



## Faculty of EDUCATION SCIENCES

### Dear Principal

Thank you very much for receiving a NWU Open Distance Learning Student at your school for WIL purposes.

The Unit for Open Distance Learning (UODL) is situated on the Potchefstroom Campus of the North-West University (NWU). The UODL delivers several distance programmes on behalf of the faculties at a number of open distance learning centres in Southern Africa.

Open distance learning (ODL) 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.

Distance learning programmes are offered on the following principles:

- Students can phone the registration department to verify times for registration.
- Each programme has minimum and maximum time duration in order to complete the studies.
- Contact classes are mainly presented by means of interactive whiteboards, 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 whiteboards are stored on the Internet for students to access at a later stage.
- Students are supported by means of a call centre, social media (Facebook) and contact with lecturers and facilitators via e-mail, telephone or personal appointment.
- 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

We deem it a privilege to work in collaboration with schools in order to expose our students to optimal introductory experiences while in an authentic practical teaching environment.

We request that the student will be utilised in the learning processes at your school as far as possible.

We appreciate your willingness and commitment to involve the school and its personnel in the training of educators.

In the WIL manual the student will be able to explain the qualification that he/she is enrolled in at the NWU. However, each student is compelled to do Work-Integrated Learning (WIL) for a period of three weeks as the WIL module carries credits to be awarded to the student.

The School has to be willing to take part in the WIL process by:

- *Allowing the student to observe a number of classes / lessons*
- *Allowing the student to teach a few lessons under mentorship of the teacher.*
- *Providing the NWU with a telephone number, e-mail **or** fax number **and** physical address (Street name/courier address) of the school.*
- *The school must have an EMIS (Education Management Information System) number. NO student will be allowed to complete his/her WIL at a school without an EMIS number.*
- ***If the school does not have an EMIS number, please complete and sign the attached consent form to allow the student to complete his/her practicum at a school with an EMIS number (chosen from the NWU school database).***

*The allocated Mentor will be contacted by the Mentor Office of the NWU. They will explain the Mentorship Training programme. For more information on the mentorship training, please contact the Mentor Office at 018 285 2208/09.*

We thank you.  
Yours sincerely

### Work Integrated Learning (WIL) Office

School for Natural Science and Technology for Education  
Faculty of Education Sciences  
Building C6, Room G02  
Potchefstroom Campus  
Tel: [018 299 4755](tel:0182994755)  
Fax: [087 233 1442](tel:0872331442)  
[P-Wil-Office@nwu.ac.za](mailto:P-Wil-Office@nwu.ac.za)



# GR R DIPLOMA

## WORK INTEGRATED LEARNING REGISTRATION

### STUDENT INFORMATION

NWU STUDENT NUMBER*										
OLG STUDENT NUMBER*										

\*Office use only

Please complete in full and write clearly and neatly in block letters

ID NUMBER													
CONTACT CENTRE NEAR YOU													
PRIVATE OR PROVIDE NAME OF BURSARY													
TITLE		INITIALS											
FULL NAME													
PREFERRED NAME													
SURNAME													
CELLPHONE NUMBER													
EMAIL ADDRESS													
PREFERRED LANGUAGE													
HOMETOWN													

CURRENT EMPLOYER													
Are you currently in a teaching position?	Yes		No										
• If yes, please indicate Grade (s) you are responsible for													
Number of years in a <u>teaching</u> position	Years		Months										

*NB: All fields are compulsory and must be completed*

\_\_\_\_\_  
Signature: Student

\_\_\_\_\_  
Date



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YUNIBESITHI YA BOKONE-BOPHIRIMA  
NOORDWES-UNIVERSITEIT  
POTCHEFSTROOM CAMPUS

**WIL Office**

Tel: 018 299 4755 / 018 285 2012  
Fax: 087 233 1442  
Email: [p-wil-office@nwu.ac.za](mailto:p-wil-office@nwu.ac.za)

**SCHOOL INFORMATION** (Completed by the School that will be hosting the student for WIL)

*The Primary and/or Pre -Primary School must have a Grade R classroom.*

Please complete in full.

