

FACULTY OF EDUCATION

Open Distance Learning(ODL)

2017



**ACT: FOUNDATION PHASE
AND INTERMEDIATE PHASE**

Prospectus (Information Booklet)



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

**Advanced Certificate in Teaching
Foundation Phase
Intermediate Phase**

ACT

SCHOOL FOR HUMAN AND SOCIAL SCIENCES FOR EDUCATION

Open distance learning students

PROSPECTUS (Information booklet)

2017

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

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PLEASE MENTION YOUR STUDENT NUMBER IN ALL CORRESPONDENCE

The General Academic Rules of the University, to which all students have to subject themselves and which apply to all the qualifications offered by the University, appear in a separate publication and are available on the web page at:

http://www.nwu.ac.za/export/sites/default/nwu/gov_man/policy/7P-Academic_Rules_e.pdf

Please note: Although the information in this Calendar has been compiled with the utmost care and accuracy, the Council and the Senate of the University accept no responsibility whatsoever for errors that may occur. Before students finally decide on the selection of modules, they must consult the class timetable. If a clash occurs in the planned selection of a student, the relevant module combination is not permitted.

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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.

Through the ACT programme you will be academically equipped, phase as well as learning area specific, for your task in the teaching profession. After the ACT (NQF 6), you may enrol for the ADE (NQF 7). 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
(2016)

Assigned chairperson of the Education Joint Executive Committee (2016)



Prof Robert Balfour

Dean

What Is Open Distance Learning?

Open learning is an approach which combines the principles of learner-centeredness, lifelong learning, flexibility of 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) Students can register any time of the year.
- b) Each programme has a minimum and maximum duration to complete.
- c) Students have a number of assessment opportunities (examinations) during a study period, and all modules can be written at each assessment opportunity if the timetable allows.
- d) Students do not have a second examination opportunity directly after the first attempt. If they fail the first attempt (e.g. June), they can write the failed module during the next examination opportunity (e.g. November). A valid participation mark will give the student access to two examination opportunities, whereafter a student must generate a new participation mark (submit a new assignment).
- e) Contact classes are mainly presented by means of interactive white boards, supported by facilitators. Lectures can also be followed on a personal computer if students have access to the internet. All modules presented by means of interactive white boards are stored on the internet for students to access at a later stage.
- f) Students are supported by means of a Call Centre, social media (Facebook) and contact with lecturers and facilitators.
- g) 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 Oct/Nov of every year. Students can write any module 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, MOODLE and examination letters. The number of examination opportunities per module is determined according to the maximum study period of the qualification for which the student is registered.

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

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 within a prescribed period to a student in a module by way of formative assessment for the completion of those teaching-learning activities which 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 within every module-specific tutorial letter.

An assignment mark may only contribute towards the participation mark of a specific module for two examination opportunities. 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 which is determined from time to time for each module in terms of faculty rules, based on the participation mark and the examination mark awarded to a student in a module, provided that the weight of the participation mark in the above mentioned formula may not be less than 30% or more than 70%.

In calculating the module mark for all modules in the ACT (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.

1.6 Unsatisfactory academic performance

A student whose academic performance is found to be unsatisfactory shall receive a formal written warning from the Executive Director: UODL and the Dean: FES or an administrator authorised by them. Thereafter, if progress is still not satisfactory, the student may be dealt with in terms of General Academic Rules A2.4.8 and A3.4.6

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 specific programme prospectus (information booklet) for these qualifications. 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 Executive Director: UODL and the Dean: FES or an administrator authorised by them to inform him/her of the two final examination opportunities to pass all outstanding modules. Should such a student still have modules outstanding after these examination opportunities, the studies of such a student must be terminated in terms of Academic Rule A.2.4.8 and A.3.4.6.

Only in exceptional cases and then on the grounds of irrefutable evidence will the Executive Director: UODL and the Dean: FES 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 additional 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: ACT Level 6

(Refer to the NWU Calendar of the Programme at <http://www.nwu.ac.za/p-fes>).

2.1.1 Nature and general aims

This qualification is intended to acknowledge specialised academic or professional studies in education. On completion of the studies, candidates will be able to demonstrate an advanced reflexive understanding of and a competency in knowledge, skills, values, principles, methods and procedures relevant to the specific specialisation in education. The Department of Basic Education/Department of Higher Education and Training realised that many teachers need more subject knowledge, or want to change their pathway and/or teach a new subject. The ACT is a new qualification that can fulfil that role. The ACT is primarily vocationally oriented and the aim with the qualification is that teachers strengthen their subject knowledge or prepare themselves to teach a new subject in a specific phase. The ACT qualification will be based on the four school phases.

It is expected that **Foundation Phase** teachers ought to be competent to teach from Grade R to 3. The knowledge mix for the Advanced Certificate in Foundation Phase Teaching qualification includes pedagogical and practical learning, in order to enable teachers to work competently with Grade R-3 learners as to enhance their teaching competency in a theoretical and practical manner. The scope of the Advanced Certificate Foundation Phase teaching encompasses Grade R teaching that focuses on learning through play, developing physical co-ordination; as well as developing spoken language competence and fundamental ideas that will form the basis for the future development of number sense and literacy which prepares young children for formal learning in Grades 1-3.

In addition, this qualification will provide teachers with the opportunity to enhance their specialisation in Foundation Phase teaching as they are required to teach all four subjects (First Language, English First Additional Language, Mathematics and Life Skills) while drawing from a broad range of general knowledge that will support and enable them to implement the national school curriculum. These teachers are in need of extensive and specialised knowledge of early childhood learning to teach reading, writing and numeracy, as well as to develop key initial concepts and skills that lay the foundation for learning in future phases. They require skills in the early identification of barriers to learning and ought to be knowledgeable and competent with regard to the differentiation of

prescribed curriculum content that enables various learning styles and preferences.

The ACT **Intermediate Phase** must prepare teachers to teach from grades 4-7. The qualification includes specialist teaching of a maximum of three Intermediate subjects of which one must be English First Additional Language teaching. The qualification also addresses fundamental mathematical concepts and barriers to learning.

