option to enrol for the three year distance programme intended for those students that will study full time via distance learning or the four year distance learning programme for those students that work full time and study part time through distance learning

All modules are compulsory, including English as First Additional Language. The EXCEPTION is Home Language modules and Second Additional Language modules. Here students have a choice between the different Home Languages and Second Additional Languages where the student must select one Home Language and one Second Additional Language from the languages presented.

The Second Additional Language is determined by the Home Language choice. If Afrikaans is the Home Language, then one of the other listed African languages must be studied as the Second Additional Language (LoCC). If English is the Home Language, then one of the other listed African languages must be studied as the Second Additional Language.

Option 1: Three Year Full Time Distance Learning		
First Year	Second Year	Third Year
Home Language of choice- EHL 510 or SAF(AFR) 510 or SEP 510 or ZUL 510 or XHL 510 or SET 510, L5 [20C]	Home Language of choice: Early Literacy - EHL 620 or SAF(AFR) 620 or SEP 620 or ZUL 620 or XHL 620 or SET 620, L6 [20C]	Home Language of choice: Teaching & Learning - EHL 630 or SAF(AFR) 630 or SEP 630 or ZUL 630 or XHL 630 or SET 630, L6 [20C]
**Second Additional Language of choice (LoCC)- SAF(AFR) 510 or SSE 510 or SZU 510 or SXH 510 or SST 510, L5 [10C] Non-examinable module	**Second Additional Language of choice (LoCC)- SAF(AFR) 520 or SSE 520 or SZU 520 or SXH 520 or SST 520, L5 [10C] Non-examinable module	**Second Additional Language of choice (LoCC)- SAF(AFR) 530 or SSE 530 or SZU 530 or SXH 530 or SST 530, L5 [10C] Non-examinable module
Learnig Support and Diversity- IED 610 L6 [15C]- Non- examinable	Eductaion Psychology- EPS 620 L6 [15C]	Education Philosophies- EDP 610 L6[15C]
**Commuication and ICT Skills- CIT 510 L5 [15C]- Non- examinable	Health Safety and Nutrition- HSN 530 L6 [15C]	Education as a Profession- EDL 630 L6 [15C]
Life Skills: Beginning Knowledge- LBK 610 L6 [15C]	Teaching Life Skills: Creative Arts- LCP 620 L6 [15C]	Teaching Life Skills: Music and Movement- LAP 630 L6 [15C]



Teaching and Learning Mathematics - MAT 610 L6 [15C]	Teaching and Learning Mathematics - MAT 620 L6 [15C]	Managing Teaching and Learning in Grade R- PCM 620 L6 [15C]
English First Additional Language- ENG 510 L5 [15C]	English First Additional Language- ENG 520 L5 [15C]	English First Additional Language- ENG 530 L5 [15C]
School-based Teaching Practice- WIL 510 L5 [15C]	School-based Teaching Practice- WIL 520 L5 [15C]	School-based Teaching Practice- WIL 530 L5 [15C]

120 Credits

120 Credits

120 Credits

TOTAL number of credits for the programme = 360

**** No formal examinations will take place for these modules. For non-examinable modules, a quiz on Moodle will count 10% and two formal assignments contribute 45% each, to the final mark**

