

FACULTY OF EDUCATION

Open Distance Learning(ODL)

2017



BEd Foundation Phase
Prospectus (Information Booklet)



NORTH-WEST UNIVERSITY
YUNIBESITHI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT

®

BEd Foundation Phase

**SCHOOL OF HUMAN AND SOCIAL SCIENCES FOR EDUCATION
(SHSS)**

Open distance learning students

Information booklet

2017

**North-West University
Potchefstroom Campus
Faculty of Education Sciences**

Contact details:

1. NWU

Tel: 018 285 5900

Fax: 087 234 4957

Website: <http://distance.nwu.ac.za/>

<http://distance.nwu.ac.za/contact-us-general-information>

e-mail: DistancePotch@nwu.ac.za

sms: Send SMS to **43366 NWU**[Space]**Studentnumber**[Space]

Subject code[Space]**And the question**

2. Direct all written correspondence to:

2.1 Academic matters:

The Academic manager for Education Sciences: Unit for Open Distance Learning

Building B11
North-West University
Private Bag X6001
Internal Box 539
Potchefstroom
2520

2.2 Administrative matters:

The Unit for Open Distance Learning (UODL)
Building B11A
North-West University
Private Bag X6001
Internal Box 539
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PLEASE MENTION YOUR STUDENT NUMBER IN ALL CORRESPONDENCE

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Dean's Letter

Dear ODL student

I would like to welcome you as a student to the North West University's Faculty of Education and trust that your association with the Faculty will be a pleasant one.

As you may be aware, the University Council has resolved on a unitary structure and as of 2017 the NWU will no longer function as separate campuses. At the time of finalising the ODL information booklets, the structures had not yet been finally approved and I therefore invite you to please keep an eye on the NWU website, where information will be posted regarding the Faculty's structures and officials.

I wish to assure you that the current management of the three campuses are agreed that the quality of the academic programmes and the support to you as a distance student are non-negotiable.

The following information details the phasing out and phasing in of the Faculty's distance programmes and sets out the articulation route for Education qualifications:

The NPDE (NQF Level 5) is being phased out completely and will not be replaced with another qualification. All prospective teachers will now have to register for a BEd (NQF Level 7). The Faculty already began offering the Diploma in Grade R Teaching in 2013 and the BEd (Foundation Phase) in 2016 and will be offering the BEd (Senior & FET Phase) and the Advanced Diploma in Teaching from 2017. The BEd (Intermediate Phase) is to be offered from 2018 in the distance mode, pending SAQA approval.

Students who have obtained an NPDE may enrol for the ACT (NQF Level 6). The Faculty is already offering the ACT in the Foundation Phase and Intermediate Phase and intends to offer the ACT in the Senior and FET Phases from 2018, pending SAQA approval.

The ACT will now replace the old ACE, which was also an NQF Level 6 programme. Please note that both the ACE and the ACT grant students admission to the ADE (NQF Level 7), after which students may enrol for a PGDip or a BEdHons, which are both at NQF Level 8. The difference between the two qualifications is that the BEdHons has a research component, which allows students to enrol for a master's degree once having obtained a BEdHons, should all admission requirements be met. Students with a PGDip who wish to further their studies will first have to pass the research component and fulfil the requirements set by the Faculty before they will be permitted to enrol for a master's degree.

This prospectus (information booklet) details all the relevant administrative arrangements relating to your studies in 2017. Please

diarise the dates and times regarding contact sessions and the submission of assignments, tests and examinations as they pertain to you.

Highly qualified academics in the various disciplines in the Faculty are available to you, as are the University's library and information technology systems. You will find that, in addition to being experts in their respective fields, your lecturers are people with an understanding of the challenges and problems that students have to deal with. Similarly, we ask that you too demonstrate an understanding for the lecturers, who, like you, have to work according to target dates.

Most important is that you have made the momentous decision to better equip yourself for your future. Good luck with your studies and may you enjoy the journey towards the attainment of your qualification.



Prof Robert J Balfour

Dean of the Faculty of Education Sciences, Potchefstroom campus (2017)

Assigned chairperson of the Education Joint Executive Committee (2017)

What is open distance learning?

Open learning is an approach that combines the principles of learner centeredness, lifelong learning, flexibility provision, the removal of barriers to learning, accessibility to learning, the recognition of prior learning, the provision of learner support, the construction of learning programmes in the expectation that learners can succeed, e-learning and the maintenance of rigorous quality assurance.

The Unit for Open Distance Learning (UODL) at the Potchefstroom Campus delivers several distance programmes on behalf of the faculties at a number of open-learning centres in Southern Africa. Distance-learning programmes are offered on the following principles:

- a) Each programme has a minimum and maximum duration in order to complete the studies.
- b) Students have a number of assessment opportunities (examinations) during a study period, and all modules can be written at each assessment opportunity.
- c) Students do not have a second examination opportunity directly after the first attempt. If they fail the first attempt (e.g. in June), they can write the failed module during the next examination opportunity (e.g. in November). A valid participation mark will give the student access to two examination opportunities, after which a student must generate a new participation mark.
- d) Contact classes are mainly presented by means of interactive whiteboard. All modules presented by means of interactive whiteboards are stored on the internet for students to access at a later stage.
- e) Students are supported by means of a call centre, eFundi, and contact with lecturers and facilitators.
- f) Examinations are written at several examination centres throughout Southern Africa, but the NWU can request students to write a specific module (e.g. Computer Science) at the Potchefstroom Campus.

1 General Academic Rules for ODL-programmes

(Aligned with the NWU's Academic Rules)

1.1 Admission requirements to programme(s)

The admission requirements for all formal academic qualifications offered by the University are set out in the Admission Policy as approved by Senate and Council
<http://www.nwu.ac.za/sites/www.nwu.ac.za>

1.2 ODL examination opportunities

ODL examination opportunities are scheduled during June/July and October/November of every year. Students can write any exam during either June/July or October/November of each year. Examination opportunities and information are communicated to students through the relevant prospectus (programme information booklet) and time tables, the NWU and OLG websites and eFundi. The number of examination opportunities per module is determined according to the maximum study period for the qualification for which the student is registered.

NWU web address: <http://www.nwu.ac.za/sites/www.nwu.ac.za>

IMPORTANT NOTICE

Recommendation when taking modules during your study period.

It is strongly suggested that the following modules are completed consecutively in the proposed order as the content of initial modules provide an essential basis for concept forming in following modules. Following the suggested order will thus greatly contribute to a student's progress as subsequent modules build onto preceding modules and will promote meaningful knowledge construction.

First Year		Second Year	
EDCC116 →	EDCC126	EDCC216 →	EDCC225
MFPC111 →	MFPC121		
AFRF111 →	AFRF121	AFRF211 →	AFRF221

or	or
ENFF111 → ENFF121	ENFF211 → ENFF221
or	or
SEFF111 → SEFF121	SEFF211 → SEFF221
or	or
ZUFF111 → ZUFF121	ZUFF211 → ZUFF221
or	or
PEFF111 → PEFF121	PEFF211 → PEFF221
or	or
SOFF111 → SOFF121	SOFF211 → SOFF221
	AFAF211 → AFAF221
	or
	ENAF211 → ENAF221
	or
	SEAF211 → SEAF221

1.3 Admission to examinations

According to Academic Rules A.2.4.2 and A3.4.2 any student who has obtained the required proof of participation and/or participation mark as prescribed, will be admitted to the examination in the module concerned.

A participation mark will allow a student a second consecutive examination opportunity, should they fail the first attempt.

1.4 Participation mark

Participation mark means the mark awarded to a student in a module within a prescribed period by means of formative assessment for the completion of those teaching-learning activities that are required as part of the study within the module.

A participation mark for modules in ODL-programmes is obtained by successfully completing and obtaining an assignment mark for the prescribed assignment(s) as stipulated.

An assignment mark contributes towards the participation mark for two exam opportunities only. Thereafter a new assignment must be submitted for a new participation mark in order to gain admission to write the examination in that module.

1.5 Module mark

A module mark is a mark calculated according to a formula that is determined from time to time for each module in terms of faculty rules. The formula is based on the participation mark and the examination mark awarded to a student in a module;

Calculating the module mark:

- For first year modules in the BEd (except when stated otherwise in a particular curriculum), the participation mark carries a weight of 40% and the examination mark a weight of 60% towards the final module mark.
- For second year modules in the BEd (except when stated otherwise in a particular curriculum), the participation mark carries a weight of 50% and the examination mark a weight of 50% towards the final module mark.

