

Ms E Steyl
(Programme leader – Dip in Gr R
Teaching) Faculty of Education
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Dear School Principal

Thank you for supporting an NWU Unit for Distance Learning student, registered for the Diploma in Grade R Teaching.

The Unit for Distance Learning (UDL) is located at the Potchefstroom Campus of the North-West University (NWU). The UDL delivers several distance programmes on behalf of NWU faculties.

Distance learning is an approach that 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 with the expectation that learners can succeed, e-learning and the maintenance of rigorous quality assurance.

The following requirements apply for all distance learning programmes

- UDL programmes rely on self-directed learning and the self-regulation of the student.
- Application and registration are done online. Registration is done annually, at beginning of each year. For each year, students register for the respective modules that need to be completed in that year.
- Each programme has a minimum (3 years) and maximum time (6 years) duration to complete. Warnings are issued for poor academic performance.
- The electronic eFundi platform is used for online teaching and learning, providing students with constant access to study 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, eFundi or personal appointment.
- Examinations are written at several examination centres throughout Southern Africa. The NWU is currently contemplating to move to online examinations.

The Diploma in Grade R Teaching is a three-year qualification designed for practising under-qualified or unqualified teachers currently employed at provincial Department of Basic Education schools with an EMIS number. This programme, approved by the Council on Higher Education (CHE), mandates that these teachers implement a 15-day Work Integrated Learning (WIL) component during each semester at their respective schools. This component is called 'Teaching Practice' (TPrac). During these 15 days, students are required to present lessons which are assessed by their mentor at the school. Additionally, students must complete the tasks outlined in their RWIL modules, dealing with teaching practice matters. The mentor at the school is responsible for awarding a mark out of 20 for these tasks, as well as for signing off the marking rubric and affixing a valid school stamp to the PR documents.

In the student's final year (3rd academic year), the NWU TPrac (WIL) office will allocate a lecturer to a student who has submitted a PR02 form and meets the requirements for TPrac assessment. The lecturer will assess one lesson at the school at which the student is based. In addition, a second lesson must also be evaluated by the school principal or departmental head. In the student's 3rd academic year, the 15 days WIL should thus preferably coincide with the NWU formal practical assessment organised by the TPrac office. In unusual circumstances NWU TPrac may request the principal/HOD/mentor to assess in the place of a lecturer, with no remuneration.

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's RWIL 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 on the implementation of theoretical knowledge in the Grade R classroom and also during the observation and presentation of lessons in the different subjects relevant to Grade R. Students need to be supported with the following tasks during each semester:

<p>1st Semester: RWIL111 5X lesson observations: 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"> ○ <i>Planning and implementation of a mathematics corner/math centre</i> ○ <i>Identification of a learner with hyperactive behaviour and planning an IEP</i>
<p>2nd Semester: RWIL121 5X lesson presentations: 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"> ○ <i>Identification of a learner with bullying behaviour and planning an IEP</i> ○ <i>Planning and implementation of a prescribed story lesson in the Home Language (with integration of mathematics)</i>
<p>3rd Semester: RWIL211 5X lesson presentations and 2X lesson observations 2X WIL tasks</p> <ul style="list-style-type: none"> ○ <i>Identification and supporting a learner with social barriers</i> ○ <i>The role of Themes and an Interest Table in Grade R learning</i>
<p>4th Semester: RWIL221 5X lesson presentations 2X WIL tasks</p> <ul style="list-style-type: none"> ○ <i>Organisation of the class to promote effective and meaningful play-based learning in a safe environment</i> ○ <i>Planning and implementing a learning experience in Language with integration of Mathematics and Life Skills (Creative Arts)</i>
<p>5th Semester: RWIL311 5X lesson presentations 1X WIL task</p> <ul style="list-style-type: none"> ○ <i>Research on learner conduct and discipline in the Grade R classroom</i> <p><i>*In Situ assessment: Lecturer assessment of lesson at school scheduled as part of one of the RWIL 3rd year modules</i></p>
<p>6th Semester: RWIL321 5X lesson presentations 1X WIL task</p> <ul style="list-style-type: none"> ○ <i>Implementing a Physical Education lesson with consideration of the inclusive education policy and educational law</i> <p><i>*In Situ assessment: Lecturer assessment of lesson at school scheduled as part of one of the RWIL 3rd year modules</i></p>

A huge thanks to you for supporting our NWU students!

