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Provisionally registered with the Department of Higher Education and Training until December 2021 as a private higher education institution under the Higher Education Act, 1997. Registration Certificate No.2017/HE07/001.

October 2020

Dear Valued Student

The COVID-19 pandemic has affected everyone in South Africa and the world at large. Many new challenges have been experienced, and our valued students have also been affected. It was necessary to alter arrangements with regard to our orientation sessions, contact sessions and we had to postpone our May 2020 examination to November 2020. On a more positive note, I must also congratulate our students who submitted their assignments - notwithstanding the challenges brought about by COVID-19. This confirms that you are determined to complete your programme successfully.

During June 2020 we conducted our first online Zoom contact sessions. Thereafter we conducted a survey amongst our students to determine where they were experiencing challenges pertaining to connectivity. Through excellent participation in the survey and the feedback received, we identified a few areas where students need support. I will address these areas in this letter. Should you need any further support, you are welcome to contact me directly using my email address, kevin@edutel.ac.za. Be assured that your success as a student is of high importance to us.

Please take note of the information below:

PowerPoint Video lectures

In order to be more effective, and considering the data cost involved in participating in a Zoom session, a decision was taken to rather make use of PowerPoint videos to conduct future contact sessions. The PowerPoint videos will be presented in the format of lectures. These PowerPoint videos will be presented by your respective Module lecturers (Module Coordinators), who are subject matter experts and who will ensure that you receive the very best support. These PowerPoint videos will replace the live Zoom sessions that were planned for the month of October. The videos will be sent to you between 4 pm and 5 pm (in line with the PowerPoint video dates included at the end of this letter) via the existing Edutel student WhatsApp Groups that you are part of, and will also be placed on our website (Moodle) to be revisited at your own leisure - as many times as is necessary. If you are not part of a WhatsApp group, please forward your WhatsApp cell number, full name and Intake details to Theresa Low via email to art@edutel.ac.za.

DVD or USB Memory Stick

If you are unable to download the PowerPoint videos from our website (Moodle), or receive it via WhatsApp, you have the option of ordering the video on a DVD or USB memory stick (at the cost of a DVD or USB stick, and postage) from Edutel. Should you prefer this option, you can send an email to art@edutel.ac.za for more information.

Moodle Chat

After you have watched a PowerPoint video, you have the opportunity to communicate with the lecturer via the Chat feature on Moodle. You can post your questions and the lecturers will access Moodle daily to see if there are any questions or comments from students to assist and improve student support. This could be of great value to you as a student and is highly recommended as you will be able to clarify any academic enquiries directly with your Module lecturer (Module Coordinator).

Network or Connectivity challenges

We are aware that some students are experiencing network or connectivity challenges. To bridge this, you can visit your nearest Vodacom Teachers Centre for better access to Wi-Fi and network signals. The address list for all centres can be found on Moodle. You also have other options which include your local library, shopping mall or even a restaurant near you.

Zero Rating of Edutel Website (Moodle)

The Department of Higher Education is in the process of zero rating the Edutel website - this will allow you to download educational content at no cost to yourself. This excludes Zoom sessions (if any) and PowerPoint videos. More information as to which service providers are included in the zero rating will be posted on Moodle once the Department confirms with Edutel.

Smartphones Storing Capacity

Please note that should you make use of a smartphone to download the Power Point videos, your Smartphone only has a limited capacity to store information. Thus, it is advisable that you determine your phone's capacity – or rather store such downloads on a desktop/laptop/USB stick.

Download WhatsApp to your PC

You can download WhatsApp on your PC by using the link <https://www.whatsapp.com/download>. This will help you to download and save the PowerPoint videos on your PC.

Fundi Loan – Laptop Purchase

Should you be considering purchasing a new laptop, Smartphone, tablet or desktop, you are welcome to contact Fundi. Fundi offers you the option of applying for a loan to purchase a laptop through their suppliers. For more information in this regard, please see the attached information, or contact them on 0860 55 55 44.

Assignments on Moodle

We have had a number of newly registered students contacting us with regard to their assignments. Please take note that all students who registered with Edutel from 1 March 2020 to 30 September 2020 will only be able to access their assignments on Moodle as from 1 October 2020 when their academic cycle starts.

