



Me E Steyl
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Teaching) Faculty of Education
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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.

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-eFundi 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, eFundi 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 home-based childcare centres or volunteering on a permanent basis as Gr R class assistants. 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 one lesson presented by the student. One lesson must also be evaluated by the school principle or HOD. 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 UDL Mentorship office regarding this programme if any of your staff are interested to enroll for the SACE accredited mentorship programme that carries PD points.

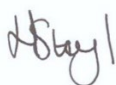
The role of the school and mentor: The school must be willing to take part in the WIL process by:

- *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>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 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 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>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 inclusive education policy and educational law</i>

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



Regards
Me E Steyl

Programme leader Diploma in Grade R Teaching

Estie.Steyl@nwu.ac.za

018 299 1864

Teaching Practice Support Services (TPSS)	Building C6, Room G05 Potchefstroom Campus Email: Rozaan.Esterhuizen@nwu.ac.za (Only T-Prac related queries.) PR02 Upload: wisl.nwu.ac.za
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Email: Rozaan.Esterhuizen@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

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"> • NB: If yes, please note that you need to be in a Grade R class 				
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)

Email: Rozaan.Esterhuizen@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										
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

<p>SCHOOLSTAMP (Compulsory)</p>
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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 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)**



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

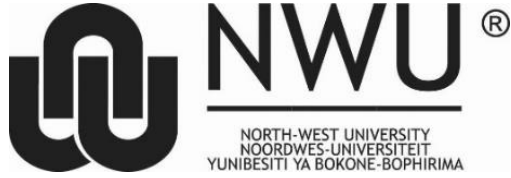
Signature: Principal

Date

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

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



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west University, Potchefstroom
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Dear School Principal

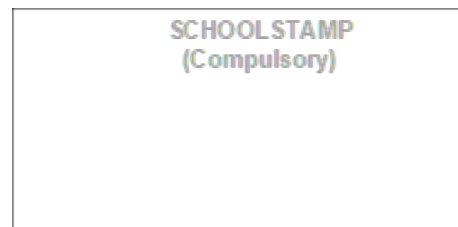
Students who apply for the Diploma in Grade R Teaching are required to submit proof of employment or an official letter from the school that he/she is employed or an assistant or volunteering at the school mentioned in the PR02 form. Since the purpose of the Diploma is to provide for the needs of Grade 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