SAQA ID 101437
NQF LEVEL 07
2024/2025

Advanced Diploma In Education in School Leadership and Management

EDUTEL

HIGHER EDUCATION

OUR MISSION

Edutel commits to **academic excellence** in education, and the promotion of scholarship through the **creation of flexible, life-long learning opportunities** and an intellectually stimulating and **culturally vibrant, pleasant and safe environment** in which students and staff can flourish.

Edutel places a **high premium on local relevance**, which is manifested through its **contribution to the prosperity, competitive and quality of life** in South Africa. In order to do so, Edutel must be **sensitive to national needs and societal contexts** of the country as well as the demands of the time. **Local relevance is also manifested in Edutel's commitment** to, and promotion of equity, access, equal opportunities, redress, transformation and diversity.

TABLE OF CONTENTS

This prospectus is valid until 31 December 2024.
A revised prospectus will be available from 1 January 2025.

higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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File No: EHE Pro 146

Mr A Pelser
Edutel Higher Education (Pty) Ltd
PO Box 23009
HELDERKRUIN
1733

By Email: edutel@iafrica.com

Dear Mr Pelser

RECOGNITION OF QUALIFICATION FOR EMPLOYMENT IN EDUCATION:
ADVANCED DIPLOMA IN SCHOOL LEADERSHIP AND MANAGEMENT

In response to the documentation received from Edutel Higher Education (Pty) Ltd , I wish to inform you that the above programme has been evaluated in accordance with the policy document *Revised Policy on the Minimum Requirements for Teacher Education Qualifications (2015)* and the final outcome of the evaluation process is as follows:

Advanced Diploma in School Leadership and Management (120 credits; NQF Exit Level 7): approved and recognized post-professional qualification for employment in education.

One additional REQV level will be accorded subject to the policy on REQV recognition of approved teaching qualifications.

Edutel Higher Education is reminded that this approval is subject to:

- the institution being registered with the Department of Higher Education and Training as a private higher education institution to offer the programme ,and

- the programme being accredited by the CHE/HEQC.

Yours Sincerely

Dr D Parker
Deputy Director-General: University Education
Date: 4 /08/2016

Higher Education and Training • Hoër Onderwys en Opleiding • Imfundvo Lephakama Nekucecesha • Ifundo Ephakemeko Nebandulo
IMfundo Ephakeme Nokuqeqesha • IMfundo ePhakamileyo noQeqesho • Dyondzo ya le Henhla na Vuleteri • Pfunzo ya Ntha na Vhugudisi
Thuto ya Godimo le Thahlo • Thuto e Phahameng le Thupelo • Thuto e Kgolwane le Koloso

1. General Information

LEARNING

MEET EDUTEL

Edutel is a group of companies specialising in the field of education and training, skills development and services. The first Edutel company was formed in 1999 and in 2024 Edutel will celebrate 25 years of excellence in the field of education and training.

Edutel Higher Education (Pty) Ltd is accredited with CHE/HEQC.

Edutel Higher Education (Pty) Ltd is registered with the Department of Higher Education and Training until 31 December 2025 as a private higher education institution under the Higher Education Act, 1997. Registration Certificate No.2017/HE07/001.

Is this qualification recognised?

The qualification is approved as a post-professional qualification by the Department of Higher Education and Training and is considered for REQV improvement. The qualification will make you more marketable for senior positions.

Students will earn 50 CPTD points on successful completion of the Advanced Diploma in Education in School Leadership and Management (AdvDip (SLM)).

The qualification is accredited by the CHE/HEQC and registered on the NQF with SAQA ID 101437