Moodle & ICT Training

Should you need more training on how to access Moodle - or ICT training - you can click on the following links. Moodle training: <http://www.edutel.co.za/zoom-and-moodle/>

ICT training

Theme 1: Introduction	http://www.edutel.co.za/ict-theme-1-final/
Theme 2: Microsoft Word - Part 1	http://www.edutel.co.za/theme-2-microsoft-word-part-1/
Theme 2: Microsoft Word - Part 2	http://www.edutel.co.za/theme-2-microsoft-word-part-2/
Theme 2: Microsoft Word - Part 3	http://www.edutel.co.za/theme-2-microsoft-word-part-3/
Theme 2: Microsoft Word - Part 4	http://www.edutel.co.za/theme-2-microsoft-word-part-4/
Theme 2: Microsoft Word - Part 5	http://www.edutel.co.za/theme-2-microsoft-word-part-5/
Theme 3: Microsoft Excel – Part 1	http://www.edutel.co.za/theme-3-microsoft-excel-part-1/
Theme 3: Microsoft Excel – Part 2	http://www.edutel.co.za/theme-3-microsoft-excel-part-2/
Theme 3: Microsoft Excel – Part 3	http://www.edutel.co.za/theme-3-microsoft-excel-part-3/
Theme 4: PowerPoint	http://www.edutel.co.za/theme-4-powerpoint_final/
Theme 5: Managing files and folders	http://www.edutel.co.za/theme-5-managing-files-and-folders_final/
Theme 6: Internet	http://www.edutel.co.za/theme-6-internet_final/
Theme 7: Microsoft Outlook	http://www.edutel.co.za/theme-7-microsoft-outlook_final/

PowerPoint Video and March/July 2021 Assignment Dates

Please see below two schedules for each Programme:

A. Feedback on Assignments and Guidance on November 2020 Examination

B. PowerPoint Video and Submission Dates for March/July 2021 Assignments **(REVISED)**

A. Feedback on Assignment Submission and Guidance for the November 2020 Examination

ADVANCED DIPLOMA IN SCHOOL LEADERSHIP AND MANAGEMENT (ADE)		
PPT VIDEO DATE	MODULE	INTAKES
Mondays 05 October 2020 12 October 2020 19 October 2020	Leading and Managing Schools as Organizations (LMSO 711)	Intake 5 - Echo Intake 6 - Foxtrot
Tuesdays 06 October 2020 13 October 2020 20 October 2020	Leading and Managing People and Change (LMPC 711)	Intake 4 - Delta Intake 5 - Echo
Wednesdays 07 October 2020 14 October 2020 21 October 2020	Leading and Managing Teaching and Learning (LMTL 712)	Intake 3 - Charlie Intake 4 - Delta
Thursdays 08 October 2020 15 October 2020 22 October 2020	Working with and in the Community (WSWC 712)	Intake 2 - Bravo Intake 3 - Charlie

DIPLOMA IN GRADE R TEACHING (GR. R)		
PPT VIDEO DATE	MODULE	INTAKES
Mondays 05 October 2020 12 October 2020 19 October 2020	Home Languages (EHL 510, AFR 510 or SEF 510 or ZUF 510 or XHF 510 or SET 510)	Intake 1 - Alpha Intake 2 - Bravo
Tuesdays 06 October 2020 13 October 2020 20 October 2020	Life Skills: Beginning Knowledge (LBK 610) Communication and ICT Skills (ICT 510)	Intake 1 - Alpha
Wednesdays 07 October 2020 14 October 2020 21 October 2020	Learning Support and Diversity (IED 610)	Intake 1 - Alpha Intake 2 - Bravo
Thursdays 08 October 2020 15 October 2020 22 October 2020	Teaching & Learning Mathematics (MAT 610)	Intake 1 - Alpha
Fridays 09 October 2020 16 October 2020 23 October 2020	English First Additional Language (ENG 510)	Intake 1 - Alpha

ADVANCED CERTIFICATE IN FOUNDATION PHASE TEACHING (ACTF)		
PPT VIDEO DATE	MODULE	INTAKES
Mondays 05 October 2020 12 October 2020 19 October 2020	English First Additional Language (ENG 611)	Intake 1 - Alpha
Wednesdays 07 October 2020 14 October 2020 21 October 2020	Education as a Profession (EFP 611)	Intake 1 - Alpha

B. PowerPoint Video and Submission Dates for March 2021 Assignments - REVISED

ADVANCED DIPLOMA IN SCHOOL LEADERSHIP AND MANAGEMENT (ADE)			
PPT VIDEO DATE	ASSIGNMENT DUE	MODULE	INTAKES
Mondays 18 January 2021 25 January 2021 01 February 2021 08 February 2021 15 February 2021	03 March 2021	Leading and Managing Schools as Organisations (LMSO 711)	Intake 7 - Golf
Tuesdays 19 January 2021 26 January 2021 02 February 2021 09 February 2021 16 February 2021	03 March 2021	Leading and Managing People and Change (LMPC 711)	Intake 6 - Foxtrot

Wednesdays 20 January 2021 27 January 2021 03 February 2021 10 February 2021 17 February 2021	03 March 2021	Leading and Managing Teaching and Learning (LMTL 712)	Intake 5 - Echo
Thursdays 21 January 2021 28 January 2021 04 February 2021 11 February 2021 18 February 2021	03 March 2021	Working with and in the Community (WSWC 712)	Intake 4 - Delta
Fridays 22 January 2021 29 January 2021 05 February 2021 12 February 2021 19 February 2021	05 May 2021 06 April 2021	Professional Portfolio and Workplace Research (PPWP 700) PART I - 5 videos PART II - 5 videos	PART I Intake 6 - Foxtrot PART II Intake 4 - Delta