Programme Structure: Four Year Distance Programme

Option 2: Four Year Part Time Distance Learning

First Year	Second Year	Third Year	Fourth Year
Home Language of choice- EHL 510 or SAF(AFR) 510 or SEP 510 or ZUL 510 or XHL 510 or SET 510 L5 [20C]	Home Language of choice - EHL 620 or SAF (AFR) 620 or SEP 620 or ZUL 620 or XHL 620 or SET 620 L6 [20C]	Home Language of choice - EHL 630 or SAF(AFR) 630 or SEP 630 or ZUL 630 or XHL 630 or SET 630 L6 [20C]	
** Second Additional Language of choice (LoCC)- SAF(AFR) 510 or SSE 510 or SZU 510 or SXH 510 or SST 510 L5 [10C] Non-examinable module	** Second Additional Language of choice (LoCC)- SAF(AFR) 520 or SSE 520 or SZU 520 or SXH 520 or SST 520 L5 [10C] Non-examinable module	** Second Additional Language of choice (LoCC) - SAF(AFR) 530 or SSE 530 or SZU 530 or SXH 530 or SST 530 L5 [10C] Non-examinable module	Managing Teaching and Learning in Grade R- PCM 620 L6 [15C]
Learning Support and Diversity- IED 610 L6 [15C]	Education Psychology- EPS 620 L6 [15C]	Education Philosophies- EDP 610 L6 [15C]	Education as a Profession Studies- EDL 630 L6 [15C]
Life Skills: Beginning Knowledge- LBK 610 L6 [15C]	Teaching Life Skills: Creative Arts- LCP 620 L6 [15C]	Teaching Life Skills: Music and Movement – LAP 630 L6 [15C]	Health Safety and Nutrition- HSN 630 L6 [15C]



Teaching and Learning Mathematics- MAT 610 L6 [15C]		Teaching and Learning Mathematics – MAT 620 L6 [15C]	
English First Additional Language- ENG 510, L5 [15C]	English First Additional Language- ENG 520 L5 [15C]	English First Additional Language – ENG 530 L5 [15C]	
Communication and ICT Skills- ICT 510 L5 [15C] Non-examinable module	School-based Teaching Practice- WIL 510 L5 [15C]	School-based Teaching Practice- WIL 520 L5 [15C]	School-based Teaching Practice- WIL 530 L5 [15C]

105 Credits

90 Credits

105 Credits

60 Credits

TOTAL number of credits for the programme = 360 * Only 60 credits in Third year to allow for possible repetition.

***** No formal examinations will take place for these modules. For non-examinable modules, a quiz on Moodle will count 10% and two formal assignments contribute 45% each, to the final mark***

Work-Integrated Learning (WIL)

Work Integrated Learning (WIL) is the term given to educational activities that integrate academic learning of a discipline with its practical application in the workplace. The aim is to ensure that students develop the ability to integrate their learning through a combination of academic and work-related activities.

Students are required to select a school in the area they live where Grade R is being taught. The school must have an appointed HOD for ECD/Foundation Phase and an EMIS number. Apart from selecting a qualifying school, the school must also make a mentor teacher available to mentor and assess you, during WIL.

Edutel Higher Education reserves the right to approve or not to approve of the selected school. Should Edutel Higher Education not approve of the school, the student will be required to select another school, complete the appendices again and submit to Edutel Higher Education.

Once Edutel has approved the school it is accepted that you will complete your WIL at the specific school. Should you for some reason wish to change your school, please inform the Registrar of such change, to obtain approval of the new chosen school.

Should you register between 1 September and 28 February, you will be required to do your WIL either in August and/or September. Should you register between 1 March and 31 August, you will be required to do your WIL in February and/or March.

During the 12 weeks' school-based teaching practice (WIL), the students will engage in teaching within the professional school environment, under the supervision of experienced teachers as mentors, and be formally assessed by suitably qualified assessors of Edutel Higher Education during the last 4 weeks of school-based teaching practice (WIL) in third year for full-time distance learners and in the fourth year for part-time distance learners.

Note:

- **All students enrolled for the three year full time distance programme will start with the four weeks of teaching practice (WIL) in the second part of their first year.**
- **All students enrolled for the four year part time programme will start with the four weeks of teaching practice (WIL) in the second part of the year of their second study year.**



How do you study at Edutel Higher Education?



The Diploma in Grade R 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 learning material provided, but have at their disposal several ways in which to supplement their studies.

Learning materials



On registration students will receive the following:

- An **Administrative Booklet** containing all the administrative information they will require to complete their studies successfully.
- A **Learning Guide** for all modules that are written in the format of the discussion that would have taken place between the student and the lecturer in a contact situation.
- A **Tutorial Letter** for each module to guide their studies.



Language of study

The language of study and for writing examinations is English. Should the subject you are writing be an African Home Language, then the examination will be written in the specific home language you have selected.