NB Students should always keep a copy of their assignments

1.6 Unsatisfactory academic performance

A student whose academic performance is found to be unsatisfactory will receive a formal written warning from the Dean: FES or an administrator authorised by him. Thereafter, if progress is still not satisfactory, the student could be dealt with in terms of General Academic Rules A.2.4.7.1, A.2.4.8 and A.2.8.

1.7 Termination of studies of ODL students

The minimum and maximum duration of study for the various qualifications is indicated in the calendar and in the programme prospectus (information booklet) for the qualification concerned. One year before the maximum duration of study is exceeded and a

student's studies are finally terminated, such a student will receive a warning letter from the Dean: FES or an administrator authorised by him to inform them of the two final examination opportunities in which all outstanding modules must be passed. Should such a student still have outstanding modules after these examination opportunities, the studies of such a student can be terminated in terms of Academic Rules A.2.4.6 and A.2.8.

Only in exceptional cases, and then on the grounds of irrefutable evidence, will the Dean: FES or the school director, or the programme leader authorised by the dean, consider a request for continuation of studies from a student whose studies have been terminated. Should such an application be successful, the student will be afforded only one examination opportunity to complete all outstanding modules.

1.8 Warning against plagiarism

Assignments are individual tasks and not group activities (unless explicitly indicated as group activities). For further details see:

http://www.puk.ac.za/opencms/export/PUK/html/beheer-bestuur/beleid-reels/WARNING_AGAINST_PLAGIARISM.pdf

2 Academic Matters

2.1 Programme information: BEd Foundation Phase

(Refer to the NWU Calendar of the Programme at

<http://www.nwu.ac.za/p-fes>).

2.1.1 Nature and general aims

The NWU has a long history of training teachers in the Foundation Phase. The NWU has the necessary facilities and capacity to deal with the training of teachers on all three (3) campuses, as well as all the delivery sites.

The focus in the Foundation Phase is to prepare students to teach from Grade R-3. The knowledge mix for Foundation Phase teaching includes disciplinary, pedagogical and practical learning, to enable teachers to work competently with Grade R-3 learners. The Foundation Phase programme prepares young children for formal learning. The focus of this grade is on learning through play, developing physical coordination; as well as developing spoken language competence and fundamental ideas that will form a basis for the future development of number sense and literacy.

In addition, Foundation Phase teachers must be capable of teaching all three subjects (Language, Mathematics and Life Skills) in Grade R-3, drawing from a broad range of general knowledge, which will support and enable them to implement the South African national school curriculum, although the focus will be on the South African school curriculum. Teachers need an extensive and specialised knowledge of early childhood learning to teach reading, writing and mathematics and to develop the key initial concepts and skills that lay the foundation for learning in future phases.

Foundation Phase teachers must be skilled in identifying and addressing barriers to learning in the early years of schooling, as well as in curriculum differentiation for multiple learning levels within a grade.

The purpose of the Bachelor of Education in Foundation Phase Teaching (BEd FP Teaching) is to prepare beginner teachers to teach from Grade R-3. In order to ensure a well-rounded education for beginner teachers, the Foundation Phase programme is developed around a conceptual framework that focuses on Social

change and leadership through a professional and disciplinary knowledge base; Practical Learning and Service Learning. Twelve critical components guide our conceptual framework: Social Change, Leadership, Practical Learning (e.g., Work-Integrated learning, Virtual Learning Experiences, etc.), Service Learning, Professional (e.g., pedagogical content knowledge) and Disciplinary Knowledge Bases (Language, Mathematics and Life Skills), Reflective and Analytic Thought, Collaboration, Communication, Professional Dispositions, Professional Learning, Diversity and Technological proficiency, specifically Technological Pedagogical Content Knowledge.

These twelve critical components enable beginner Foundation Phase teachers to comply with the minimum competences and collective roles of beginner teachers as specified in the Minimum Requirements for Teacher Education Qualifications document.

Please remember the following:

The **BEd Foundation Phase Programme** students of the North-West University that are completing their studies through our Unit for Open Distance Learning are required to complete a total of **24 weeks practicum** at a school (in Grades R – 3 classrooms) for Work Integrated Learning. The student will complete the 24 weeks practicum over a minimum of 4 years and a maximum period of 8 years, a minimum of 3 continuous weeks at a time.

2.1.2 Work Integrated Learning (WIL)

WIL is **compulsory for ALL BEd** students who are registered in the Faculty of Educational Sciences and the following number of weeks is the students' responsibility and must be successfully completed before the BEd degree can be awarded. Total number of weeks for BEd is 24 weeks.

Year	Period	Practical Training (WIL Requirements)
1st Year	Month 1 - 6	3 weeks (Gr 2 Classroom)
	Month 7 - 12	3 weeks (Gr 2 Classroom)
2nd Year	Month 13 - 18	3 weeks (Gr 3 Classroom)

	Month 19 - 24	3 weeks (Gr 3 Classroom)
3rd Year	Month 25 - 30	3 weeks (Gr 1 Classroom)
	Month 31 - 36	3 weeks (Gr 1 Classroom)
4th Year	Month 37 - 42	3 weeks (Gr R/1 Classroom)
	Month 43 - 49	3 weeks (Gr R/1 Classroom)

Below is a list of the **expected dates** and requirements per practicum period (The specific dates for WIL are annually determined for the following year and will not necessarily be the same as the present year):

WIL takes place during the following time periods:

- At the beginning of the school year (Semester 1)
- At the beginning of the second term (Semester 1)
- At the beginning of the third term (Semester 2)

2017 Dates:

- Semester 1: Tuesday 18 April 2017 – Friday 26 May 2017
- Semester 2: Monday 24 July 2017 – Friday 25 August 2017

WIL registration involves filling in a WIL registration form (PR32) online before every practicum period. This and other relevant documentation, instructions and lists of schools are communicated electronically (eFundi). Students will complete their WIL registration form (PR23) during the first WIL information and contact session.

IMPORTANT:

- Please make sure that you understand the info provided in the study guide EDCC 116.
- Please make sure that you have provided a valid email address and cell phone number. Communication from the WIL office is mostly via eFundi and email.

- A WIL portfolio (available on eFundi) must be submitted in **hard copy** after every practicum period.

WIL Office

Tel: (018) 285 2012 / 299 4755

Fax: 087 233 1442

Email: p-wil-office@nwu.ac.za

2.1.3 Study duration and articulation

a) Duration of study

The minimum duration of study for this degree is four years and the maximum duration is eight years for distance students.

b) Articulation

This specialised qualification will provide the successful student with an opportunity to articulate vertically to a cognate BEd Honours Degree (NQF 8), for students who want to specialize in other disciplines, and to the cognate Postgraduate Diploma in Education (NQF 8). These NQF level 8 qualifications ensure access to further post graduate studies (Masters and Doctoral studies) in cognate study areas. Students can also articulate horizontally to the Advanced Diploma in Education (NQF 7) qualification.

2.1.4 Admission requirements

General admission requirements

a) APS-score: The results obtained in four Designated Subjects and two NSC subjects are used in the computation of the APS-score. The results obtained in Life Orientation are excluded. The APS-score is 24. Students may be required to write an admission exam.

b) Language requirement: A pass at level 4 (50-59 %) in the language of instruction on both the Home **and** First Additional Language level.

Specific requirements

- a) Basic computer literacy.
- b) Access to internet.
- c) It is compulsory to attend all contact sessions.
- d) It is compulsory to obtain the necessary technology such as a computer and/or tablet and mobile phone that meet the minimum

specifications of the NWU namely: WiFi-enabled, one of the operating systems Windows, Android or Apple, 3G enabled (preferable) and 32 Gig (preferable).

Calculating the APS-score

1. The results of 6 subjects are used to determine the APS-score.
2. The achievement obtained in Life Orientation (LO) will not be rated in computing the APS-score. An achievement level of 5 or higher in LO will be regarded as a recommendation for admission in boundary cases and admission to certain programmes.
3. A student who achieves one APS scale points less than required for a specific study course, may at the discretion of the Senate be admitted conditionally to a particular field of study. Such a student must prove by successful completion of a Senate-approved admission examination, registered with the Matriculation Board that he/she has the ability to be admitted to university studies.
4. A student who obtains Discretionary Exemption may be admitted to certain study programmes on certain conditions.