Intake 2 & Intake 3: PowerPoint Video and Submission Dates for March 2021 Assignments
Intake 1: PowerPoint Video and Submission Dates for July 2021 Assignments

DIPLOMA IN GRADE R TEACHING (GR. R)			
PPT VIDEO DATE	ASSIGNMENT DUE	MODULE	INTAKES
Mondays 18 January 2021 25 January 2021 01 February 2021 08 February 2021 15 February 2021	03 March 2021	Home Languages 1st Year - English (EHL 510) - Sepedi (SEF 510) - Setswana (SET 510) - isiZulu (ZUF 510) - isiXhosa (XHF 510)	Intake 3 - Charlie
Mondays 22 March 2021 29 March 2021 12 April 2021 19 April 2021 26 April 2021	19 July 2021	- Education Psychology (EPS 620)	Intake 1 – Alpha
Tuesdays 19 January 2021 26 January 2021 02 February 2021 09 February 2021 16 February 2021	24 March 2021 10 March 2021	Communication and ICT skills (ICT 510) Second Additional Languages 1st Year - Sepedi (SES 510) - Setswana (STS 510) - IsiZulu (AZU 510) - IsiXhosa (XHS 510) - Afrikaans (SAF 510)	Intake 2 - Bravo Intake 3 - Charlie

Tuesdays 23 March 2021 30 March 2021 6 April 2021 13 April 2021 20 April 2021	26 July 2021	Teaching Life Skills: Creative Arts and Physical Education (LCP620)	Intake 1 – Alpha
Wednesdays 20 January 2021 27 January 2021 03 February 2021 10 February 2021 17 February 2021	17 March 2021 17 March 2021	Learning Support and Diversity (IED 610) AND English 1st Additional Language (ENG 510)	Intake 3 – Charlie Intake 2 - Bravo
Wednesdays 24 March 2021 31 March 2021 7 April 2021 14 April 2021 21 April 2021	28 July 2021	English 1st Additional Language (ENG 520)	Intake 1 – Alpha
Thursdays 21 January 2021 28 January 2021 04 February 2021 11 February 2021 18 February 2021	10 March 2021	Teaching & Learning Mathematics (MAT 610)	Intake 2 - Bravo
Thursdays 25 March 2021 1 April 2021 8 April 2021 15 April 2021 22 April 2021	14 July 2021	Home Languages 2nd Year - English (EHL 620) - Sepedi (SEF 620) - Setswana (SET 620) - isiZulu (ZUF 620) - isiXhosa (XHF 620)	Intake 1 – Alpha
Fridays 22 January 2021 29 January 2021 05 February 2021 12 February 2021 19 February 2021	03 March 2021	Life Skills: Beginning Knowledge (LBK 610)	Intake 2 - Bravo
Fridays 26 March 2021 9 April 2021 16 April 2021 23 April 2021 30 April 2021	21 July 2021 23 September 2021 (Portfolio Due Date)	Second Additional Languages 2nd Year - Sepedi (SES 520) - Setswana (STS 520) - IsiZulu (AZU 520) - IsiXhosa (XHS 520) - Afrikaans (SAF 520) AND - Work Integrated Learning (WIL 510)	Intake 1 – Alpha

PowerPoint Video and Submission Dates for March 2021 Assignments

ADVANCED CERTIFICATE IN FOUNDATION PHASE TEACHING (ACTF)			
PPT VIDEO DATE	ASSIGNMENT DUE	MODULE	INTAKES
Mondays 18 January 2021 25 January 2021 01 February 2021 08 February 2021 15 February 2021	03 March 2021	English First Additional Language (ENG 611)	Intake 2 - Bravo
Tuesdays 19 January 2021 26 January 2021 02 February 2021 09 February 2021 16 February 2021	03 March 2021	Home Languages - English - isiZulu - isiXhosa - Sepedi - Setswana - Afrikaans	Intake 1 - Alpha
Wednesdays 20 January 2021 27 January 2021 03 February 2021 10 February 2021 17 February 2021	10 March 2021	Education as a Profession (EFP 611)	Intake 2 - Bravo
Thursdays 21 January 2021 28 January 2021 04 February 2021 11 February 2021 18 February 2021	10 March 2021	Inclusive Education	Intake 1 - Alpha

Who to contact for assistance?

Please consult your Administration Booklet for a list of contact persons should you need further assistance. You are also most welcome to contact me (kevin@edutel.co.za) should you not be clear on any of the aspects addressed in this letter, or for any support you may need to ensure you complete your programme successfully.

We are here to help you as your success is extremely important to us.
 Wishing you the very best for the remainder of the 2020 academic year.

Kind Regards



Kevin Schoultz
Registrar