The design of the qualification consists of four sections, namely a section with generic modules, a section with fundamental modules, a section with specialisation modules and an additional section. The first section is a **generic section** and consists of Foundations of Education and Work Integrated Learning. The second section comprises three **fundamental modules**. The first two modules are English First Additional Language modules and the third module is a fundamental Mathematics module that focuses on fundamental mathematical concepts. The inclusion of these modules is based on the Minimum Requirements for Teacher Education Qualification policy which state that all Intermediate phase teachers must complete English as an additional language and fundamental mathematical concepts as a module. The third section comprises 64 credits of the qualification which are directed towards the strengthening of subject specific knowledge. Students choose any two (2) **specialisations** consisting of 32 credits per specialisation. The last section is an additional **ICT module** on level 5. We deem it necessary that teachers must be ICT competent, therefore we include the additional 12 credits on level 5 as allowed by the MRTEQ policy (p 31). Subsequently this qualification will consist of 132 credits.

The qualification is also important because it provides teachers in possession of an NPDE qualification an articulation route to a new qualification at NQF level 6. The Advanced Certificate in Teaching is intended for those teachers who are for example teaching with a former three-year teachers' diploma/diploma in Education or an NPDE and who require further development of their current knowledge of the phase or subject in which they have originally specialized in their initial teaching qualification(s). They may complete the ACT in the same phase or subject(s). Secondly, the ACT is intended for those qualified teachers who wish to change their focus (retrain) to teach in a new/different phase or subject.

Teachers in possession of a four-year Level 6 or 7 professional teaching qualification or a former ACE or a BEdHons would therefore complete an ACT in a different/ new phase or teaching subject as these teachers would be retraining rather than upgrading. Teachers can then articulate from an ACT to an ADE and PGDE. The Department decided that 2014 was the last year students could enrol for NPDE and ACE programmes.

The ACT is a new qualification that will replace the ACE and will give students the opportunity for continuing professional development.

The development of an ACT is regarded as an important initiative to address the need for the retraining or upgrading of teachers in South Africa as identified by the DHET.

2.1.2 Study duration and articulation, onset and phasing out dates

a) Study Duration

The minimum duration for completion of AC studies is one year. Via Distance Education, the programme is presented over two years, with a maximum of three years.

b) Articulation

- i. From 2015 onwards, students with a completed NPDE can enrol for the ACT, followed by the ADE.
- ii. The ACT articulates to the Advanced Diploma in Education (ADE) in accordance with specific programme requirements.
- iii. From 2015 onwards, students with an ACT can articulate into the ADE (NQF level 7) and from there to the PGDip (NQF level 8) or to the BEdHons NQF level 8.)

2.1.3 Specific objectives

This NQF level 6 qualification will enable student teachers to demonstrate an advanced reflexive understanding of and a competency in, knowledge, skills, values, principles, methods and procedures relevant to the specific specialisation in education.

2.1.4 Admission requirements

Any recognised three year **teaching** qualification.

Admission may also be obtained by

- a) **Any** recognised three-year teacher qualification (ACE/FDE/HED/SDE/PDE);
- b) A recognised four-year HED qualification.
- c) A degree plus PGCE or Higher Diploma in Education.
- d) ABET-qualifications do not provide access because they are not considered school-based teaching qualifications.

2.1.5 Faculty Specific requirements

Learners wishing to follow a curriculum in Mathematics Education must have undergone training qualifying them to be appointed in a permanent position as an educator in the relevant learning area, Mathematics Education or Mathematical Literacy; in a particular school phase.

Teachers who submit proof that they have been teaching Mathematics for three - five years will also be accepted.

2.1.6 Rules for the programme

Refer to the NWU Calendar of the ACT.

The rules for the ACT Programme must be read together with the General Academic rules of the university (A-rules), which are available on the Internet at: <http://www.nwu.ac.za/node/5661>

2.1.7 Programme outlay

The Advanced Certificate in Teaching may be completed in Foundation Phase or Intermediate Phase. Specialisations in the Intermediate Phase are Life Skills, Mathematics, Science and Technology and Social Science.

Suggestion regarding structuring of your curriculum

- a) Structure your curriculum over the period of two years.
- b) Most curricula do not have more than twelve modules which means you can complete the curriculum in two years (four exam opportunities).
- c) If, after two years, you are still left with some modules, you are granted two more examination opportunities to complete your curriculum.

Programme outlay of the Advanced Certificate in Teaching

FOUNDATION PHASE

Module code	Descriptive Name	NQF level	Credits	Curr Code
All students take the GENERIC MODULES				
AIFP 511	Foundations of Education in the Foundation Phase	6	16	0401P
AWIL 521	Work-integrated Learning in Foundation Phase	6	8	0401P
All students take the SPECIALISATION MODULE				
ALFP 521	English First Additional Language in Foundation Phase	6	16	0401P

ALFE 511/ ALFS 511/ ALFA 511	English First (Home) Language/ Setswana First (Home) Language/ Afrikaans First (Home) Language	6	16	0401P
AMAT 521	Implementing effective Mathematics teaching and learning in the Foundation Phase	6	16	0401P
ALIF 511	Life Skills in Foundation Phase I	6	16	0401P
ALIF 521	Life Skills in Foundation Phase II	6	16	0401P
AMAT 511	Planning for effective Mathematics teaching and learning in the Foundation Phase	6	16	0401P
	All students take the ADDITIONAL MODULE			0401P
AICT 521*	Information and Communication Technology in the classroom	5	12	0401P
TOTAL CREDITS			132	

Our suggested structure for study in the ACT

FOUNDATION PHASE

FIRST YEAR

SEMESTER 1	Credits	SEMESTER 2	Credits
AIFP 511	12	AMAT 511	8
ALFA/ALFE/ALFS 511	12	ALIF 511	16

SECOND YEAR

SEMESTER 1	Credits	SEMESTER 2	Credits
AICT 521	5	AMAT 521	8

AWIL 521	8	ALIF 521	16
ALFP 521	16		

OUTLAY OF THE PROGRAMME: ACT

INTERMEDIATE PHASE

	GENERIC MODULES <i>All students do both these modules</i>	NQF-level	Credits	Curr Code
AIIP 511	Foundations of Education in Intermediate Phase	6	16	0401P
AWIL 521	Work-integrated Learning in Intermediate Phase	6	8	0401P
AICT 521	Information and Communication Technology in the classroom *	5	12	0401P
	FUNDAMENTAL MODULES <i>All student do all three these modules</i>		Credits	0401P
AEMT 511	Elementary Mathematics for Teachers	6	8	0401P
AFAL 511	English First Additional Language I	6	12	0401P
AFAL 521	English First Additional Language II	6	12	0401P
	Subject Specialisations <i>Select any TWO of the following</i>		Credits	
	Life Skills	6	32	0401P
	Mathematics	6	32	0401P
	Science and Technology	6	32	0401P
	Social Science	6	32	0401P
	TOTAL CREDITS:			132