2.1.5 Rules for the programme

(Refer to the NWU Calendar of the BEd Undergraduate Programmes)

The rules for the BEd Foundation Phase Programme must be read together with the General Academic rules of the university (A-rules), which is available on the Internet at:
http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/i-governance-management/policy/7P-Arules2015_e_1.pdf

2.1.6 Program Outlay

Composition: BEd Foundation phase (4BJ J01) curriculum at distance – NQF Level 7

Year 1 and 2

IMPORTANT INFORMATION:

¹ For students with an African Language as First Language.

² For students with Afrikaans or English as First Language.

Languages available to choose from as first language and first additional language (home language as indicated on matric/senior certificate) for 2017 are:

Afrikaans, English, IsiZulu, Sepedi, Sesotho, Setswana.

AVAILABILITY OF MODULES BEING PRESENTED, EITHER ON DISTANCE OR CONTACT, ARE SUBJECT TO APPROVAL AND CAMPUS CAPACITY.

1 ST YEAR					
SEMESTER 1			SEMESTER 2		
EDCC114	Introduction to Curriculum and Professional Studies	8	EDCC125	Historical & Political context of Education in SA	8
EDCC115	Critical Components for Curriculum Development for Educators	8			
EDCC116	Work Integrated Learning (Learning in practice; Learning from practice)	8	EDCC126	Work Integrated Learning (Learning in practice; Learning from practice)	8
EDTC111	Educational Media and Technology	8			
MFPC111	Mathematics FP: Learning and Teaching Theories and Strategies in Primary Mathematics	12	MFPC121	Mathematics FP: Number Sense and Operations	12
LSKS111	Life Skills for Early Childhood Education Development: Social Sciences (Health Sciences)	8			
CHOOSE ONE OF THE FOLLOWING FIRST LANGUAGES:			CONTINUE ONE OF THE FOLLOWING FIRST LANGUAGES:		
AFRF111	Afrikaans Home Language FP: Foundational Knowledge and Multicultural Children's Literature	12	AFRF121	Afrikaans Home Language FP: Phonetics, Phonology, Phonemic Awareness and the History of Children's Literature	12
ENFF111	English First Language FP: Foundational Knowledge and Multicultural Children's Literature	12	ENFF121	English First Language FP: Phonetics, Phonology, Phonemic Awareness and the History of Children's Literature	12
PEFF111	Sepedi Home Language FP: Foundational Knowledge and Multicultural Children's Literature	12	PEFF121	Sepedi Home Language FP: Phonetics, Phonology, Phonemic Awareness and the History of Children's Literature	12
SOFF111	Sesotho Home Language FP: Foundational	12	SOFF121	Sesotho Home Language FP: Phonetics, Phonology,	12

	Knowledge and Multicultural Children's Literature			Phonemic Awareness and the History of Children's Literature	
SEFF111	Setswana First Language FP: Foundational Knowledge and Multicultural Children's Literature	12	→ SEFF121	Setswana First Language FP: Phonetics, Phonology, Phonemic Awareness and the History of Children's Literature	12
ZUFF111	IsiZulu First Language FP: Foundational Knowledge and Multicultural Children's Literature	12	→ ZUFF121	IsiZulu First Language FP: Phonetics, Phonology, Phonemic Awareness and the History of Children's Literature	12
CONTINUE TO COMPULSORY MODULE:					
			AGLE121	Academic Literacy	12
CHOOSE ONE OF THE FOLLOWING SECOND ADDITIONAL LANGUAGES:					
			AFCL121 ¹	Language of Conversational Competence: Afrikaans	8
			PECL121 ²	Language of Conversational Competence: Sepedi	8
			SECL121 ²	Language of Conversational Competence: Setswana	8
			SOCL121 ²	Language of Conversational Competence: Sesotho	8
			ZUCL121 ²	Language of Conversational Competence: isiZulu	8
TOTAL CREDITS FOR YEAR 1					124

2nd YEAR					
SEMESTER 1			SEMESTER 2		
EDCC214	Professional Studies: Teaching and learning theories and practices	8	EDCC224	Educational Psychology: Human Development	8
EDCC216	Work Integrated Learning (Learning in practice; Learning from practice)	8	→ EDCC225	Work Integrated Learning (Learning in practice; Learning from practice)	8
EDCC215	Educational Psychology: Introduction to Educational Psychology	8	MFPC221	Mathematics for Early Childhood Education and Development: Geometry and measurement of primary mathematics	12
LSKA211	Life Skills: Visual arts for teaching and learning in the Foundation Phase	8	LSKM221	Life Skills in the Foundation Phase: Music	8
MTLS211	Multi-grade and learning support in the Foundation and Intermediate Phase	12	WVOS222	Philosophy of Science: Understanding the Educational World	8
CHOOSE ONE OF THE FOLLOWING FIRST LANGUAGES:			CONTINUE ONE OF THE FOLLOWING FIRST LANGUAGES:		
AFRF211	Afrikaans Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principle and selecting and evaluating Children's Literature	12	→ AFRF221	Afrikaans Home Language FP: Semantics, Vocabulary and Picture books	12
ENFF211	English Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principles and selecting and	12	→ ENFF221	English Home Language FP: Semantics, Vocabulary and Picture books	12

	evaluating Children's Literature				
SEFF211	Setswana Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principles and selecting and evaluating Children's Literature	12	→	SEFF221	Setswana Home Language FP: Semantics, Vocabulary and Picture books
SOFF211	Sesotho Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principles and selecting and evaluating Children's Literature	12	→	SOFF221	Sesotho Home Language FP: Semantics, Vocabulary and Picture books
ZUFF211	IsiZulu Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principles and selecting and evaluating Children's Literature	12	→	ZUFF221	IsiZulu Home Language FP: Semantics, Vocabulary and Picture books
CHOOSE ONE OF THE FOLLOWING FIRST ADDITIONAL LANGUAGES:				CONTINUE ONE OF THE FOLLOWING FIRST ADDITIONAL LANGUAGES:	
AFAF211	Afrikaans First Additional Language in FP teaching: Language Acquisition and Development and Selecting and Evaluating Children's Literature	8	→	AFAF221	Afrikaans First Additional Language in FP teaching: Foundational Knowledge and Multicultural Children's Literature
ENAF211	English First Additional Language in FP teaching: Language Acquisition and Development and Selecting and Evaluating Children's Literature	8	→	ENAF221	English First Additional Language in FP teaching: Foundational Knowledge and Multicultural Children's Literature
SEAF211	Setswana First Additional Language in FP teaching: Language Acquisition and Development and Selecting and Evaluating Children's Literature	8	→	SEAF221	Setswana First Additional Language in FP teaching: Foundational Knowledge and Multicultural Children's Literature
TOTAL CREDITS FOR YEAR 2					132

2.1.7 Suggestion regarding structuring of your curriculum

- a. Structure your curriculum over the minimum period of four year. The maximum period to complete the qualification is eight years.
- b. Do not attempt more than nine modules per semester (exam session) - remember you should spend at least 6 month working through a module.
- c. Most curricula do not have more than 30 modules, which mean that you can complete the curriculum in four years (eight exam opportunities).
- d. If, after eight years, you still have to complete some modules, your studies will be terminated.

2.1.8 Language

Study guides for all the modules (with the exception of Languages) are available in English. A student may write examinations and submit assignments in either Afrikaans or English. Contact sessions are conducted in English.

Please note that where a module is chosen for Language of Learning and Teaching (LoLT) the student must write examinations and submit assignments in that specific language for LoLT.

2.1.9 Study material

Study material will be available online (e-fundi).