4. Student Support

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

- Postal services
- e-mail
- Moodle learning platform
- Multimedia lectures
- SMS's
- WhatsApp
- Facebook
- Twitter
- Telephone
- Fax



Orientation

Upon registration with each new intake, orientation and multimedia lectures applicable to your qualification will be sent to you with your welcome letter, via e-mail. These multimedia lectures contain information on the qualification, programme structure, purpose, content and delivery of this programme. The multimedia lectures include the contact details of the Module Coordinators. These contact details should make it easier for you, should you have an inquiry.



Multimedia lectures

Edutel conducts its contact sessions through the use of multimedia lectures. These multimedia lectures will be presented by the respective Module Coordinators, who are subject matter experts, to ensure you only receive the very best. You will receive a WhatsApp and a letter to confirm the release dates of these Multimedia lectures.

The distribution of the Multimedia lectures will be via the existing Edutel student WhatsApp Groups. These videos will be uploaded on the Edutel Moodle platform to be revisited at your leisure as many times as needed. These multimedia lectures will support you, studying through the themes of each module, provide guidance to complete assignments and preparation for the examination.

You will receive multimedia lectures for each module as per the notifications on WhatsApp, and in confirming letters. In the multimedia lectures the Module Coordinators will discuss the themes and the activities in the modules. You will receive guidelines on how to answer questions on the compulsory assignment.

After the marking of the assignments, you will receive three multimedia lectures. The three multimedia lectures will comprise of a summary of the module, remarks on general problems experienced on the answers given in the marked assignments, study tips and a discussion on how examination questions should be read and answered.

Chat room

After you have watched a multimedia lecture, you have the opportunity to communicate with the Module Coordinator via the Chat feature on Moodle.

Benefits

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

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

DVD or USB Memory Stick

Should you be unable to download the multimedia lectures from our website (Moodle) or cannot receive it via WhatsApp, a DVD or a USB memory stick can be purchased from Edutel at the cost of a DVD or USB stick, plus postage.

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 that are 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.



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

One formal assignment for examinable modules must be completed and submitted on the Moodle Platform. For non-examinable modules you will complete and submit two formal assignments

All assignments will consist of three components (a quiz, short questions and long type of questions). The compulsory assignment is divided into three components giving you more opportunities to obtain a good year mark. The quiz makes up/contributes 10%, the short questions make up/contribute 40% and the long questions make up/contribute 50% of the assignment mark. The marks of the quiz and the assignments will be calculated to determine your year mark. This will help you obtain a good assignment mark and to adequately prepare for the examination.

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.

For non-examinable modules, a quiz on Moodle will count 10% and two formal assignments contribute 45% each, to the final mark.

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

Assignments must be submitted via Moodle.

Summative assessment

All modules (excluding Second Additional Language modules and the ICT module) will be assessed through a formal examination which will be conducted on an annual basis.

Annual Examinations

If you register before 28th February, you will write your exams on all examination modules during the November examination the same year

Should you register before 31st August you will write an examination on all your examination modules during May the following year.

Supplementary Examinations

Students must achieve a subminimum of 40% in the examination to qualify for the supplementary examination. Supplementary examinations will be completed and submitted on Moodle in January and July, depending on the academic cycle for which a student enrolled.

What about other modules failed?

All modules that are not progression modules can be rewritten during May or November examinations.



A student must achieve at least a sub-minimum of 40% in the assignment which consists of a quiz that counts 10%, short questions that count 40% and a long question assignment that counts 50% to be allowed to write the examination. Pass mark for all modules is 50%.

6. Rules of Combination

Rules of combination - Diploma in Grade R Teaching

The programme is designed and structured in such a way that it forms an integrated programme, which 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 work-integrated modules (Teaching Practice) is emphasised in all modules.

Progression Modules

A pre-requisite for enrolling for second-year modules in the elected Home Language, English First Additional Language and elected Second Additional Language modules is the successful completion of the first-year modules.

A pre-requisite for enrolling for the third- year modules in the elected Home Language, English First Additional Language and elected Second Additional Language modules is the successful completion of the first- and second-year modules.