DATE										
SCHOOL NAME										
CONTACT DETAILS										
FAX NUMBER										
EMIS NUMBER										
QUINTILE	Q1	Q2	Q3	Q4	Q5	INDEPENDENT				
LANGUAGE MEDIUM	AFR		ENG		STW		ONE		PAR	DUAL
	OTHER									
NWU SCHOOL NR		PP	LS	PLS	LHS	HS	PLHS			
TOWN										
SCHOOL DISTRICT										
PROVINCE										
PRINCIPAL										
TITLE		INITIALS								
SURNAME										
CONTACT DETAILS										
EMAIL										
POSTAL ADDRESS									CODE:	
STREET ADDRESS									CODE:	
PRACTICUM COORDINATOR										
CONTACT DETAILS										
EMAIL:										

**NB: PLEASE ATTACH THE EMIS REGISTRATION DOCUMENT**

\_\_\_\_\_  
Signature: Principal

\_\_\_\_\_  
Date

SCHOOLSTAMP

(Compulsory)

**ONLY COMPLETE WHEN SCHOOL DOES NOT HAVE AN EMIS NUMBER**



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**SCHOOL PRINCIPAL CONSENT FORM**

<b>STUDENT ID NUMBER</b>																			
<b>TITLE</b>			<b>INITIALS</b>																
<b>FULL NAME</b>																			
<b>SURNAME</b>																			
<b>CELLPHONE NUMBER</b>																			
<b>EMAIL ADDRESS</b>																			
<b>CURRENT EMPLOYER</b>																			
<b>EMPLOYMENT DATE</b>																			

<b>PRINCIPAL</b>																			
<b>SCHOOL NAME</b>																			
<b>TITLE</b>			<b>INITIALS</b>																
<b>SURNAME</b>																			
<b>CONTACT DETAILS</b>																			
<b>EMAIL</b>																			
<b>POSTAL ADDRESS</b>																	<b>CODE:</b>		
<b>STREET ADDRESS</b>																	<b>CODE:</b>		

- I have read the above letter and understand that the above student must do his/her practicum at a school with an EMIS number.
- The abovementioned student is currently employed at the school.
- The abovementioned school does not have an EMIS number.
- I will therefore exempt the student for 15 (FIFTEEN) school days from his/her commitments to complete his/her WIL practicum PER SEMESTER at a school with an EMIS number.

I certify and completely understand and comply with the above as stated.

\_\_\_\_\_  
**Signature: Principal**

\_\_\_\_\_  
**Date**

<p><b>SCHOOLSTAMP</b>  (Compulsory)</p>
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**MENTOR Office**

Tel: 0182852394

Fax: 0866054133

Email: [P-MentorEnquiries@nwu.ac.za](mailto:P-MentorEnquiries@nwu.ac.za)

**SCHOOL MENTOR INFORMATION**

<b>Post level requirements for <u>appointment of mentor for student at the school</u> (one of the following):</b> Qualified educator in the phase that is relevant to student with minimum 7 years' experience.  <b>Coordinator</b> is a person that is appointed at the school by the principal to help the students.									
<b>TITLE</b>					<b>INITIALS</b>				
<b>SURNAME</b>									
<b>PREFERRED NAME</b>									
<b>POSITION HELD (e.g. Principal)</b>									
<b>NUMBER OF YEARS OF TEACHING EXPERIENCE</b>	<b>YEARS</b>						<b>MONTHS</b>		
<b>TELEPHONE NUMBER</b>									
<b>E-MAIL ADDRESS</b>									
<b>Student will be able and allowed to complete WIL in GR R as per the requirements for the WIL.</b>						<b>Yes</b>		<b>No</b>	

\_\_\_\_\_  
**Signature: Mentor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature: Principal**

\_\_\_\_\_  
**Date**

<b>SCHOOLSTAMP</b>  (Compulsory)
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For more information visit website or see attached curriculum outline documentation

<http://mentorskapopleiding.businesscatalyst.com/>

(Afrikaans)

<http://mentorshiptrainingprogram.businesscatalyst.com/>

(English)

**MENTOR ENQUIRIES:** 0182852394 / [P-MentorEnquiries@nwu.ac.za](mailto:P-MentorEnquiries@nwu.ac.za)



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## **MENTORSHIP TRAINING FOR TEACHERS**

### **INITIAL MENTORSHIP TRAINING**

Programme name: Short course in mentors' programmes for school managers

NQF: 6

SAQA: 0695/12

NWU credits: 16

SETA credits: 12

SACE endorsed: 25 professional points

Links directly with the technical report (April 2011): "Integrated Strategic Planning Framework for Teacher Education and Development in South Africa, 2011–2025"

Aimed at: School leaders (school principals, vice-principals, heads of departments, senior teachers) and district and provincial support staff (subject advisors), and facilitators in distance education centres.