2.2 Teaching and learning arrangements

2.2.1 Assessment (assignments and examination)

2.2.1.1 Assignments

- a) Please follow the format for academic assignments as is stipulated on e-Fundi.
- b) Students are required to submit assignments via e-fundi according to dates specified in this information booklet.
- c) Complete your assignments in due time so that you will be able to concentrate on preparing for the examinations.
- d) The NWU urges students to submit completed assignments early to be assessed in order to ensure that examination information is received before examinations commence.
- e) **All assignments are submitted using e-fundi.**

NB Submit (post or hand) in the portfolio as a hardcopy as ONE Portfolio with different sections

It must only be submitted as hard copies to:

Physical address

The Unit for Open Distance Learning
North-West University
cnr Esselen and Malherbe Streets
Building B11A
Room G30
Potchefstroom
2520

Postal address

Unit for Open Distance Learning
North-West University
Private Bag X6001
Internal Box 539
Potchefstroom
2520

Portfolios may also be posted by hand at the contact session venues in the provided post boxes before the due dates. No portfolios will be assessed if received after the due dates.

a) Enquiries regarding assignments:

Call centre: 018 285 5900

b) Important to know

- Assignment marks of 40% give you admission to the examination;
- An assignment mark can only be used for two exam opportunities after which a new assignment must be submitted;
- **Assignments that are submitted after the due date will have to stand over to the next semester, which means that the students will only then have a participation mark that will give them entry to write exams in a particular module.**

c) Due dates

Assignments	Portfolio	WIL portfolios
08 April 2017	27 May 2017	27 May 2017
09 September 2017	21 October 2017	09 September 2017

d) Library services:

- **Library website:** www.nwu.ac.za/library

All registered students of the NWU have access to the library. Type your surname and student/ IDnumber when prompted to do so when working off-campus.

- **Library hours:**

Term:

Monday to Friday 07:30–18:00

Saturday 10:00–13:00

University holidays:

Monday to Friday 07:30–16:30

Saturday 10:00–13:00 (not open on Saturdays during December)

The library is closed on public holidays.

- **Loan services of the library**

Undergraduate ODL students may borrow 6 books for 2 weeks and postgraduate ODL students may borrow 10 books for 1 month with two renewals allowed if requested before the expiry date of the loan period (on condition that the books are not required by other users).

To renew books via the internet: go to the library's web page at www.nwu.ac.za/library and click on

Renew your books under Services. Only possible if books are not overdue.

- **Library information and assistance**

Go to the library's web page at www.nwu.ac.za/library. Under the heading Guides, click on Guides and manuals (PC) to access useful information.

Call any of the following numbers for assistance on library matters:
018 299 2859

Supply your NWU student number in all instances when you request information.

- **LibGuides**

To find specific information related to education studies, click on the LibGuides tab on the website at www.nwu.ac.za/library. Click on Education (PC) and use the different sections to get study information and information on how to search for books, articles etc.

- **Information retrieval guides:**

For help with using databases:

Go to www.nwu.ac.za/library, choose Guides, click on Information retrieval guides and choose Education.

- **Examination papers**

Go to <http://www.nwu.ac.za/library/index.html>.

Under Find information, click on Exam papers.

Complete **ONLY** the Subject code block according to the example provided.

Call 018 299 2859 for library assistance.

Call 018 285 5900 for other requests.

As this is a new course no previous exam papers will be available for the second year students.

Previous papers will be available for the first year students.

2.2.1.2 Examination

- a) **No examination information sessions** will be facilitated at learner support centres.
- b) **Students may download examination information on e-Fundi.**
- c) **Important** contact numbers regarding examination enquiries
- d) All **queries:** 018 285 5900 (NWU students) or 011 670 4850 (OLG students).
- e) **Examinations can be written at one of the venues on the list provided.**

- f) **Please** take careful note of the details given below regarding the examination procedures so that you know what is expected of you:
- i. Examinations will take place on the dates given in the examination timetable.
 - ii. Familiarise yourself with the examination timetable and be prepared to write the exams on the specified days. The exam timetables have been finalised and **NO** changes will be considered.
 - iii. A personal timetable for examination leave that can be submitted to the Department of Education will be posted to you. If you have **NOT** received this timetable **two weeks** prior to the exams, you must please inform the Unit for Open Distance Learning office immediately.
 - iv. Examination papers are set and marked by lecturers and accredited markers from the University.
 - v. As soon as your results have been processed, they will be posted to you.
 - vi. The final promotion is done by an examination panel from the University.
 - vii. If you fail a module during the examinations, you will have the opportunity to rewrite the module the following semester. For instance: if you failed a module during the July examination, you will have the opportunity to rewrite it again during the October/November examination. If you fail a module again during the second examination you will have to reregister and pay for the module and redo the assignment to obtain the opportunity to write it again in the July examination the following year.
 - viii. Examination regulations appear in each answer book. Any irregularities during examinations are considered a serious offence and the necessary steps will be taken.
 - ix. Dishonesty during the examination could lead to a candidate being expelled from the course. Please ensure that you do not become a victim of this kind of behaviour. It is not worth it.

- x. **It is important that you attend at the examination venue you have indicated on your application form, since provision will be made for you only at that examination centre.**
- xi. Only written requests for any change of examination venue will be accepted. Your examination centre is the centre closest to your hometown (see list provided).
- xii. **NO marks will be given telephonically.**
- xiii. How to find your results on the internet:
<http://www.nwu.ac.za>
- Under the heading **STUDY HERE** click on the **Exam results** link.
 - The login window will appear. Type in your **student number** and **PIN** (*the pin can be requested on the same webpage*).
- xiv. You can also obtain your examination results via SMS. On your cell phone, go to **new messages**, type in your **student number** followed by the word **NWU** and send the message to **35606**. An SMS will be sent to you with your results.
- xv. You can also make use of the **MTN line** to receive your examination results. The number to call is **083 123 222**. Have your student number available.

a) Examination marks are evaluated as follows:

Assignments sub-minimum of 40% will give you admission to the examination.

- i. Examination sub-minimum = 40% per module*.
- ii. Participation- and examination marks total the module or final mark.
- iv. Examination + Participation = module mark (final mark)
 - First year modules: 60% + 40% = 100%
 - Second and third year modules: 50% + 50% = 100%
 - Fourth year modules: 40% + 60% = 100%
- v. Distinction = 75% and above

Pass mark = 50%

*e.g. you might obtain a module mark of above 50% and still fail because of the sub-minimum requirement in the exams which is 40%.

2.2.2 Cancellation of studies/Expulsion: Process

2.2.2.1 Notice to the Head: Support Section

- a) Your notice of cancellation of studies or single-course modules should be submitted on the official cancellation form available from Support Section at room G30 in the UODL, Building B11A on the campus plan.
- b) Notice of cancellation:
 - i. Should notice of cancellation take place **by letter**, it should be addressed to

The Head: Support Section
Attention: Mrs Narina Lamprecht
Private Bag X6001
POTCHEFSTROOM
2531
 - ii. Should notice of cancellation be sent by **registered mail**, the date of receipt will be noted as the official cancellation date.
- c) The cancellation is valid from the date of proper submission of the cancellation form to the Department of Academic Administration, or from the date of receipt of the registered postal article by the Head: Support Section.
- d) The Head: Support Section or Department of Academic Administration will notify Financial Administration: Revenue accordingly regarding the cancellation.

2.2.2.2 Fees payable upon cancellation of studies

- a) Should students cancel their studies prior to 19 February, only the registration fees is payable as set out in 2.2.2.1 above. Should students cancel their studies after 19 February, March the full tuition for the first semester is payable.
- b) Should students cancel their studies for the second semester prior to 31 July, only the tuition for the first

semester is payable. Should students cancel their studies after 31 July, the full tuition for the year is payable.

- c) Should students cancel their studies, all bursaries and/or loans are repayable immediately.

2.2.2.3 Continued liability for fees payable upon expulsion from studies

In all cases of transgressions and subsequent disciplinary steps that might entail, in terms of the provisions of the University's Statute and the Students' Disciplinary Rules, the temporary or permanent, total or partial suspension of rights and privileges, intervention in or interruption or termination of studies or non-acceptance in a residence, the student concerned forfeits any claim to the repayment, reduction or waiver of moneys that have been paid, or are payable to the University. All bursaries and/or loans are also repayable immediately.

3 Administrative matters

3.1 Change of address

It is important to inform the Unit for Open Distance Learning of any change of address or contact number. Valuable information regarding your studies will be lost if we do not have this information.

3.2 Financial arrangements

3.2.1 Fees payable upon changing of modules

Should a student change any module(s) after the period allowed for changing, which is annually determined by Academic Administration, no credit will be granted for the cancelled module(s).