**OUR SUGGESTED STRUCTURE FOR ACT INTERMEDIATE PHASE
FIRST YEAR**

SEMESTER 1	Credits	SEMESTER 2	Credits
AEMT 511	12	AFAL 511	16
AIIP 511	12	SPEC 2 511	8
SPEC 1 511	8	SPEC 2 511	8
SPEC 1 511	8		

SECOND YEAR

SEMESTER 1	Credits	SEMESTER 2	Credits
AICT 521	12	AFAL 521	16
AWIL 522	8	SPEC 2 521	8
SPEC 1 521	8	SPEC 2 521	8
SPEC 2 521	8		

OUTLAY OF THE CURRICULUM: LIFE SKILLS

Module code	Descriptive Name	NQF level	Credits
GENERIC MODULES			
AIIP 511	Foundations of Education in the Intermediate Phase	6	16
AWIL 521	Work-integrated Learning in Intermediate Phase	6	8
AICT 521	Information and Communication Technology in the classroom	5	12
FUNDAMENTAL MODULES			
AEMT 511	Elementary Mathematics for Teachers	6	8
AFAL 511	English First Additional Language I	6	12
AFAL 521	English First Additional Language II	6	12

1st SPECIALISATION MODULES			
ALCA 521	Life Skills for Intermediate Phase: Creative Arts	6	8
ALPI 511	Life Skills for Intermediate Phase: Physical Education	6	8
ALPS 521	Life Skills for Intermediate Phase: Personal and Social Well-being	6	8
ALRE 511	Life Skills for I Phase: Religion Education	6	8
2nd SPECIALISATION MODULES			
	Depending on choice of 2 nd specialisation	6	32
TOTAL CREDITS:			132

OUTLAY OF THE CURRICULUM: MATHEMATICS

Module code	Descriptive Name	NQF level	Credits
GENERIC MODULES			
AIIP 511	Foundations of Education in the Intermediate Phase	6	16
AWIL 521	Work-integrated Learning in Intermediate Phase	6	8
AICT 521	Information and Communication Technology in the classroom	5	12
FUNDAMENTAL MODULES			
AEMT 511	Elementary Mathematics for Teachers	6	8
AFAL 511	English First Additional Language I	6	12
AFAL 521	English First Additional Language II	6	12
1st SPECIALISATION MODULES			
ANIM 511	Numbers and Number Systems in Intermediate	6	16

	Phase Mathematics		
AGIM 521	Geometry for Intermediate Phase Mathematics	6	16
2nd SPECIALISATION MODULES			
	Depending on choice of 2 nd specialisation	6	32
TOTAL CREDITS:			132

OUTLAY OF THE CURRICULUM: SOCIAL SCIENCE

Module code	Descriptive Name	NQF level	Credits
GENERIC MODULES			
AIIP 511	Foundations of Education in the Intermediate Phase	6	16
AWIL 521	Work-integrated Learning in Intermediate Phase	6	8
AICT 521	Information and Communication Technology in the classroom	5	12
FUNDAMENTAL MODULES			
AEMT 511	Elementary Mathematics for Teachers	6	8
AFAL 511	English First Additional Language I	6	12

OUTLAY OF THE CURRICULUM: SCIENCE AND TECHNOLOGY

List of modules:

Module code	Descriptive Name	NQF level	Credits
GENERIC MODULES			

AIIP 511	Foundations of Education in the Intermediate Phase	6	16
AWIL 521	Work-integrated Learning in Intermediate Phase	6	8
AICT 521	Information and Communication Technology in the classroom	5	12
FUNDAMENTAL MODULES			
AEMT 511	Elementary Mathematics for Teachers	6	8
AFAL 511	English First Additional Language I	6	12
AFAL 521	English First Additional Language II	6	12
1st SPECIALISATION MODULES			
INSC 511	Intermediate Science I	6	8
INSC 521	Intermediate Science II	6	8
AKAT 521	Knowledge Areas of Technology Education	6	8
ATPI 511	Technological Processes in the Intermediate Phase ³	6	8
2nd SPECIALISATION MODULES			
	Depending on choice of 2 nd specialisation	6	32
TOTAL CREDITS:			132

2.1.8 Suggestions about the structure of your studies:

The ACT may be done in one year, but we suggest that student's structure their studies over two years as recommended above.

Remember that we do open learning, so students may write their modules during whichever examination they wish.

We suggest that students spend all year on portfolios such as AMAT and AWIL, which are to be submitted at the end of the year.

2.1.9 Language

The language of tuition via ODL is English. Study guides for all the modules are available in English only. A student may write examinations and submit assignments in either Afrikaans or English. Contact sessions are conducted in English.

2.1.10 Study Material

- a) Study material will be delivered either by **Postal or Courier services to the address you have indicated for the delivery of study material.**
- b) **Please note that you must indicate a physical address or work address where the study material can be delivered via courier.**
- c) Study material sent through postal services must be collected from the post office within **seven working days** or it will be returned to the NWU. The student will be liable for the cost of postage.
- d) Study material may be collected at the University, except if already dispatched.

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 stipulated in the tutorial letters.
- b) Students are required to submit assignments according to dates specified in this prospectus (information booklet).
- c) Complete your assignments in due time so that you will be able to concentrate on preparing for the examinations.
- d) Refrain from using Bantex bags, ring binders, etc.
- e) The NWU urges students to submit completed assignments early to be assessed in order to ensure that examination information is received before examinations commence.
- f) All assignments must be posted, or submitted at the study centres for distribution and assessment.
- g) Assignments may not be posted to the lecturer, only to:

Physical Address

The Unit for Open Distance Learning
North-West University
Assignment Office
C/o Esselen and Malherbe Streer
Building B11A
Room G30
Potchefstroom
2520

Postal address

Unit for Open Distance Learning

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

a) Enquiries regarding assignments:

018 285 5900 or DistancePotch@nwu.ac.za

b) Important to know

- Assignment marks give admission to the examination;
- An assignment mark can only be used for two exam opportunities whereafter a new assignment must be submitted;
- Late submission of assignments will have to stand over to the next semester, which means that the student will only then have a participation mark which will give him/her entry to write exams in a particular module.
- All assignments must be posted to the NWU for assessment to the address provided above.

a) Due dates

Assignments	RPL Portfolios
08 April 2017	27 May 2017
09 September 2017	28 October 2017

2.2.1.2 Library services: Student Academic Support

- Library website: www.nwu.ac.za/library
- All registered students of the NWU have access to the library. Type your surname and student/ID number 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](tel:0182992859)

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](tel:0182992859) for **library** assistance.