A pre-requisite for enrolling for the Teaching and Learning Mathematics module MAT620 is the successful completion of the Teaching and Learning Mathematics module MAT610. Complying with the requirements for Work Integrated Learning (WIL) modules during all three years of study is a requirement to complete the qualification.

7. When can I register?

There are two study cycles per academic year. Every new intake is given a reference name such as Alpha, Bravo, Charlie etc. All students enrolling after 1st March 2021 will write examinations on an annual basis, in line with your study cycle.

Study Cycle 1

Register between 1 March and 31 August.
Examination in May/June the following year.

Study Cycle 2

Register between 1 September and 28 February.
Examination in November the same year.

Annual Examination during May and November pending when you required
Visit: www.edutel.ac.za/grade-r-diploma/ to register online.



8. 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 cost to study the Diploma in Grade R Teaching can be found 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. This includes, but are not limited to:

- Cancellation Policy- Cancellations of course fees will not be accepted 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 to pay 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 to these students who wish to further their studies.
- RPL Policy
- 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 Moodle.





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 Education and is accredited to offer the programmes reflected in this brochure.
- » Edutel Higher Education (Pty) Ltd will not exceed the 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 to ensure compliance with the conditions of registration.

AB Pelsler
CEO

11. Names of Directors, Chief Executive and Senior Management

Directors	<ul style="list-style-type: none"> • Andries Bernardus Pelsler • Oscar Stephen Bashing • Jolene Pillay
Chief Executive Officer	<ul style="list-style-type: none"> • Andries Bernardus Pelsler
Senior Management	<ul style="list-style-type: none"> • Oscar Stephen Bashing- General Manager • Prof Rika Joubert- Academic Head • Kevin Schoultz- Registrar • Mariaan Trollip- Academic Programme Coordinator • Jolene Pillay- Programme Coordinator Administration



12. Names and Qualifications of Academic Staff

Academic Advisory Board

Prof HJ Joubert (Academic Head)	BSc (UP); TDHE (NKNWUP); FDE (CEFT); BEd (UP); MEd (UP); PhD (UP)
Dr 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)
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)
Dr J Lotz	Diploma (Senior Primary) (P.O.K.); BA Psychology, Sociology (UNISA); BEd (Orhtopedagogics) (UP); MEd (Orhtopedagogics) (UP); DEd (Adult Education) (UNISA)
Dr JW van Rooyen	BSc (UP); TDHE (NKP); BSc Hons (RAU); BEd (UP); MEd (UP); PhD (UP)
Dr MA Mohlakwana	BA, TDHE, BEd (UP), MEd (UP), PhD (UP)

Academic Staff

Ms M Trollip Academic Programme Coordinator	Diploma Junior Primêr; Hoër Onderwysdiploma Preprimêre Onderwys; BEd (Hons) Inclusive Education
Ms E Dolamo	BA Ed (University of the North); BEd (UP) MEd (Environmental Education) (UP)
Dr J Drotsky	Higher Diploma in Education, BA, BA (Hons), MA, D Litt
Ms J Duvenhage	HDE: Remedial Teaching BA spec. in Afrik. Psych & Bib. Studies.
Dr J Fraser	THOD (PU), FDE (Gifted Children), BEd Hons (Natal), MEd (UP), PhD (UP), ACE
Ms A Kemp	Higher Diploma in Education (Pretoria College of Education), Further Diploma in Education (RAU), BEd Hons (UP)
Ms A Lombard	BA Ed: Junior Primary
Ms T Mabatha	MEd (UJ), BEd Hons (NWU Potchefstroom Campus), BTech Management (TUT) , PTD (SACTE), PTC (Mokopane College)
Dr X Mati	MBA (Milpark Bus Sch), PhD Lang Ed (UNISA), MA Lang Tch Lrn (US), BEd (UCT), BA (UWC), STD (Griffiths Mxenge Col Ed)
Mr E Visser	BEd Educ. Man. Law, Pol.; HED: Senior Primary

For a comprehensive list of services offered by Edutel Group visit our website at:

www.edutel.ac.za

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CONTACT US

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