3.2.2 Credit amounts on a university account

- a) If a credit balance arises on a university account, application may be made on the prescribed form for payment of the credit amount per cheque or direct transfer; no credit will be paid out in cash.
- b) Credit balances on student accounts can only be paid out against acceptable proof of the student's identity. Payment to any other person than the student can be made only on written authority of the

student on the prescribed form available at the enquiry desks and against satisfactory proof of the identity of the student. The above procedure is necessitated by relevant legislation and internal controls.

c) Official application forms for credit payments are available at student-account enquiries, on the website or 018 299 2674 and should be fully completed and approved for the pay-out of credits. Please take note of the cut-off times for requesting payments, as well as time delays before actual pay-out. A standard levy will be charged on the student's account for every cheque issued for this purpose.

3.2.3 General account enquiries

- a) Enquiries with regard to student accounts may be addressed to the staff at student accounts situated on the ground floor of the Joon van Rooy Building.

Tel: 018 299 2667/8/9

018 299 2670/1

018 299 2672/3

Fax: 018 293 5230/5234/5252

018 293 5313/5314/5315

Email: PUK-studyfees@nwu.ac.za

3.2.4 Web address

The complete Fees Payable and Financial Rules are available at:

www.nwu.ac.za/gelde

4 Contact sessions, year programme

(Refer to paragraph 7 for detail information on learner support centres for BEd Foundation Phase)

4.1 General information regarding contact sessions

- a) **Note: Please refer to the time table before contacting the call centre.**
- b) **Familiarise yourself with dates of contact sessions taking place in your area (included in this booklet).**

- c) Your **time table** will clearly indicate which sessions will be facilitated on the interactive whiteboards and which will be facilitated by facilitators. No other modules will be facilitated at a learner support centre on one specific date.
- d) **Timetables for all centres** are included in your booklet. Attend the contact session in the area you are allocated to for BEd Foundation Phase. You may not attend contact sessions at the centre of your choice. You do not have to book to attend the contact session. Please ensure that you use the correct timetable for the given centres. Dates, times and centres are clearly indicated.
- e) When attending contact sessions students are requested to complete **attendance lists** at the centre at which they attend contact sessions. Even if sessions are facilitated by means of the interactive whiteboards, attendance lists must be completed for all modules.
- f) Take note that only modules as allocated on the timetable will be facilitated on the assigned dates for these modules (Interactive whiteboards and facilitator sessions).
- g) Timetables and schedules for all sessions as from 1 January 2017 - 31 December 2017 are included in this Year Programme.
- h) Lecturers can be seen during office hours on Tuesdays, Wednesdays and Thursdays. You may in advance book an appointment with them for a specific day and time. You may contact [018 285 5900](tel:0182855900) to assist you with information regarding the lecturers
- i) If an SMS is sent out to you regarding contact sessions please refer to this Year Programme at before contacting lecturers or the helpdesk. Your Year Programme will indicate times/dates and centres for all sessions/programmes. Not all SMS's are applicable to all students. SMS's will not be sent out for all sessions. In all cases please refer to your year programme regarding contact sessions in your area. The learner support centres and their addresses are also indicated in this booklet.
- j) If you do not receive any sms's reminding you of contact sessions, please contact [018 285 5900](tel:0182855900) or [011 670 4850](tel:0116704850) in

order for them to update your contact details on their system

- k) Take note!!!! The sessions in 2017 at all learner support centres will be facilitated utilising the interactive whiteboards. Your Year programme will clearly indicate which sessions will be facilitated on the interactive whiteboards and which will be facilitated by facilitators. Modules facilitated by facilitators at learner support centres will only be facilitated at the indicated times as is set out in your year programme
- l) Take note!!! Modules that reflect on timetables will all be facilitated on the given date for that specific programme. Familiarise yourself with dates and times of sessions taking place in your area (included in this Year Programme) Sessions being facilitated on the interactive whiteboards will be facilitated on the scheduled times indicated in your Year Programme. Please see to it that you are on time for the scheduled time for your modules/programme. Familiarize yourself with times of modules on specific dates.
- m) During interactive whiteboard sessions students may SMS questions regarding the module that is presented to 43366. These questions will be addressed by the lecturer during or after the session. More information regarding this system will be communicated to you during IWB sessions. Normal SMS rates apply to this number
- n) For additional information regarding your studies also visit the Facebook page for the UNIT for Open Distance Learning or Eenheid vir Oop Afstand Leer.

4.2 Contact-tuition information

4.2.1 Whiteboard sessions

- a) Contact sessions (Interactive Whiteboard sessions (IAW)) will be provided at study centres. This means that the lecturer responsible for the module will teach in Potchefstroom while his lecture is broadcast live to the different study centres.
- b) Each study centre has a BEd Foundation Phase facilitator to assist students. The facilitator will attend the classes with you and can assist you pertaining to your module content.

- c) Each study centre has a technician to assist students. You can therefore interrupt the lecturer or answer questions at any time, as the whiteboard allows for immediate interaction. The technician will assist you in this regard.
- d) During the Interactive Whiteboard sessions students may SMS questions regarding the module being presented to 43366. Normal SMS rates apply to this number. These questions will be handled by the lecturer during or after the session.
- e) More information regarding this system will be communicated to you during IWB sessions.

The majority of sessions in 2017 at all learner support centres will be facilitated utilising the interactive whiteboards.

- f) Please ensure you are on time for your modules/programme. The time slots are scheduled according to these times similar to TV programmes. If you are late you will miss out!

4.2.2 Contact sessions at centres

- a. **Attending contact sessions is compulsory for all BEd Foundation Phase students**, it is proven that those students who attend them normally **have a higher success rate**.
- b. During these sessions, you will **meet with relevant academic professionals** who will give you advice on your assignments, give feedback regarding completed assignments and provide academic guidance through your study material. You will also have the opportunity to work in groups with peers during the contact sessions at the learner support centre.
- c. It is very important that you are **well prepared** when you attend a contact session.
- d. Contact sessions take place at registered **learner support centres** and are scheduled as seen below:

BEd Foundation Phase

Second year	Wednesday afternoon	14:30 - 18:15
First year	Thursday afternoon	14:30 – 17:30

- e. Refer to the timetable for the correct dates.
- f. **Only modules** as indicated **on the timetable will be facilitated** on the assigned dates.
- g. Timetables for all sessions taking place from January 2017 to 31 December 2017 are included in this booklet.

4.3 Communication and contact details regarding contact sessions

- a) SMSs will not be sent out for all sessions.
- b) **Only programme-specific SMSs will be sent to students.**
- c) In all cases please refer to your year programme regarding contact sessions in your area.
- d) If you do not receive any SMS reminding you of contact sessions, please contact 018 285 5900 or 011 670 4850 to update your information on the system.
- e) For additional information regarding your studies also visit the If unsure where to attend contact classes in your area, please call 018 285 5900 (office hours – Monday to Friday 08:00–16:30
- f) Should you experience problems with facilitators or facilitation at learner support centres, please contact: 082 779 6390

4.4 Contact-session timetable for 2017

(The contact-session timetable includes information regarding study venues, contact times and dates, modules, semesters)

- a) Whiteboard sessions and facilitator sessions will take place on the times scheduled in the timetable in your year programme.

- b) If an SMS is sent to you reminding you of contact sessions, please refer to your year programme to see whether your programme/modules will be facilitated during the sessions on that specific date.
- c) Refer to your year programme for the BEd Foundation Phase learner support centre in your area. You may attend contact sessions in any area. You do not have to book for contact sessions.

Note: Presentations by lecturers will be done through the interactive whiteboard installed at the contact sessions.

