

## Dear School Principal

Thank you for supporting a NWU Unit for Distance Learning student, registered for the Diploma in Grade R Teaching, at your school during her/his Work-Integrated Learning (WIL). The Unit for Distance Learning (UDL) is situated on the Potchefstroom Campus of the North-West University (NWU). The UDL delivers several distance programmes on behalf of the faculties at several open distance learning centres in Southern Africa.

Unit for distance learning (UDL) 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:

- Distance learning relies on self-directed learning and self-regulation of the student.
- Application and registration are done online; Registration is done on a yearly basis at the beginning of each year for the respective modules' students need to complete during the year.
- Each programme has a minimum and maximum time duration to complete the studies.
- The electronic-Fundi platform will be used for online teaching and learning, giving students constant access to the material and opportunities for interaction with the lecturers.
- 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.

The Diploma in Grade R Teaching is a 3-year qualification aimed at practicing under or unqualified teachers. Therefore, most students are employed at registered schools. However, some teachers are working at private schools or homebased childcare centres or volunteering as Gr R class assistant. The programme as approved by the CHE, requires that these practicing teachers implement a 15-day practical (WIL) component each semester at a school with an EMIS (Education Management Information System) number, which implies six WIL periods over the three years (one per semester). Therefore, teachers who are practicing at registered schools need to identify 15 days within which specific WIL tasks are implemented under the supervision of a mentor and the mentor formatively assesses the way these tasks are implemented. Teachers who are not employed at a registered school need to visit a registered school with an EMIS number for these 15 days per semester for the implementation of these WIL tasks under the supervision of a mentor, who, in both cases, is a qualified teacher with some experience and knowledge of Grade R practice. During the first two years of the programme the mentor and student can together determine a time in which these 5 days WIL can be accommodated in a time that suits both.

In the student's final year (3rd academic year) the NWU WIL office will arrange with the student for a time during which the WIL office will send out a lecturer, NWU mentor or an accredited mentor appointed to evaluate two lessons presented by the student. In the student's 3rd year, the 15 days WIL should thus preferably coincide with the formal practical assessment organised by the WIL office. If the qualified teacher that acts as mentor at the school is also an accredited mentor, it can be arranged that this teacher also conducts the final assessment on behalf of the NWU with remuneration. The NWU offers a mentorship training programme. Please contact the UODL Mentorship office regarding this programme if any of your staff are interested to enrol for the SACE accredited mentorship programme that carries PD points.

The role of the school and mentor: The school must be willing to take part in the WIL process by:

- Allowing the student to observe several classes / lessons presented by the mentor or qualified Foundation Phase teacher in the Grade R classroom.
- Allowing the student to learn from the school setting and being part of the school under supervision of a qualified teacher who will act as mentor/support teacher.
- Supporting the student-teacher in his/her learning in practice through formative mentor assessment of specific practical tasks and lesson presentations to be implemented and formatively assessed in each semester of the three-year programme.

The tasks that need to be implemented and assessed by the mentor are explained in the student- teacher's WIL study guides for each semester and different tasks need to be planned and implemented each semester. It is the responsibility of the student to explain and discuss these tasks with the mentor. WIL tasks guide the teachers in the implementation of theoretical knowledge in the Grade R classroom and also in the observation and presentation of lessons in the different subjects relevant to Grade R. Students need to be supported in the following tasks each semester:

<p><b>1<sup>st</sup> Semester: RWIL111</b>            5X lesson <b>observations</b>: The student-teacher observes 5 lessons presented by the mentor teacher to Grade R learners.            2X WIL tasks:</p> <ul style="list-style-type: none"> <li>o <i>Planning and implementation of a mathematics corner/math centre</i></li> <li>o <i>Identification of a learner with hyperactive behaviour and planning an IEP</i></li> </ul>
<p><b>2<sup>nd</sup> Semester: RWIL121</b>            5X lesson <b>presentations</b>: The student plans and presents five lessons and the mentor observes the lessons and provides formative feedback on each lesson using a PR26 (B) form            2X WIL tasks</p> <ul style="list-style-type: none"> <li>o <i>Identification of a learner with bullying behaviour and planning an IEP</i></li> <li>o <i>Planning and implementation of a prescribed story lesson in the Home Language (with integration of mathematics)</i></li> </ul>
<p><b>3<sup>rd</sup> Semester: RWIL211</b>            5X lesson <b>presentations</b> and 2X <b>lesson observations</b>            2X WIL tasks</p> <ul style="list-style-type: none"> <li>o <i>Identification and supporting a learner with social barriers</i></li> <li>o <i>The role of Themes and Interest table in Grade R learning</i></li> </ul>
<p><b>4<sup>th</sup> Semester: RWIL221</b>            5X lesson <b>presentations</b>            2X WIL tasks</p> <ul style="list-style-type: none"> <li>o <i>Organisation of the class to promote effective and meaningful play-based learning a safe environment</i></li> <li>o <i>Planning and implementing a learning experience in Language with integration of Mathematics and Life Skills (Creative arts)</i></li> </ul>
<p><b>5<sup>th</sup> Semester: RWIL311</b>            5X lesson <b>presentations</b>            1X WIL task</p> <ul style="list-style-type: none"> <li>o <i>Research on learner conduct and discipline in the Grade R classroom</i></li> </ul>
<p><b>6<sup>th</sup> Semester: RWIL321</b>            5X lesson <b>presentations</b>            1X WIL task</p> <ul style="list-style-type: none"> <li>o <i>Implementing a Physical Education lesson with consideration of inclusive education policy and educational law</i></li> </ul>