Call 018 285 5900 for other requests.

2.2.1.3 Examination

- a) **No examination information sessions** will be facilitated during 2017 at learner support centres.

- b) Examination information will be posted on the websites as soon as it is ready,
- c) If students submit assignments late the possibility exists that students will not receive their examination information in time before the examination commences.
- d) **Students may download examination information, previous examination papers and tutorial notes from the OLG website at:**
- e) www.olgdownloads.co.za
- f) **Important** contact numbers regarding examination enquiries
- g) All **queries:** 018 285 5900 or 011 670 4850.
- h) Saturdays 08:00 – 16:00: 082 7796 390.
- i) **Examinations can be written at one of the venues on the list provided.**
- j) **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. They can be contacted at 011 670 4850, or enquiry@olg.co.za.
 - 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 to obtain the

opportunity to write it again in the July examination the following year.

- viii. All examination scripts are marked as well as 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:
- ix. Applications should be received within fourteen days after the examination results have been made known
- x. Applications should be done on the application form at the call centre and the invoice of the money paid for the remark into the university account should be faxed/scanned with the application form
- xi. A minimum mark of 35% should have been obtained in the examination**
- xii. the re-mark fee should be paid and the proof of payment sent to the call centre with the application form (available from the NWU call centre).
- xiii. Examination regulations appear in each answer book. Any irregularities during examinations are considered a serious offence and the necessary steps will be taken.
- xiv. Dishonesty during the examination may 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.
- xv. It is important that you attend at the examination venue you have indicated on your application form, since provision will only be made for you at that examination centre. 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).
- xvi. NO marks will be given telephonically.**
- xvii. How to find your results on the Internet:
<http://www.nwu.ac.za>
- xviii. Under the heading **STUDY HERE** click on the **Exam results** link.
- xix. The login window will appear. Type in your **student number** and **PIN** (*the pin can be requested on the same webpage*).

xx. You can also obtain your examination results via SMS. Go to new messages, type in EXM and your **student number** followed by the word **NWU** and send the message to **35606**. An SMS will be sent to you with your results.

xxi. 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 calculated as follows:

- i. Participation mark = 40%
- ii. Examination sub-minimum = 40% per module
- iii. Distinction = 75%
- iv. Pass mark = 50%
- v. Examination (60%) + participation (40%) = module mark (final mark) e.g. you may obtain a module mark of above 50% and still fail because of the sub-minimum requirement in the exams which is 40%
- vi. Procedure to register at the library: Contact (018) 299 4134

b) Examination papers from previous years

- i. Previous examination papers can be obtained from the Internet at the following address: <http://library.nwu.ac.za/dbtw-wpd/textbases/exam-papers.html>
- ii. **On the Open Learning Group's web www.olgdownloads.co.za**
- iii. Under the header **PAST PAPERS** Find **NWU past exam papers** click on the **Find now** link.
- iv. Under the header **Past Exam Papers** choose the relevant year's exam paper.

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 done 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:

Should notice of cancellation take place **by letter**, it should be directed to:

The Head: Support Section

Attention: Mrs Chantelle Badenhorst
Private Bag X6001

Should notice of cancellation be sent by **registered mail**, the date of receipt will be noted as official cancellation date.

- a) The cancellation is valid from the date of proper submission of the cancellation form to Department of Academic Administration, or from the date of receipt of the registered postal article by the Head: Support Section.
- b) 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 a student cancel his/her studies prior to 15 March, only the registration fees are payable as set out above. Should a student cancel his/her studies after 15 March, the full tuition for the first semester is payable.
- b) Should a student cancel his/her studies for the second semester prior to 29 July, only the tuition for the first semester is payable. Should a student cancel his/her studies after 29 July, the full tuition for the year is payable.
- c) Should a student cancel his/her studies, all bursaries and/or loans are refundable immediately.

2.2.2.3 Continued liability of payable fees upon expulsion of studies

In all cases of transgressions and subsequent disciplinary steps that might entail, in terms of the provisions of the university 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 refundable 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 on the student's identity. Payment to any other person than the student can only be made on written authority of the student on the prescribed form available at the enquiries 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, the website or (018) 299 2674 and should be thoroughly 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

Enquiries with regard to student accounts may be directed 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

E-mail: PUK-studyfees@nwu.ac.za

3.2.4 Web address

The complete Fees Payable and Financial Rules are available at:

4 Contact sessions, year programme

(Refer to paragraph 8 for detail information on learner support centres)

4.1 General information regarding contact sessions (interactive whiteboard sessions)

- a) **Note: Please refer to the time table before contacting the helpdesk.**
- 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. 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. You may attend any contact session in any area. You do not have to book to attend a 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 they attend contact sessions. Even if sessions are facilitated by means of the interactive whiteboards, attendance lists must be completed for all modules.

4.2 Contact tuition information

4.2.1 Whiteboard sessions

- a) Contact sessions are provided at study centres during **Interactive White-board sessions (IAW)**. This means that the lecturer responsible for the module will teach in Potchefstroom while the lecture is broadcast alive to the different study centres.
- b) Each study centre has a technician to assist students. You can thus at any time interrupt the lecturer or answer questions as the Whiteboard allows for immediate interaction. The technician will assist you in this regard.
- c) **During the Interactive Whiteboard sessions** students may SMS questions regarding the module that is presented to 43366. Normal SMS rates apply to this number. These questions will be addressed by the lecturer during or after the session.