First Year BEd Foundation Phase Timetable 2017			
<i>First Semester</i>		<i>Second Semester</i>	
Date and Time	Whiteboard 1	Date and Time	Whiteboard 1
Thursday 26 January		Thursday 20 July	
14:30 – 16:30	Orientation session 1	14:30	EDCC 125
		15:15	EDCC 126
		16:00	AGLE 121
		16:45	MFPC 121
Thursday 02 February		Thursday 27 July	
14:30	EDCC116	14:30	AFCL 121
15:15	EDCC 114	15:15	AFRF 121
16:00	MFPC 111	16:00	SOFF 121 / ZUFF 121
16:45	AFRF 111	16:45	SOCL 121 / ZUCL 121
Thursday 09 February		Thursday 03 August	

14:30	EDCC 115	14:30	ENFF 121
15:15	SOFF 111 / ZUFF 111	15:15	SECL 121 / PECL 121
16:00	EDTC 111	16:00	SEFF 121 / PEFF 121
16:45	SEFF 111 / PEFF 111	16:45	MFPC 121
Thursday 16 February		Thursday 10 August	
14:30	Orientation session 2	14:30	EDCC 125
15:15	EDCC116	15:15	MFPC 121
16:00	LSKS 111	16:00	AGLE 121
16:45	ENFF 111	16:45	Facilitation
Thursday 23 February		Thursday 17 August	
14:30	MFPC 111	14:30	AFCL121
15:15	AFRF 111	15:15	AFRF 121
16:00	EDCC 114	16:00	SECL121 / PECL 121
16:45	<i>Facilitation</i>	16:45	SEFF 121 / PEFF 121
Thursday 02 March		Thursday 24 August	
14:30	LSKS 111	14:30	MFPC 121
15:15	ENFF111	15:15	ENFF 121

16:00	EDCC 115	16:00	SOFF 121 / ZUFF 121
16:45	SOFF 111 / ZUFF111	16:45	SOCL 121 / ZUCL 121
Thursday 09 March		Thursday 31 August	
14:30	SEFF 111 / PEFF 111	14:30	EDCC 125
15:15	EDTC 111	15:15	AGLE 121
16:00	MFPC 111	16:00	MFPC 121
16:45	Facilitation	16:45	Facilitation
Thursday 16 March		Thursday 07 September	
14:30	LSKS 111	14:30	SECL 121 / PECL 121
15:15	ENFF 111	15:15	SEFF 121 / PEFF 121
16:00	EDCC 114	16:00	SOFF 121 / ZUFF 121
16:45	AFRF 111	16:45	SOCL 121 / ZUCL 121
Thursday 23 March		Thursday 14 September	
14:30	EDCC 115	14:30	AFCL 121
15:15	MFPC 111	15:15	AFRF 121
16:00	SOFF 111 / ZUFF 111	16:00	MFPC 121
16:45	EDTC 111	16:45	AGLE 121

Thursday 30 March		Thursday 21 September	
14:30	SEFF 111 / PEFF 111	14:30	ENFF 121
15:15	EDCC 114	15:15	MFPC 121
16:00	MFPC 111	16:00	EDCC 125
16:45	Facilitation	16:45	Facilitation
Thursday 20 April		Thursday 28 September	
14:30	LSKS 111	14:30	SECL 121 / PECL 121
15:15	EDCC 115	15:15	SEFF 121 / PEFF 121
16:00	AFRF 111	16:00	AFCL 121
16:45	SOFF 111 / ZUFF 111	16:45	AFRF 121
Thursday 04 May		Thursday 12 October	
14:30	SEFF 111 / PEFF 111	14:30	MFPC 121
15:15	ENFF 111	15:15	EDCC 125
16:00	EDTC 111	16:00	SOFF 121 / ZUFF 121
16:45	MFPC 111	16:45	SOCL 121 / ZUCL 121
Thursday 11 May		Thursday 19 October	

14:30	EDCC 115	14:30	ENFF 121
15:15	SOFF 111 / ZUFF 111	15:15	MFPC 121
16:00	EDTC 111	16:00	AGLE 121
16:45	MFPC 111	16:45	Facilitation
Thursday 18 May			
14:30	SEFF 111 / PEFF 111		
15:15	LSKS 111		
16:00	MFPC 111		
16:45	Facilitation		
Thursday 25 May			
14:30	MFPC 111		
15:15	AFRF 111		
16:00	EDCC 114		
16:45	ENFF 111		

Second Year BEd Foundation Phase Timetable 2017

<i>First Semester</i>		<i>Second Semester</i>	
Date and Time	Whiteboard 1	Date and Time	Whiteboard 1
Wednesday 25 January		Wednesday 19 July	
14:30	Orientation session	14:30	EDCC 225
16:00	EDCC 216	15:15	EDCC 224
16:45	MTLS 211	16:00	ENFF 221
17:30	EDCC 214	16:45	MFPC 221
Wednesday 01 February		17:30	AFRF 221
14:30	EDCC 215	Wednesday 26 July	
15:15	LSKA 211	14:30	SEFF 221
16:00	AFRF 211	15:15	ENAF 221
16:45	ENFF 211	16:00	WVOS 222
17:30	Facilitation	16:45	LSKM 221
Wednesday 08 February		17:30	Facilitation
14:30	EDCC 216	Wednesday 02 August	
		14:30	SEFF 221

15:15	MTLS 211	15:15	SOFF 221 / ZUFF 221
16:00	ENAF 211	16:00	AFAF 221
16:45	SEAF 211	16:45	ENAF 221
17:30	AFAF 211	17:30	SEAF 221
Wednesday 15 February		Thursday 16 August	
14:30	SOFF 211 / ZUFF 211	14:30	ENFF 221
15:15	LSKA 211	15:15	WVOS 222
16:00	SEFF 211	16:00	MFPC 221
16:45	EDCC 215	16:45	AFRF 221
17:30	ENFF 211	17:30	SOFF 221 / ZUFF 221
Wednesday 22 February		Wednesday 23 August	
14:30	AFRF 211	14:30	LSKM 221
15:15	AFAF 211	15:15	SEFF 221
16:00	EDCC 214	16:00	EDCC 224
16:45	SOFF 211 / ZUFF 211	16:45	AFRF 221
17:30	Facilitation	17:30	Facilitation
Wednesday 01 March		Wednesday 30 August	

14:30	ENAF 211	14:30	WVOS 222
15:15	SEAF 211	15:15	SOFF 221 / ZUFF 221
16:00	MTLS 211	16:00	AFAF 221
16:45	EDCC 214	16:45	ENAF 221
17:30	SEFF 211	17:30	SEAF 221
Wednesday 08 March		Wednesday 06 September	
14:30	EDCC 215	14:30	EDCC 224
15:15	LSKA 211	15:15	MFPC 221
16:00	AFRF 211	16:00	ENFF 221
16:45	ENFF 211	16:45	LSKM 221
17:30	SOFF 211 / ZUFF 211	17:30	SOFF 221 / ZUFF 221
Thursday 15 March		Thursday 13 September	
14:30	MTLS 211	14:30	MFPC 221
15:15	EDCC 214	15:15	ENAF 221
16:00	AFAF 211	16:00	ENFF 221
16:45	ENAF 211	16:45	SEFF 221
17:30	SEAF 211	17:30	SEAF 221

Wednesday 22 March		Wednesday 20 September	
14:30	ENFF 211	14:30	WVOS 222
15:15	EDCC 215	15:15	EDCC 224
16:00	LSKA 211	16:00	AFRF 221
16:45	AFRF 211	16:45	AFAF 221
17:30	SOFF 211 / ZUFF 211	17:30	SEAF 221
Wednesday 29 March		Wednesday 27 September	
14:30	MTLS 211	14:30	WVOS 222
15:15	ENFF 211	15:15	MFPC 221
16:00	SEFF 211	16:00	LSKM 221
16:45	SOFF 211 / ZUFF 211	16:45	ENFF 221
17:30	AFAF 211	17:30	AFAF 221
Wednesday 19 April		Wednesday 11 October	
14:30	ENAF 211	14:30	SOFF 221 / ZUFF 221
15:15	SEAF 211	15:15	MFPC 221
16:00	EDCC 214	16:00	AFRF 221
16:45	EDCC 215	16:45	AFAF 221

17:30	Facilitation	17:30	SEFF 221
Wednesday 26 April		Wednesday 18 October	
14:30	MTLS 211	14:30	EDCC 224
15:15	LSKA 211	15:15	ENAF 221
16:00	AFRF 211	16:00	LSKM 221
16:45	ENFF 211	16:45	SEAF 221
17:30	SEFF 211	17:30	Facilitation
Wednesday 03 May			
14:30	SOFF 211 / ZUFF 211		
15:15	AFAF 211		
16:00	ENAF 211		
16:45	SEAF 211		
17:30	SEFF 211		
Wednesday 10 May			
14:30	EDCC 215		
15:15	LSKA 211		

16:00	AFRF 211	
16:45	EDCC 214	
17:30	Facilitation	
Wednesday 17 May		
14:30	Facilitation	
15:15	SEFF 211	
16:00	SOFF 211 / ZUFF 211	
16:45	AFAF 211	
17:30	ENAF 211	
Wednesday 24 May		
14:30	MTLS 211	
15:15	AFRF 211	
16:00	ENFF 211	
16:45	SEFF 211	
17:30	SEAF 211	

*Languages in the curriculum may differ from year to year

4.5 Suggested accommodation in Potchefstroom

(Please, make your own arrangements!)