Don't hesitate to contact me with any further inquiries regarding the programme and the school's role in supporting the student.

Regards



Dr Hantie Theron

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**WIL Office**

Tel: 018 285 2781 / 2 / 3

Fax: 087 233 1442

Email: [p-wil-office@nwu.ac.za](mailto:p-wil-office@nwu.ac.za)

## DIPLOMA IN GRADE R TEACHING: PR02 [ODL] WORK INTEGRATED LEARNING REGISTRATION

### STUDENT INFORMATION

NWU STUDENT NUMBER*																			
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\*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																			

SCHOOL NAME																			
Are you currently in a teaching position?	Yes		No																
<ul style="list-style-type: none"> <li>• NB: If yes, please note that you need to be in a Grade R class</li> </ul>																			
Number of years in a <u>teaching</u> position	Years		Months																

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

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

\_\_\_\_\_  
Date

SCHOOLSTAMP  
(Compulsory)

**WIL Office**

Tel: 018 285 2781 / 2 / 3

Fax: 087 233 1442

Email: [p-wil-office@nwu.ac.za](mailto:p-wil-office@nwu.ac.za)

**SCHOOL INFORMATION** (Completed by the Principal indicating that the student is working at the school.  
*The Primary and/or Pre -Primary School must have a Grade R classroom.*

**PLEASE SEE THE LETTER ATTACHED FOR YOUR VERIFICATION ON THE LAST PAGE!!!**

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**

**I hereby confirm that the above student is currently employed at the school.**

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

\_\_\_\_\_  
Date

SCHOOLSTAMP  
(Compulsory)

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

**SCHOOL PRINCIPAL CONSENT FORM**

STUDENT ID NUMBER																				
TITLE		INITIALS																		
FULL NAME																				
SURNAME																				
CELLPHONE NUMBER																				
EMAIL ADDRESS																				
CURRENT EMPLOYER																				
EMPLOYMENT DATE																				
PRINCIPAL																				
SCHOOL NAME																				
TITLE		INITIALS																		
SURNAME																				
CONTACT DETAILS																				
EMAIL																				
POSTAL ADDRESS																		CODE:		
STREET ADDRESS																		CODE:		

- I have read the above letter and understand that the above student must do his/her practicum at a school with an EMIS number
- If the above school does not have an EMIS number, please indicate.
- 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

**SCHOOLSTAMP  
(Compulsory)**





**Dr H. Theron**  
Faculty of Education  
Programme Leader - Diploma in Grade R  
Teaching  
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Administrative Assistant  
Faculty of Education  
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Tel: 018 299 4939

**Dear School Principal**

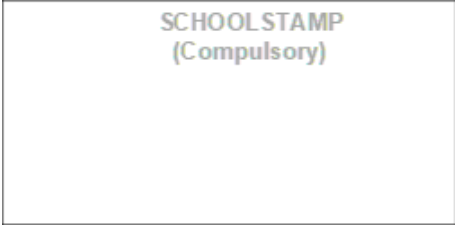
Students who apply for the Diploma in Grade R Teaching are required to submit proof of employment or an official letter from the school that he/she is employed or an assistant or volunteering at the school mentioned in the PR02 form. Since the purpose of the Diploma is to provide for the needs of Grade R practitioners currently in the field. This enables those who complete the Diploma in Grade R Teaching to have a good chance of employment in the public school sector.

**As the Principal of the school mentioned in the attached PR02 form, you are hereby requested to complete the following please. Kindly make sure that the details provided on this letter are correct as the NWU will be phoning the schools for verification.**

I, Dr/Mr/Mrs/Ms (Full name & Surname) \_\_\_\_\_ hereby confirm that the applicant for the Grade R Diploma at the North-West University, (Full names & Surname) \_\_\_\_\_ is a practitioner in the Grade R class, of the following School: \_\_\_\_\_.

For more enquiries about the practitioner, NWU is more than welcome to contact my office at \_\_\_\_\_ or \_\_\_\_\_.

I hereby declare that the above information is correct.



Yours faithfully

\_\_\_\_\_  
**THE SCHOOL PRINCIPAL**

\_\_\_\_\_  
**DATE**