

## POSTGRADUATE DIPLOMA IN EDUCATION MANAGEMENT AND LEADERSHIP

### Overview:

The Postgraduate Diploma in Education Management and Leadership is offered by the NWU Faculty of Education. The Qualification is on NQF level 8. The purpose of the qualification is to equip the student with a high level of theoretical engagement and intellectual independence regarding relevant aspects of Management and Leadership in Education. The curriculum includes modules that provide for the broadening and deepening of the student's expertise in the practice and pedagogy of Management and Leadership, thus developing the ability to become an academic leader and expert in the field of Management and Leadership in Education. The curriculum content focuses on deepening the student's content knowledge of practical skill in the areas of Education Management (EM), Education Law (EL) and Comparative Education (CE), as well as exploring research theory in the field of Education Management and Leadership. The primary purpose of the qualification is to undertake advanced reflection on the participants' own practice and to enhance the professional development of students by means of a systematic survey of current thinking in Education Management and Leadership to strengthen and deepen students' knowledge of education systems as leaders and managers in other educational contexts. The research theory module aims to equip students with the theoretical grounding for research within their practice and for further study. However, this diploma does not include a supervised research project.

### General Information:

The Postgraduate Diploma in Education Management and Leadership is offered through the Distance Education mode of delivery. It is not offered through contact or part time modes of delivery. Interactive white board sessions are offered at various distance centers and examinations are also written at different centers. Take note of the following general information:

- This programme is offered online, making use of the eFundi e-learning platform.
- Students must have access to daily, reliable internet to be able to successfully engage, communicate and complete this programme.
- Language of tuition is in English although students may submit assignments in English or Afrikaans. Exam papers may also be completed in English or Afrikaans.
- The minimum duration of the programme is two years and the maximum duration 4 years after which a student's studies may be terminated.
- Mr. Kamogelo Mmatli is the contact person with regards to applications and registrations (via email only – [kamogelo.mmatli@nwu.ac.za](mailto:kamogelo.mmatli@nwu.ac.za)).
- Students should call the e-Fundi call center for e-Fundi queries on 018 285 2295 or [eFundi-PC@nwu.ac.za](mailto:eFundi-PC@nwu.ac.za)
- Your student number and a clear indication that you are a distance student must be indicated on all correspondence.
- Students have a first and second examination opportunity. The second opportunity must be utilized during the next examination period. See A-Rules.
- A valid participation mark gives the student access to two examination opportunities, after which a student must generate a new participation mark by re-registering for the module. See A-Rules and Faculty Rules.
- It is the student's responsibility to purchase their own prescribed material. Study material lists will be made available to students. It is the student's own responsibility to order and pay for study material through any provider of academic books. For study material related inquiries please use the following email: [UODLstudymaterial@nwu.ac.za](mailto:UODLstudymaterial@nwu.ac.za)
- Study MOD's (Module Overview Document) will be available on e-Fundi.

## DIGITAL/ELECTRONIC ASSISTANCE

E-Fundi (student portal for tutorial letters, assignments, recordings, etc)

eFundi is the electronic learning platform where individual module sites are created and all academic information is uploaded, including assignments, important dates, additional reading material, assignment feedback, participation and examination marks, etc. All registered students have access to eFundi. When you sign up to use eFundi, your username is your student number. For the first time you will need to use your RSA ID/passport number as your password. After you have submitted your assignment on eFundi, you will receive a notification via e-mail. As soon as students are registered, they should automatically have access to all the eFundi module sites. If you struggle with access to eFundi, please encourage them to contact the UODL Call Centre at 018 285 5900 or send an e-mail to [DistancePotch@nwu.ac.za](mailto:DistancePotch@nwu.ac.za)

Please watch the following videos as an introduction to eFundi: <http://youtu.be/8k6dvp6fZ5w> and <http://youtu.be/WyZiFFSYWJg>

### Application & Admission

Students can only apply online via the NWU website.

Note: Select the distance mode of delivery and the code is 4DF D01

Admission requirements

Admission to this qualification takes place according to the A-Rule 1.5 of the university. In particular, the following admission requirements are valid for the PGDip:

- a) a recognized BEd, or
- b) a recognized B-degree + PGCE qualification (NQF Level 7).
- c) a four-year professional teaching qualification(s) as well as a 120 credit Level 7 Advanced Diploma
- d) Aggregate of 60%+ in previous qualification.

### Assessment

Assessment is module specific and will be communicated via the eFundi module site. Assessments usually include two or more module assignments that contributes to the participation mark of the student. All assignments must be submitted electronically via eFundi. In instances where a portfolio is it totals 100% of the module mark. A minimum participation mark of 40% allows the student to participate in the exam. Students need a subminimum of 40% in the exam. To pass a module the student needs a 50% module mark (participation + exam). A participation mark is valid for two consecutive exam opportunities.

### Programme outlay Postgraduate Diploma in Education Management and Leadership (Programme code: 4DF D01)

Module code	Descriptive name	Credits
PGER 511	Education Research Theory	16
PGML571	Lead and develop people in education	24
PGML512	Education law and leadership in practice	12
PGML513	Education financial management and governance	12
PGML514	Education law, leadership and fundamental rights	12
PGML521	Leading organisational change in Education	12
PGML522	Education leadership in international context	12

<b>PGML523</b>	Leading teaching and learning	12
<b>PGML524</b>	Education leadership: Education system and societal contexts	12