- d) More information regarding this system will be communicated to you during IWB sessions.
- e) 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 the scheduled 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 not compulsory**, although it has been proved that those students who attend **have a higher success rate**.
- b) During these sessions, you will **meet with relevant academic professionals** who will give you advice on your assignments, feedback regarding completed assignments and academic guidance through your study material. You will also have the opportunity to work in groups with peers.
- c) It is very important that you are **well prepared** for attendance of a contact session.
- d) Contact sessions are primarily scheduled on **Fridays and Saturdays**, (however, weekdays are also on the programme), and take place at registered **LEARNER SUPPORT CENTRES**. Refer to timetable for correct dates.
- e) Students can also write exams at the study centre but must indicate such a preference well in advance.
- f) **Only modules** as allocated **on the timetable will be facilitated** on the assigned dates.
- g) Timetables for all sessions as from January 2017 - 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/information booklet 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 Facebook page for the **UNIT for Open Distance Learning or Eenheid vir Oop Afstandsl eer**.
- f) If unsure where to attend contact classes in your area, please call 018 285 5900 (office hours – Monday to Friday 08:00 – 16:30) or 082 7796 390 (Saturdays 08:00 – 16:00).
- g) Bookings for EUCE 511 practical can only be done by calling 011 670 4850.
- h) Should you experience problems with facilitators or facilitation at learner support centres please contact 082 779 6390.
- i) Take note that there are possibly two sessions that could take place at selected learner support centres:
 - i. Whiteboard 1
 - ii. Whiteboard 2
- j) Whiteboard sessions and facilitator sessions will take place on the times scheduled on the timetable in your year programme.
- k) If an SMS is sent to you reminding you of contact sessions, please refer to your year programme to see if your programme/modules will be facilitated during the sessions on that specific date.
- l) Refer to your year programme for the closest learner support centre in your area. You may attend contact sessions in any area. You do not have to book for contact sessions.
- m) **It remains the responsibility of the every student to refer to the timetable below when interactive whiteboard sessions will be facilitated for his/her modules.**

4.4 General information

- a) Facilitation will take place at all learner support centres.
- b) All open distance learning students are invited and urged to attend the
 - i. **Autumn School 01-11 April**
 - ii. **Spring School 03-10 October**
- c) Academic Sessions at the Potchefstroom Campus of the NWU.
- d) All modules will be facilitated during the Autumn and Spring Schools. Refer to year programme for dates, times and modules.
- e) Teaching of these modules will only be done by means of the use of the interactive whiteboards at learner support centres.
- f) No facilitators will be present at learner support centres during Autumn and Spring Schools.

- g) Whiteboard sessions and facilitator sessions will take place on the times scheduled on the timetable in your year programme in this prospectus (information booklet).
- h) If you receive an SMS to remind you of the contact sessions, please confirm this information by referring to your year programme in the prospectus (information booklet) to see if your programme/modules will be facilitated during the sessions on a specific date. These SMSs are generically generated and may not be applicable on your academic programme!
- i) Records of all contact sessions are available on this website: <http://distance.nwu.ac.za/content/unit-open-distance-learning-resources>; or are available on dropbox. Please use the link below to get access to dropbox <https://www.dropbox.com/sh/80pzo7b55dnob4c/N12lHrPtzp>;
- j) Refer to your year programme to determine the closest learner support centre in your area, but you are welcome to attend contact sessions in any area. You do not have to book for contact sessions.

4.5 Work Integrated Learning Dates

- a) First semester: 19 April 2017 – 12 May 2017. **Portfolio: 27 May 2017.**
- b) Second semester: 24 July 2017- 25 August 2017. **Portfolio: 21 October 2017**
- c) **Please note:** If you are a teacher withing the school your WIL assessment will be done, you need not be concerned about these dates. You can complete your portfolio as it suits you, but the WIL portfolio has to reach NWU on the dates stipulated above.

4.6 Timetables 2017

Note: No facilitators will be present at learner support centres for the Autumn and Spring Schools. All facilitation will be done through the interactive whiteboards installed at learner support centres

WHITEBOARD CLASSES FOR THE ADVANCED CERTIFICATE IN TEACHING 2017

Friday 3 March					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3

	ACT		ACT		
14:30	ALFA/ALFE/ALF S 511	14:30	AEMT 511		
15:10	AMAT 511	15:10	AEMT 511		
15:50	AMAT 511	15:50	AWIL 522		

Saturday 4 March					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	ACT		ACT		
08:00	ANIM 511	08:00	AMAT 521		
08:40	ANIM 511	08:40	AMAT 521		
09:20	AIFP/AIIP 511	09:20	AHSS 521		
10:00	ALRE 511	10:00	ALCA 521		
10:40	ALPI 511	10:40	ALPS 521		
11:20	ATPI 511	11:20	AFAL 521		
12:00	ALFP 521	12:00	AKAT 521		
12:40	ISSP 511	12:40	AGIM 521		
13:20	AHSS 511	13:20	AGIM 521		
14:00	INSC 511	14:00	ISSP 521		
14:40	AWIL 521	14:40	INSC 521		
15:20	AFAL 511	15:20	ALIF 521		
16:00	ALIF 511	16:00			

Monday 3 April					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	Dipl in Grade R 1st year 1st semester		Dipl in Grade R 1st year 2nd semester		ACT
08H00	RSLD171	08H00	RWIL121	08:00	ANIM 511

08H45	RTAL171	08H45	RSLD171	08:40	AMAT 511
09H30	RMAT171	09H30	RTAL171	09:20	AIFP/AIIP 511
10H15	RWEL111	10H15	RMAT171	10:00	ALFA/ALFE/ALFS 511
11H00	RWIL111	11H00	RWEL121	10:40	ALPI 511
11H45	RFLS111	11H45	RELS121	11:20	ATPI 511
12H30	LUNCH BREAK	12h15	RLSA121	12:00	ALIF 511
12h45	RHWP111	12h45	RLST121	12:40	ISSP 511
13H30	RTCL111	13h15	LUNCH BREAK	13:20	AHSS 511
	1st year 2nd semester	13h30	RLSX121	14:00	INSC 511
14H15	RLSP121	14h00	RLSZ121	14:40	AWIL 521
14H45	RLSW121	14h30	RLSO121	15:20	AFAL 511
		15h00		16:00	ALRE 511

Tuesday 4 April					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	Dip in Grade R 2nd year 1st semester		Dip in Grade R 2nd year 2nd semester		ACT
08H00	RLCA271	08H00	RWIL221	08:00	AEMT 511
08H45	RRTL271	08H45	RMAT 121	08:40	AHSS 521
09H30	RLBK271	09H30	RLCA271	09:20	ALFP 521
10H15	REDM271	10H15	RRTL271	10:00	ALCA 521
11H00	RLSS211	11H00	RLBK271	10:40	ALPS 521
11H45	RCDP211	11H45	REDM271	11:20	AFAL 521
12H30	LUNCH BREAK	12H30	LUNCH BREAK	12:00	AKAT 521
12H45	ROLT211	12H45	RCLS221	12:40	AMAT 521