- a) Dennepark Guest House: 018 299 2449 (Contact person: Ms Deline Thompson / Bettie Etsebeth)
- b) Hockey Academy: 018 299 4141 (Contact person: Ms Erika de Vries / Ms Ilene Joubert)

5 Examination Timetable 2017 (7 June – 28 June 2017; 30 Oct – 17 Nov 2017)

- First semester examination takes place from 07 June - 28 June 2017
- Second semester examination takes place from 30 October - 17 November 2017
- Starting times of sessions
 - Session 1 : 09:00
 - Session 2 : 14:00

a) Notes:

- i. The exam information will be available on e-fundi.
- ii. Make sure you are registered at a specific examination centre.
- iii. Should you need to *change your examination centre*, please contact the call centre: 018 285 5900.
- iv. Changes for the June examination must be communicated to them before the end of February 2017, and for the October examinations, before the end of July.
- v. If you should fail to change your examination centre in time, there will be serious financial

b) Please note that the dates on the examination timetable is subject to change

Examination Timetable 2017

BEd FP 1st semester			BEd FP 2nd semester		
Module	Date	Session	Module	Date	Session
AFAF211	26 June 2017	1	AFAF211	15 November 2017	2
AFAF221	27 June 2017	2	AFAF221	16 November 2017	1
AFRF111	08 June 2017	1	AFRF111	30 October 2017	2
AFRF121	20 June 2017	2	AFRF121	09 November 2017	1
AFRF211	20 June 2017	1	AFRF211	09 November 2017	2
AFRF221	08 June 2017	1	AFRF221	31 October 2017	2
AGLE121	07 June 2017	2	AGLE121	30 October 2017	1
EDCC114	22 June 2017	1	EDCC114	13 November 2017	2
EDCC115	09 June 2017	1	EDCC115	01 November 2017	2
EDCC125	12 June 2017	2	EDCC125	02 November 2017	1
EDCC214	12 June 2017	1	EDCC214	02 November 2017	2
EDCC215	19 June 2017	1	EDCC215	08 November 2017	2
EDCC222	07 June 2017	2	EDCC222	30 October 2017	2

EDCC224	23 June 2017	2	EDCC224	14 November 2017	2
EDTC111	28 June 2017	1	EDTC111	17 November 2017	2
ENAF211	15 June 2017	1	ENAF211	07 November 2017	2
ENAF221	13 June 2017	1	ENAF221	03 November 2017	2
ENFF111	08 June 2017	1	ENFF111	30 October 2017	2
ENFF121	20 June 2017	2	ENFF121	09 November 2017	1
ENFF211	20 June 2017	1	ENFF211	09 November 2017	2
ENFF221	08 June 2017	1	ENFF221	31 October 2017	2
LSKA211	13 June 2017	1	LSKA211	03 November 2017	2
LSKM221	28 June 2017	1	LSKM221	17 November 2017	2
LSKS111	15 June 2017	1	LSKS111	07 November 2017	2
PEFF111	08 June 2017	1	MFPC111	09 November 2017	2
PEFF121	20 June 2017	2	MFPC121	13 November 2017	1
SEAF211	14 June 2017	1	MFPC221	15 November 2017	2
SEAF221	23 June 2017	1	MTLS211	10 November 2017	2
MFPC111	20 June 2017	1	PEFF111	30 October 2017	2
MFPC121	22 June 2017	2	PEFF121	09 November 2017	1

MFPC221	26 June 2017	1	PEFF121	09 November 2017	1
MTLS211	21 June 2017	1	SEAF211	06 November 2017	2
SEFF111	08 June 2017	1	SEAF221	14 November 2017	2
SEFF121	20 June 2017	2	SEFF111	30 October 2017	2
SEFF211	20 June 2017	1	SEFF121	09 November 2017	1
SEFF221	08 June 2017	1	SEFF211	09 November 2017	2
SOFF111	08 June 2017	1	SEFF221	31 October 2017	2
SOFF121	20 June 2017	2	SOFF111	30 October 2017	2
WVOS222	27 June 2017	2	SOFF121	09 November 2017	1
ZUFF111	08 June 2017	1	WVOS222	16 November 2017	1
ZUFF121	20 June 2017	2	ZUFF111	30 October 2017	2
ZUFF211	20 June 2017	1	ZUFF121	09 November 2017	1
ZUFF221	08 June 2017	1	ZUFF211	09 November 2017	2
*Languages in the curriculum may differ from year to year			ZUFF221	31 October 2017	2

5.1 Re-mark of examination

All examination papers are marked by accredited markers. Papers are moderated and marks recounted to ensure that the correct marks are given. Students may, however, apply for a re-mark if all of the following criteria are adhered to:

- at minimum of 35% obtained in the examination
- application reach the call centrum at NWU within 14 days after examination results was published
- the re-mark fee should be paid and the proof of payment send to the call centrum with the application form (available from the NWU call centrum).

6 Counselling

- a) Studying via ODL certainly poses a challenge to many students, since ODL students normally are employed, have families, are older, have other obligations and often find them isolated with regards to their tertiary education.
- b) To assist students with their academic progress as well as the accompanying logistics and administration, we have availed the call centrum and various websites where students can get support.
- c) However, we recognise that there might be psychological or other constraints that might dissuade students from focusing on their studies. For this reason we also have a 24-hour tele-counselling service available to our students: we believe that students without burdens will be positive in attitude, content and would focus on their studies. It is endeavoured that these services will be available 24/7 (thus including weekends), and at no charge.
- d) The therapeutic service, called *INGRYP* has the infrastructure to offer counselling services to our students. Different types of counselling-services are available:
 - i. Interpersonal interactions
 - ii. Trauma counselling
 - iii. Personal trauma

- iv. HIV/AIDS counselling
- v. Career guidance
- e) Counselling services will be provided by professionals, including:
 - i. Psychologists
 - ii. Social workers
- f) Note: these services are only available to our students. Have student number and ID number ready when making contact.
- g) If you need immediate response kindly dial the next telephone number:
Landline: +27 18 299 1777

Note: We are of the opinion that students will benefit from this service. Students who are successful remain our goal.

7 List for learner support centres

(Please note that not all the Learning Support Centres will be used for the delivery of the BEd programme due to the demographics of the selected students.)

City/Town	Address
Durban	Durban teachers centre 3 College road Opposite Collegeville Primary School GLENPORT 4015
Empangeni	50 Tanner Street, Empangeni Koerier adres B620 Ngwelezane Township Nkonkoho rd

	NGWELEZANA 8300
Ermelo	Ligbron Akademie vir Tegnologie Voortrekkerstraat ERMELO 2350
George	Glenwood School Glenwood Avenue Glenwood GEORGE 6530
Johannesburg	Weltevredenpark Primary School 41 Cockspur road WELTEVREDENPARK 1709
Kuruman	Kuruman Campus C/O Roos and Voortrekker street KURUMAN
Ladysmith	Windsor Park High School Forbes Street LADYSMITH 3370
Mukhanyo Theological college	Plot 1 Solomon Mahlangu Drive P.O. Box 594 KWAMHLANGA 1022 Republic of South Africa

Parow	Laerskool Parow-wes Ryan straat PAROW 7500
Polokwane	Pietersburg English Medium Primary School (PEMPS) 45 Grobler street POLOKWANE 0699
Pongola	Pongola Education Centre 982 Kipersol Street PONGOLA 3170
Potchefstroom	North-West University, Potchefstroom Campus POTCHEFSTROOM
Port Elizabeth	Hoërskool Cillie H/v Kempston en Uitenhage weg Sydenham PORT ELIZABETH 6001
Pretoria	Susan Strijdom Training Centre Gorden Weg 30 Colbyn Queenswood PRETORIA
Rustenburg	Oom Paul Skool