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



Regards
Ms E Steyl

Programme leader Diploma in Grade R Teaching
Estie.Steyl@nwu.ac.za
018 299 1864

Teaching Practice Support Services (TPSS)	If you need assistance uploading your PR02, please get in touch with Thembi.Makile@nwu.ac.za Phone: 0182853161 (Only TPrac related queries.) PR02 Upload: wisl.nwu.ac.za
Grade R Academic TPRAC coordinator	Dr Hantie Theron Email: Hantie.Theron@nwu.ac.za



Email: Thembi.Makile@nwu.ac.za
(Only T-Prac related queries.)

PR02 Upload: wisl.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. All fields are compulsory.

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																				
PERSAL NUMBER (from 2025)																				

SCHOOL NAME															
Are you currently employed in a Gr R teaching position?	Yes		No												
Number of years in a <u>teaching</u> position	Years		Months												

* Please provide proof of DBE employment. (from 2025)

Signature: Student

Date

SCHOOLSTAMP
(Compulsory)



Email: Thembi.Makile@nwu.ac.za
 (Only T-Prac related queries.)

PR02 Upload: wisl.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							
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 (Not applicable for Gr R Diploma from 2025)

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:					

1. I have read the above letter and understand that the above student must do his/her practicum at a school with an EMIS number

2. 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)**



SCHOOL MENTOR INFORMATION

Post level requirements for the <u>identification</u> of a mentor for the student <u>at the school</u>: Qualified educator in the Foundation phase; This qualification should preferably be on a higher NQF level than the Dip in Grade R Teaching – thus a BEd or other relevant qualification on NQF 7 Minimum of 7 years' experience.									
TITLE					INITIALS				
SURNAME									
PREFERRED NAME									
POSITION HELD (e.g. Principal)									
NUMBER OF YEARS OF TEACHING EXPERIENCE	YEARS						MONTHS		
TELEPHONE NUMBER									
E-MAIL ADDRESS									
The student will be supported in the work-integrated learning component of the Diploma in Grade R Teaching as per the requirements for the WIL						Yes		No	

Signature: Mentor

Date

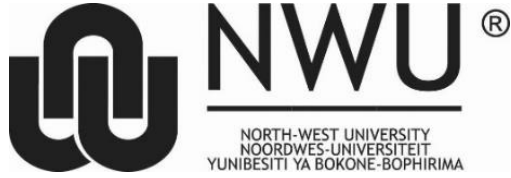
Signature: Principal

Date

**SCHOOLSTAMP
(Compulsory)**

For more information, visit website or see attached curriculum outline documentation @

<https://distance.nwu.ac.za/Diploma-GradeR>



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R Teaching) Faculty of
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west University, Potchefstroom
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Dear School Principal

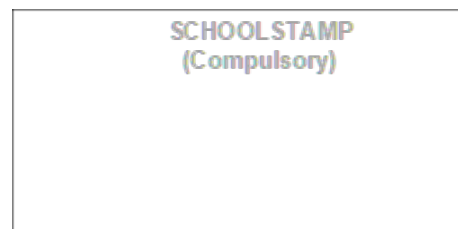
Students who apply for the Diploma in Grade R Teaching are required to submit proof of employment or an official letter from the school he/she is employed at the school mentioned in the PR02 form. The purpose of the Diploma is to provide for the needs of Grade R practitioners currently in the field. This enables those who complete the Diploma in Grade R Teaching to apply for BEd Foundation Phase.

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 has to phone the schools for verification purposes.

I, Dr/Mr/Mrs/Ms (full names & 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, the NWU is more than welcome to contact my office at _____ or _____.

I hereby declare that the above information is correct.



Yours faithfully

SCHOOL PRINCIPAL

DATE