13H15	RALT211	13H15	RCLX221	13:20	AGIM 521
13H45	RSLT211	13H45	RCLW221	14:00	ALIF 521
14H15	RXLT211	14H15	RCLZ221	14:40	INSC 521
14H45	RWLT211	14H45	RCLE221	15:20	AWIL 522
15H15	RELT211	15H15	RCLO221	16:00	ISSP 521
15H45	RPLT211	15H45	RCLP221		
	Dip Grade R 2nd year 1st semester	16H15	RCLA221		
16h15	RZLT211				

Thursday 6 April					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	ACE		ACE		ACT
08:00	ORAK 511	08:00			AMAT 511
08:30	ORLK 521	08:30	ATEK 511		AMAT 511
09:00	FSET 511	09:00			AMAT 521
09:30	ORAK 521	09:30	CDEK 511		AMAT 521
10:00	EUCE 511	10:00			AEMT 511
10:30	ORLK 511	10:30			
11:00	HIVA 521	11:00			AGIM 521
11:30	NVMI 521	11:30			
12:00	BOPK 511	12:00	FROP 571		ANIM 521
12:30	SPKK 511	12:30	MLED 575		
13:00	SSGK 521	13:00	MLED 572		
13:30	VGBK 521	13:30	MLED 576		
14:00	SANK 521	14:00	MLED 574		BEd Snr & FET
14:30	SPRK 521	14:30	FROL 571	14:30	MATF111
15:00	GSGK 511	15:00	FROF 571	15:15	MATH111
15:30	GGGK 521	15:30	FROG 571	16:00	HISE112

16:00	AGSK 512	16:00	LSIE 518	16:45	LESE112
16:30	VGAK 511	16:30	LSDL 528	17:30	BSTE112
17:00	GBGK 511	17:00	LSSH 528		
17:30	GCLK 521	17:30	LSED 518		

Friday 18 August					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	NPDE		ACT		ACT
14:00	AGDN 325	14:30	ALFA/ALFE/ALFS 511	14:30	AEMT 511
14:30	GSAN 325	15:10	AMAT 511	15:10	AEMT 511
15:00	GSXN 325	15:50	AMAT 511	15:50	AWIL 522
15:30	WAPN 325				
16:00	AKPN 316/326				
16:30	AKPN 315/325				

Saturday 19 August					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	NPDE		ACT		ACT
08:00	WIPN 315	08:00	ANIM 511	08:00	AMAT 521
08:30	WIPN 315	08:40	ANIM 511	08:40	AMAT 521
09:00	AFRN 315	09:20	AIFP/AIIP 511	09:20	AHSS 521
09:30	AFRN 325	10:00	ALRE 511	10:00	ALCA 521
10:00	WIPN 325	10:40	ALPI 511	10:40	ALPS 521
10:30	WIPN 325	11:20	ATPI 511	11:20	AFAL 521
11:00	AGDN 325	12:00	ALFP 521	12:00	AKAT 521
11:30	FPUN 325	12:40	ISSP 511	12:40	AGIM 521
12:00	EDMN 315	13:20	AHSS 511	13:20	AGIM 521
12:30	ESPN	14:00	INSC 511	14:00	ISSP 521

	315/325				
13:00	LREM 325	14:40	AWIL 521	14:40	INSC 521
13:30	LPRO 325	15:20	AFAL 511	15:20	ALIF 521
14:00	RPLL 271	16:00	ALIF 511	16:00	
14:30	HSCN 319				
15:00	EGPN 325				
15:30	EDSN 325				
16:00	GFPN 325				

Saturday 7 October				
Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
ACT		ACT		ADE
AMAT 511	08:00	AEMT 511	08:00	AADS 611
ANIM 511	08:40	AHSS 521	09:00	ALSE 611
AIFP/AIIP 511	09:20	ALFP 521	10:00	ALSI 611
ALFA/ALFE/ALFS 511	10:00	ALCA 521	11:00	AHIV 621
ALPI 511	10:40	ALPS 521	12:00	ALSD 621
ATPI 511	11:20	AFAL 521	13:00	ALSS 621
ALIF 511	12:00	AKAT 521	14:00	AREM 621
ISSP 511	12:40	AMAT 521	15:00	ARES 611
AHSS 511	13:20	AGIM 521	16:00	AICT 521
INSC 511	14:00	ALIF 521		
AWIL 521	14:40	INSC 521		
AFAL 511	15:20	AWIL 522		
ALRE 511	16:00	ISSP 521		

Saturday 7 October					
Time	Whiteboard 1	Time	Whiteboard 2	Time	Whiteboard 3
	ACT		ACT		ADE

08:00	AMAT 511	08:00	AEMT 511	08:00	AADS 611
08:40	ANIM 511	08:40	AHSS 521	09:00	ALSE 611
09:20	AIFP/AIIP 511	09:20	ALFP 521	10:00	ALSI 611
10:00	ALFA/ALFE/ALFS 511	10:00	ALCA 521	11:00	AHIV 621
10:40	ALPI 511	10:40	ALPS 521	12:00	ALSD 621
11:20	ATPI 511	11:20	AFAL 521	13:00	ALSS 621
12:00	ALIF 511	12:00	AKAT 521	14:00	AREM 621
12:40	ISSP 511	12:40	AMAT 521	15:00	ARES 611
13:20	AHSS 511	13:20	AGIM 521	16:00	AICT 521
14:00	INSC 511	14:00	ALIF 521		
14:40	AWIL 521	14:40	INSC 521		
15:20	AFAL 511	15:20	AWIL 522		
16:00	ALRE 511	16:00	ISSP 521		

4.7 Suggested accommodation

(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

- First semester examination takes place from 7 June – 3 July 2017
- Second semester examination takes place from 30 October – 22 November 2017

a) Notes:

- i. Make sure you are registered at a specific Examination Centre
- ii. Should you need to *change your examination centre*, please contact 018 285 5900.