	Lucas str RUSTENBURG
Rustenburg Phokeng (RBI)	Akanyang Centre for Teaching Phokeng Campus Entrance 10 Royal Bafokeng Stadium PHOKENG
Ulundi	Masibumbane High School A335 Umfolozi street ULUNDI 3838
Upington	Upington College Steve Naude Street 1 UPINGTON
Vryburg	Hoërskool Vryburg Mc Kay str VRYBURG
Vryheid	Hoërskool Pionier Landrosstraat 16 VRYHEID 3100
Welkom	St. Helena Primêre Skool Unicorweg 14 WELKOM 9459
Witrivier	Laerskool Witrivier Syd Cornwallstraat

	WITRIVIER 1240
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8 UODL EXAMINATION CENTRES FOR 2017

EDUCATION

EASTERN CAPE	FREE STATE	GAUTENG
Bizana	Bethlehem	Alberton
Cradock	Bloemfontein	Brixton
East London	Frankfort	Kenmare
Elliot	Harrismith	Mabopane
Graaff-Reinet	Ladybrand	Pretoria (Colbyn)
Grahamstown	Welkom	Randfontein
Idutywa	Zastron	Springs
Joubertina		Vereeniging
King Williams Town		
Lusikisiki		
Mount Fletcher		
Mount Frere		
Mthatha		
Port Elizabeth		
Queenstown		
Willowmore		

KWA-ZULU NATAL	LIPOPO	MPUMALANGA
Durban	Giyani	Elukwatini
Empangeni	Groblersdal	Ermelo

Eshowe	Jane Furse	Graskop
Estcourt	Lephalale	Kamaqhekeza
Greytown	Makhado	Kamhlushwa
Igwavuma	Modimole	Kinross
Jozini	Phalaborwa	Lydenburg
KWA-ZULU NATAL	LIPOPO	MPUMALANGA
Kokstad	Polokwane	Middelburg
Ladysmith	Thabazimbi	Nelspruit
Matatiele	Thohoyandou	Piet Retief
Mbazwana	Tzaneen	
Mkuze		
Newcastle		
Nongoma		
Pietermaritzburg		
Pongola		
Port Shepstone		
Stanger		
Ulundi		
Vryheid		

NORTHERN CAPE	WESTERN CAPE	NORTH WEST
Colesberg	George	Delareyville
De Aar	Oudtshoorn	Klerksdorp
Hopetown	Parow	Lichtenburg
Kimberley	Vredenburg	Mahikeng
Kuruman	Vredendal	Potchefstroom

Springbok	Worcester	Rustenburg
Upington		Vryburg
		Zeerust

SWAZILAND	NAMIBIA	
Manzini	Gobabis	Opuwo
	Katima Mulilo	Otjiwarongo
	Keetmanshoop	Rundu
	Ondangwa	Walvisbay
	Ongediva	Windhoek
	Outapi	

Open Distance Learning Administrative Staff Members

SECTION	STAFF MEMBER	TELEPHONE
CALL CENTRE: <i>(Student enquiries)</i>	Mr Leon Danster Ms Robyn Richardson Ms Emma Moletsoa Ms Yolandy Louw Mr Dweight Cloete Mr Ben Schutte	018 285 5900

9 Lecturers, Potchefstroom Campus, North-West University

9.1 Appointments/communication with the NWU's academic staff

- a) Lecturers are available to assist with **academic problems** during office hours (08:00 – 16:30) on Tuesdays, Wednesdays and Thursdays.
- b) You have to make **an appointment** as is required of all professionals if you want to meet the lecturer face-to-face.
- c) You may contact 018 285 5900 to assist you with information regarding the lecturers or see their contact details (telephone number and e-mail addresses) on the Tutorial Letters.

9.2 BEd FP First year – list of lecturers

BEd FP Second Year			
Module Code	Module Name	Lecturer Responsible	E-mail Address
EDCC214	Professional Studies: Teaching and learning theories and practices	Me Christine Vorster	ywampotch@gamil.com
EDCC224	Educational Psychology: Human Development	Dr Doret Kirsten	doret.kirsten@nwu.ac.za
EDCC215	Educational Psychology: Introduction to Educational Psychology	Me Wanda v d Merwe	28380320@nwu.ac.za
EDCC225	Work Integrated Learning (Learning in practice; Learning from practice)	Dr Chantelle Bosch	21392373@nwu.ac.za
EDCC216	Work Integrated Learning (Learning in practice; Learning from practice)	Dr Chantelle Bosch	21392373@nwu.ac.za
LSKA211	Life Skills: Visual arts for teaching and learning in the Foundation Phase	Me Dedré Victor	Dedré.victor@nwu.ac.za

LSKM211	Life Skills in the Foundation Phase: Music	Me Ewie Erasmus	Ewie.erasmus@nwu.ac.za
MTLS211	Multi-grade and learning support in the Foundation and Intermediate Phase	Dr Juliana Seleti	Juliana.seleti@nwu.ac.za
WVOS222	Philosophy of Science: Understanding the Educational World	Dr Divan Jagals	Divan.Jagals@nwu.ac.za
MFPC221	Mathematics for Early Childhood Education and Development: Geometry and measurement of primary mathematics	Dr Retha van Niekerk	10277242@nwu.ac.za
AFRF211	Afrikaans Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principle and selecting and evaluating Children's Literature		
AFRF221	Afrikaans Home Language FP: Semantics, Vocabulary and Picture books		
ENFF211	English Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principle and selecting and evaluating Children's Literature	Ms Andri Schoonen	andri.schoonen@nwu.ac.za

ENFF221	English Home Language FP: Semantics, Vocabulary and Picture books	Ms Andri Schoonen	andri.schoonen@nwu.ac.za
PEFF211	Sepedi Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principle and selecting and evaluating Children's Literature	Me Matome Mabiltetja	29328039@nwu.ac.za
PEFF221	Sepedi Home Language FP: Semantics, Vocabulary and Picture books	Me Matome Mabiltetja	29328039@nwu.ac.za
SEFF211	Setswana Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principle and selecting and evaluating Children's Literature	Me Itu Lesabe	22005889@nwu.ac.za
SEFF221	Setswana Home Language FP: Semantics, Vocabulary and Picture books	Me Itu Lesabe	22005889@nwu.ac.za
SOFF211	Sesotho Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principle and selecting and evaluating Children's Literature	Me Dolly Dlavane	dolly.dlavane@nwu.ac.za

SOFF221	Sesotho Home Language FP: Semantics, Vocabulary and Picture books	Me Dolly Dlavane	dolly.dlavane@nwu.ac.za
ZUFF211	isiZulu Home Language FP: Morphology, Phonics, Word Study, Alphabetic Principle and selecting and evaluating Children's Literature	Mr Emmanuel Ngwenya	26291673@nwu.ac.za
ZUFF221	IsiZulu Home Language FP: Semantics, Vocabulary and Picture books	Mr Emmanuel Ngwenya	26291673@nwu.ac.za
AFAF211	Afrikaans First Additional Language in FP teaching: Language Acquisition and Development and Selecting and Evaluating Children's Literature	Dr Christine du Toit	chritine.duToit@nwu.ac.za
AFAF221	Afrikaans First Additional Language in FP teaching: Foundational Knowledge and Multicultural Children's Literature	Dr Christine du Toit	chritine.duToit@nwu.ac.za
ENAF211	English First Additional Language in FP teaching: Language Acquisition and Development and Selecting and Evaluating Children's Literature	Me Jeanine Keating	jeannine.keating@nwu.ac.za.

ENAF221	English First Additional Language in FP teaching: Foundational Knowledge and Multicultural Children's Literature	Me Jeanine Keating	jeannine.keating@nwu.ac.za.
SEAF211	Setswana First Additional Language in FP teaching: Language Acquisition and Development and Selecting and Evaluating Children's Literature	Me Dolly Dlavane	dolly.dlavane@nwu.ac.za
SEAF221	Setswana First Additional Language in FP teaching: Foundational Knowledge and Multicultural Children's Literature	Me Dolly Dlavane	dolly.dlavane@nwu.ac.za