### **METHOD OF PRESENTATION**

The prospective mentor has the choice of two different methods of delivery.

### **Contact sessions**

Two full-day contact sessions which will be broadcast from Potchefstroom to several Distance learning centres across the country via interactive whiteboard technology. Centres available for training

Sessions are presented in English or Afrikaans

The cost is R500 for whole course

### **E-learning**

The course is done on computer/tablet/smartphone. The software is downloaded with a link which is sent after registration. All the study material is included in the computer program and the course can be started immediately

The cost is R150.00 for the whole course and there is no other hidden fees.

You have 3 months to complete the course and will submit a portfolio as per the instruction of the computer program.

Program is available in English and Afrikaans

## **OUTLINE OF PROGRAM**

### **STUDY UNIT 1**

#### **THE ORIGIN AND MEANING OF THE CONCEPT "MENTOR"**

- Activity 1 and 2: Mentorship relationship
- Activity 3 and 4: Dimensions of humanity
- Activity 5: Characteristics of mentoring
- Activity 6: Mentoring student teachers
- Assignment 1 -9

### **STUDY UNIT 2**

#### **THE CONCEPT "MENTORSHIP" AND ITS IMPORTANCE FOR EDUCATOR TRAINING IN SOUTH AFRICA**

- Activity 1: Advantages/Restrictions
- Activity 2: Schulman's pedagogical content knowledge
- Activity 3: Paraclete
- Activity 4: Avoiding exploitation
- Activity 5: 21st Century Skills in action
- Minimizing Practice shock

### **STUDY UNIT 3**

#### **THE CHARACTERISTICS AND FUNCTIONS OF AN EDUCATOR-TRAINING MENTOR**

- Activity 1: Difference between characteristics and functions
- Activity 2: Which characteristics do you possess?
- Activity 3: Functions
- Activity 4: Function definitions
- Activity 5: Functions in action
- Activity 6: Case study: Duties, skills and attitude of a mentor towards student-teacher
- Activity 7: Coaching in schools
- Activity 8: The place and role of the “coach” in teaching
- Activity 9: A successful coach

### **STUDY UNIT 4**

#### **NATURE, FOCUS, PROCESS PROGRESS AND REFLECTION OF AND ON LESSON OBSERVATION AND ASSESSMENT OF MENTEES**

- Activity 1: Six common lesson planning pitfalls
- Activity 2: Fixed lesson plan (dis)advantages
- Activity 3: Case study: Contemplating and investigation only school textbooks as resource for teaching.
- Activity 4: Assessment types
- Activity 5: Facets of understanding

### **STUDY UNIT 5**

#### **TECHNOLOGY IN THE CLASSROOM**

- Types of search engines
- Advanced search techniques
- Definition of technology
- Technology toolbox Generations Y and Z
- Purpose and types of technology
- Free tools for teachers
- Flipping a classroom
- Ethical issues

### **STUDY UNIT 6**

#### **THE CHARACTERISTICS AND FUNCTIONS OF THE MENTEE AND HOW THEY SHOULD BE DEPLOYED TO ACHIEVE HIS / HER TEACHING COMPETENCIES**

- Activity 1: Supporting the mentee
- Activity 2: Case study: Mentoring relationship
- Activity 3: Comparison –Ideal mentee

#### **What is reflection?**

Assessing a reflective conversation after lesson presentation

#### **FRAMEWORK –FINAL SUMMATIVE ASSESSMENT**

- Activity 1: Skills and personal qualities for successful mentoring
- Activity 2: Establish, monitor and evaluate a professional development plan
- Activity 3: Relevant content knowledge in mentoring
- Activity 4: Statements of mentoring

#### **ADVANTAGES OF TRAINED MENTORS**

- Accept leadership for ongoing professional development programmes in schools. These programmes are aimed at the preservice teacher, the beginner teacher and the practising teacher.
- Improved integration between theory and practice and the establishment of closer cooperation between the NWU and schools.
- Enhancement of the quality of teaching and learning in schools.
- Alleviation of lecturers’ lesson assessment obligation.

For any further enquiries please do not hesitate to contact us

Mentorship Office

Email: [P-MentorEnquiries@nwu.ac.za](mailto:P-MentorEnquiries@nwu.ac.za)

Tel nr: 0182852208