- iii. Changes for the June examination must be communicated to them before the end of February, and for the November/October examinations, before the end of July.
- iv. If you should fail to change your examination centre in time, there will be serious financial implications for students
- v. The examination information letters will be available on the OLG website at: www.olgdownloads.co.za

JUNE 2017			
Module		Date	1=09:00 2=14:00
ACT	AEMT511	07 June 2017	1
ACT	AFAL511	09 June 2017	1
ACT	AFAL521	22 June 2017	2
ACT	AGIM521	23 June 2017	2
ACT	AHSS511	20 June 2017	1
ACT	AHSS521	08 June 2017	2
ACT	AIFP511	19 June 2017	1
ACT	AIIP511	19 June 2017	1
ACT	AKAT521	27 June 2017	2
ACT	ALCA521	26 June 2017	2
ACT	ALFA511	21 June 2017	1
ACT	ALFE511	21 June 2017	1
ACT	ALFP521	13 June 2017	2
ACT	ALFS511	21 June 2017	1
ACT	ALIF511	30 June 2017	1
ACT	ALIF521	15 June 2017	2
ACT	ALPI511	15 June 2017	1
ACT	ALPS521	28 June 2017	2
ACT	ALRE511	26 June 2017	1
ACT	AMAT511	23 June 2017	1

ACT	AMAT521	20 June 2017	2
ACT	ANIM511	28 June 2017	1
ACT	ATPI511	08 June 2017	1
ACT	INSC511	12 June 2017	1
ACT	INSC521	19 June 2017	2
ACT	ISSP511	14 June 2017	1
ACT	ISSP521	12 June 2017	2
OCTOBER 2017			
Module		Date	1=09:00 2=14:00
ACT	AEMT511	30 October 2017	2
ACT	AFAL511	01 November 2017	2
ACT	AFAL521	13 November 2017	1
ACT	AGIM521	14 November 2017	1
ACT	AHSS511	09 November 2017	2
ACT	AHSS521	31 October 2017	1
ACT	AIFP511	03 November 2017	2
ACT	AIIP511	03 November 2017	2
ACT	AKAT521	16 November 2017	1
ACT	ALCA521	15 November 2017	1
ACT	ALFA511	10 November 2017	2
ACT	ALFE511	10 November 2017	2
ACT	ALFP521	03 November 2017	1
ACT	ALFS511	10 November 2017	2
ACT	ALIF511	21 November 2017	2
ACT	ALIF521	07 November 2017	1
ACT	ALPI511	07 November 2017	2
ACT	ALPS521	17 November 2017	1
ACT	ALRE511	15 November 2017	2
ACT	AMAT511	14 November 2017	2

ACT	AMAT521	09 November 2017	1
ACT	ANIM511	17 November 2017	2
ACT	ATPI511	01 November 2017	2
ACT	INSC511	06 November 2017	2
ACT	INSC521	08 November 2017	1
ACT	ISSP511	06 November 2017	2
ACT	ISSP521	02 November 2017	1

Please note that these dates are subject to change

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. Successful students remain our goal.

7 Provincial List for learner support centres

OLG/NWU Contact details for Learner Support Centres 2017

LEARNER SUPPORT CENTRES

<i>City/Town</i>	<i>Address</i>
Bisho	Bisho L/H.P School No. 1 Kauta Drive BISHO 5605
Bosbokrand	Early Childhood Development Institute Mapulaneng Former College of Education BUSHBUCKRIDGE MPUMALANGA PROVINCE
Daniëlskuil	Ouplaas Factory Indwala Industrial Holdings Limited Industrial Area DANIËLSKUIL 8405
De Aar	De Aar Campus

	Van Riebeeck Road DE AAR
Durban	Durban teachers centre 3 College road Opposite Collegvale Primary School GLENPORT 4015
Durban Innovatus	95 Monty Naicker street previously known as Pine street DURBAN 4001
Empangeni	50 Tanner Street, Empangeni Courier address: B620 Ngwelezane Township Nkonkoho rd NGWELEZANA 8300
Ermelo	Ligbron Akademie vir Tegnologie Voortrekkerstraat Ermelo 2350
George	Glenwood School Glenwood Avenue Glenwood GEORGE 6530
Giyani	Giyani Education Multi-Purpose Centre Nsami Dam Road GIYANI

	0826
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Graskop	Hoërskool Panorama Eeufees Street GRASKOP 1270
Johannesburg	Weltevreden Park Primary School 41 Cockspur Road WELTEVREDEN PARK 1709
Kimberley	Hoërskool Noord-Kaap Hayston Road Hadisonpark KIMBERLEY 8306
Kuruman	Kuruman Campus C/O Roos and Voortrekker street KURUMAN
Ladysmith	Windsor Park High School Forbes Street LADYSMITH 3370
Lichtenburg	a) Laerskool Burgersdorp b) Beyers Naude ryln 41 c) LICHTENBURG
Lusikisiki	Ingwe FET College Ngqungushe Magwa road LUSIKISIKI 4820
Matatiele	Bergview College

	2 Davies straat MATATIELE 4730
Mkuse	Laerskool Mkuze H/v Dikkop en Kingfisher straat MKUZE 3965
Mthatha	Khanyisa High school Behind Shell Ultra City East London Road (N2) Payne location MTHATHA 5099
Mukhanyo Theological college	Plot 1 Solomon Mahlangu Drive P.O. Box 594 KwaMhlanga 1022 Republic of South Africa
Ndebele College of Education (Beurs studente)	Siyabuswa Campus Bheki Mfundo Drive SIYABUSWA 0472 Mpumalanga
Oudtshoorn	Suid-Kaap Kollege Adderly straat OUDTSHOORN 6625
Parow	Laerskool Parow-wes Ryan straat PAROW 7500
Pietermaritzburg	ML Sultan Secondary School

(Education)	8 Chota Motala Road PIETERMARITZBURG
Polokwane Opv	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
Phokeng Rustenburg	Akanyang Centre for Teaching Phokeng Campus Entrance 10 Royal Bafokeng Stadium PHOKENG
Rustenburg	d) Oom Paul Skool e) Lucas str f) RUSTENBURG
Port Elizabeth	Hoërskool Cillie H/v Kempston en Uitenhage weg Sydenham PORT ELIZABETH 6001
Port Shepstone	Marburg High Main Harding Road and Deepvale road

	Marburg PORT SHEPSTONE 4252
Pretoria	Susan Strijdom Training Centre Gorden Weg 30 Colbyn Queenswood PRETORIA
Springbok	Namaqa Campus, OKIEP 112 Main Road, NC
Ulundi (Beursstudente)	Masibumbane High School A335 Umfolozi street ULUNDI 3838