Year 1 (year)		Year 2 (year)	
First semester		First semester	
Module code	Cr	Module code	Cr
PGML571 (*1)	12	PGML513	12
PGML512	12	PGML514	12
		PGER511	16
<b>Total 1<sup>st</sup> semester</b>	<b>24</b>	<b>Total 1<sup>st</sup> semester</b>	<b>40</b>
Year 1 (year)		Year 2 (year)	
Second semester Choose 3 electives		Second semester	
Module code	Cr	Module code	Cr
PGML571 (*1)	12	PGML523	12
PGML521	12	PGML524	12
PGML522	12		

## Programme Outcomes

After the successful completion of this programme, the student must be able to demonstrate: • an integrated knowledge of and engagement with multiple sources of knowledge in education and critical understanding and application of leadership and management theories and techniques relevant to Education Leadership and Management, Education Law and Education Systems;

- the ability to understand the complexities and uncertainties in education, and select, apply and critically interrogate multiple sources of knowledge, judge the effectiveness of a range of relevant skills, techniques and procedures appropriate to effective and efficient Education Management and Leadership;
- an advanced ability to effectively implement and apply management and leadership theories, skills and techniques, with a view to improve the quality of education at all levels; • the ability to use a range of specialized skills to identify, analyze, critically reflect on and effectively solve complex issues and challenges related to Education Leadership and Management, Education Law and Education Systems, to systematically draw on the body of knowledge and methods to apply practice driven solutions;
- the ability to identify and address ethical issues based on critical reflection within different cultural and social contexts and professional environments for Education Management and Leadership, and to become agents of change;
- the ability to apply specialized knowledge and/or professional skills (specify for module context) in the workplace environment;
- the ability to communicate effectively in a variety of formats (written, visual and electronic) with diverse education audiences and for various purposes within Education Leadership and Management;
- the ability to position own knowledge and understanding within the context of broader societal trends and developments, for example Education Leadership and Management, Education Law and Education Systems;
- the ability to articulate a clear vision and goals, and to motivate others to achieve them and to be self-directed and lifelong learners, who are able to work independently, utilize resources effectively, and exercise initiative; furthermore, to show tolerance for ambiguity, and the courage and confidence to act in uncertain situations; and
- an understanding of their social, civic and environmental responsibilities within the context of education, and commitment to social justice, democracy, human rights and the integrity of the

environment, manifested in conduct that respects and upholds the rights of individuals, groups, and communities.


### **Prescribed books**

As the programme is offered through distance mode and on the eFundi platform, lecturers use a variety of materials and textbooks they deem fit for each module. Therefore, lecturers will post on their respective eFundi platforms the materials and textbooks they want their students to use for a module. The lecturers will also share collections of articles they want their students to collect.

## Contact Details:

### UNIT FOR OPEN DISTANCE LEARNING (UODL)

#### UODL academic manager, Faculty of Education

	<p><b>Dr Susan Greyling</b> UODL Academic Manager in the Faculty of Education</p> <p><b>Contact details:</b> +27 18 299 4542 B11 - G57 <a href="mailto:12422150@nwu.ac.za">12422150@nwu.ac.za</a></p>
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### UODL administrative staff members

SECTION	TELEPHONE
CALL CENTRE: <i>(Student enquiries)</i>	+27 18 285 5900
email	DistancePotch@nwu.ac.za
Email: <b>Subject line: PGDip, Surname, Student number, Request/Matter</b>	

### UODL contact information

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

Faculty of Education: <http://distance.nwu.ac.za/Education>

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

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

E-mail: [DistancePotch@nwu.ac.za](mailto:DistancePotch@nwu.ac.za)

**Subject line: PGDip Surname, Student number, Request/Matter**

**List of PGDip NQF 8 lecturers: Distance MoD**

PGDip Programme Leader				
Dr TT Tapala	+27 18 285 2084	B11	G45	Tshepo.Tapala@nwu.ac.za



(Please note that this list is subject to change)

**PGDip in Education Management and Leadership**

Subject Group: Curriculum Studies, Philosophy, Research Methodology				
Name	Phone number	Module	Office	Email address
Prof CP van der Vyver, CP	+2718 299 4587	PGER 511	B11 G61	<a href="mailto:13267876@nwu.ac.za">13267876@nwu.ac.za</a>
Subject Group: Educational Management and Leadership				
Name	Phone number	Module	Office	Email address
Me Selaelo Maifala		PGML521		<a href="mailto:selaelo.maifala@nwu.ac.za">selaelo.maifala@nwu.ac.za</a>
Me Anitha Jansen van Vuuren	+27 18 299 4598	PGML571	B11:G46	<a href="mailto:12575410@nwu.ac.za">12575410@nwu.ac.za</a>
Dr Tshepo Tapala	+27 18 2852084	PGML523	B11:	<a href="mailto:Tshepo.Tapala@nwu.ac.za">Tshepo.Tapala@nwu.ac.za</a>
Dr Branwen Callens	+27 18 2994754	PGML513	C6:211	<a href="mailto:Branwen.Challens@nwu.ac.za">Branwen.Challens@nwu.ac.za</a>
Subject Group: Comparative Education				
Prof Charl Wolhuter	+27 18 299 1881	PGML522 PGML524	B10:G33	<a href="mailto:11819898@nwu.ac.za">11819898@nwu.ac.za</a>
Subject Group: Education Law				
Prof Marius Smit	+27 18 2994325	PGML512	B10:	<a href="mailto:Marius.Smit@nwu.ac.za">Marius.Smit@nwu.ac.za</a>
Prof Marius Smit	+27 18 2994325	PGML514	B10:	<a href="mailto:Marius.Smit@nwu.ac.za">Marius.Smit@nwu.ac.za</a>

**Fees**

For any information about study fees please contact

[PC-studyfees@nwu.ac.za](mailto:PC-studyfees@nwu.ac.za) or (018) 299 2667/ 2668/ 2669/ 2670/ 2671/2672/ 2673