Upington (Opv Verpleegkunde) en	Upington College Steve Naude Street 1 UPINGTON
Vanderbijlpark (Slegs UNIVPREP)	North-West University Vaal Triangle Campus Hendrik van Eck Blvd VANDERBIJLPARK 1991
Vanderbijlpark	Quest Conference Estate Cnr Goodyear street and Curie Boulevard VANDERBIJLPARK 1911
Vryheid	Hoërskool Pionier Landrosstraat 16 VRYHEID 3100
Vryburg	g) Hoërskool Vryburg h) Mc Kay str i) VRYBURG
Welkom	St. Helena Primêre Skool Unicorweg 14 WELKOM 9459
Witrivier	Laerskool Witrivier Syd Cornwallstraat WITRIVIER 1240

NORTHERN CAPE

City/Town	Address
De Aar	De Aar Campus Van Riebeeck Road DE AAR
Kuruman	Kuruman Campus C/O Roos and Voortrekker street KURUMAN
Springbok	Namaqa Campus, OKIEP 112 Main Road, NC
Upington	Upington College Steve Naude Street 1 UPINGTON (Opv en Verpleegkunde)
Daniëlskuil	Ouplaas Factory Indwala Industrial Holdings Limited Industrial Area DANIËLSKUIL 8405
Kathu	Kathu Campus Hans Coetzeeweg Kathu 8446

NAMIBIA

City/Town	Address
Katima Centre name: Katima Mulilo Trade Name: Zambezi Vocational Training College	Physical Address: Zambezi Vocational Training College Wenela Road KATIMA MULILO Namibia
Oshakati Centre Name: Oshakati Trade Name: Charles Anderson School	Physical Address: Charles Anderson School Erf 4033, Ardoobie Street ONGWEDIVA Namibia 9000
Rundu Centre Name: Rundu Trade Name: Nantu Regional Office	Physical Address: Nantu Regional Office RUNDU Postal Address: PO Nantu Regional Offices RUNDU
Windhoek Windhoek Afrikaanse Privaat Skool Drakensberg St Eros Windhoek	Postal Address: Business School Of Excellence 7 Hugo Han Street WINDHOEK Namibia
Walvisbaai	Physical address The Dolphins School

	38 Hage Geingob str PO Box 4403 WALVISBAAI Namibia
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8 North-West University Examination Centres

UODL EXAMINATION CENTRES FOR 2017

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	LIMPOPO	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	LIMPOPO	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	

9 Open Distance Learning Administrative Queries

Call Centre: 018 285 5900

10 Lecturers, Potchefstroom Campus, North-West University

10.1 Appointments/communication with the NWU's academic staff

- Lecturers are available to assist with **academic problems** during office hours (08:00 – 16:30) on Tuesdays, Wednesdays and Thursdays.
- You have to make **an appointment** as is required of all professionals if you want to meet the lecturer face-to-face.
- 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.

UNIT OPEN DISTANCE LEARNING: ACADEMIC MANAGER

Van Vollenhoven, WJ (Willem), Prof	018 299 4542	UODL Academic Manager	G57	20739109@nwu.ac.za
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10.2 List of ACT Lecturers

ADVANCED CERTIFICATE IN FOUNDATION PHASE TEACHING

MODULE	LECTURER	TELEPHONE	E-MAIL
AIFP 511	MrLLabuschagne	018 299 4555	10253076@nwu.ac.za
AICT 521	Dr E Fouché	018 299 4552	10084975@nwu.ac.za
ALFA 511 (Afr.)	Ms J J van Rensburg	018 285 2033	24920746@nwu.ac.za
ALFE 511 (Eng)	Ms J J van Rensburg	018 285 2033	24920746@nwu.ac.za
ALFS 511 (Tsw)	Ms J J van Rensburg	018 285 2033	24920746@nwu.ac.za
ALFP 521	Ms J J van Rensburg	018 285 2033	24920746@nwu.ac.za
ALIF 511	Ms H Theron	018 285 2091	21625824@nwu.ac.za
ALIF 521	Ms H Theron	018 285 2091	21625824@nwu.ac.za
AMAT 511	Dr C Kruger	018 299 2159	11783672@nwu.ac.za
AMAT 521	Dr C Kruger	018 299 2159	11783672@nwu.ac.za

AWIL 521	Dr C Kruger	018 299 2159	11783672@nwu.ac.za
ADVANCED CERTIFICATE IN INTERMEDIATE PHASE TEACHING.			
MODULE	LECTURER	TELEPHONE	E-MAIL
AEMT 511	Ms H Dreyer	018 285 2066	21168040@nwu.ac.za
AFAL 511	Ms HSieberhagen	018 299 4554	11004932 @nwu.ac.za
AFAL 521	Ms HSieberhagen	018 299 4554	11004932@nwu.ac.za
AGIM 521	Ms D Laubscher	018 299 4585	10218343@nwu.ac.za
AHSS 511	Mr PModisakeng	018 285 2069	13279378@nwu.ac.za
AHSS 521	Mr PModisakeng	018 285 2069	13279378@nwu.ac.za
AIIP 511	Mr LLabuschnage	018 299 4555	10253076@nwu.ac.za
AKAT 521	Mr B Seleke	018 285 2058	18047335@nwu.ac.za
ALCA 521	Ms M Meyer	018 299 1060	Merna.Meyer@nwu.ac.za
ALPI 511	Dr N vd Merwe	018 299 4545	12923028@nwu.ac.za
ALPS 521	Ms M Riekert	018 299 4599	12402036@nwu.ac.za
ALRE 511	Ms M Riekert	018 299 4599	12402036@nwu.ac.za
ANIM 511	Ms T Jordaan	018 299 4580	22997385@nwu.ac.za

ATPI 511	Mr B Seleke	018 285 2058	18047335@nwu.ac.za
INSC 511	Dr J Varughese	018 285 2068	13279475@nwu.ac.za
INSC 521	Dr J Varughese	018 285 2068	13279475@nwu.ac.za
ISSP 511	Mr A Fransman	018 299 4580	10691863@nwu.ac.za
ISSP 521	Mr A Fransman	018 299 4580	10691863@nwu.ac.za
AICT 521	Dr E Fouché	018 299 4552	10084975@nwu.ac.za
AWIL 521	MsJJvanRensburg	018 285 2033	24920746@nwu.ac.za