The material for this qualification was internationally evaluated by Prof. Lars Björk (PhD) University of Kentucky, College of Education, Department of Leadership Studies, 111 Dickey Hall, Lexington, KY 40506-0017.
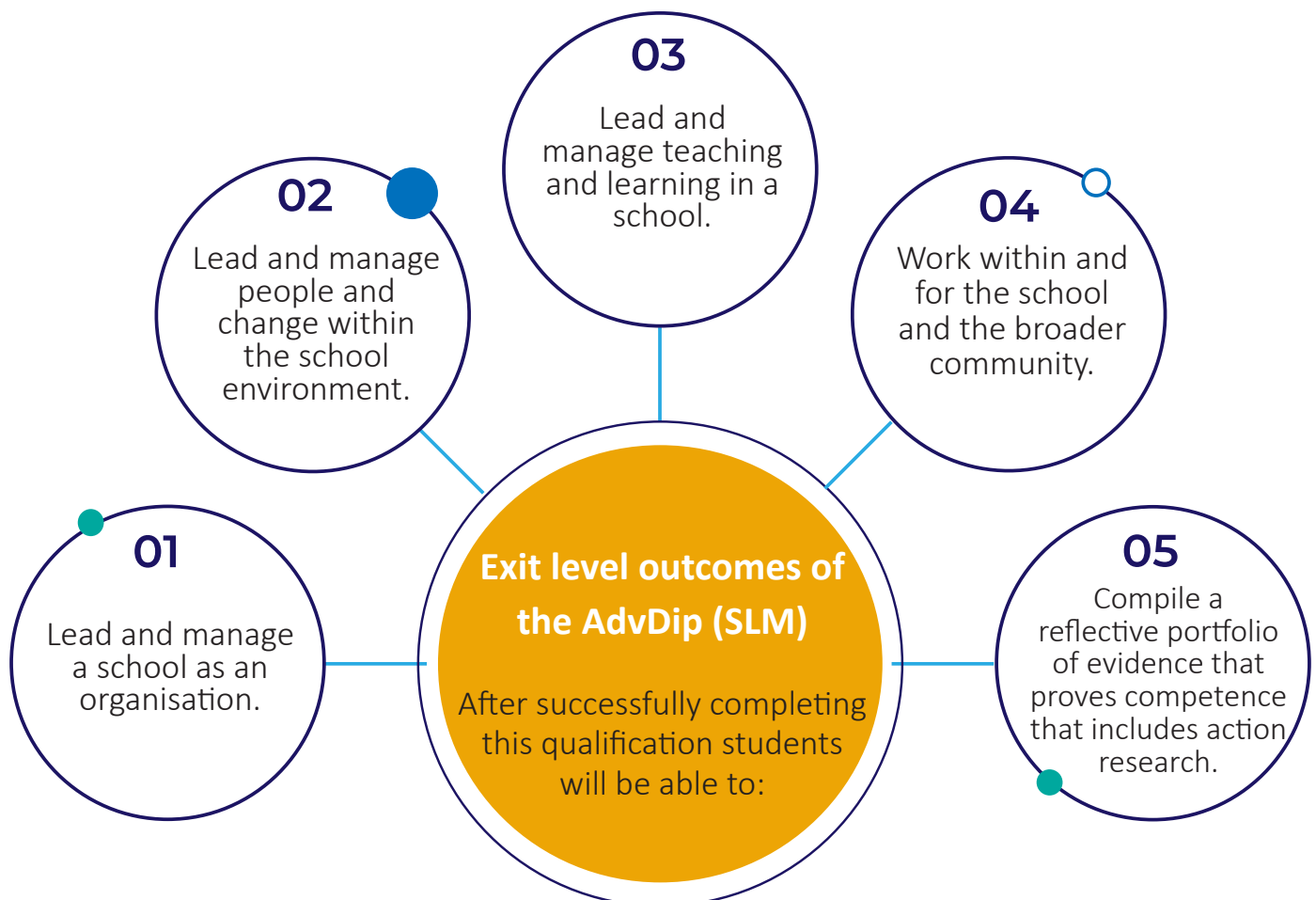
2. The Advanced Diploma in Education in School Leadership and Management

PURPOSE OF THE THE ADVANCED DIPLOMA IN EDUCATION IN SCHOOL LEADERSHIP AND MANAGEMENT
To develop the skills, knowledge and values needed to lead and manage schools effectively and to contribute to improving the delivery of quality education across the school system. The programme aims to: »   Provide leadership and management to enable schools to provide quality education to every learner. »   Deliver the curriculum to equip students with professional leadership and management skills influencing schools to provide quality teaching using resources optimally for improved standards of achievement for all learners. »   Strengthen and support the role of principalship. »   Develop principals, HODs, SMT members and district staff who will be able to critically engage and become self-reflective practitioners. »   Enable principals to manage their organisations as learning organisations and instil values supporting transformation in the South African context.

03
Lead and manage teaching and learning in a school.

02
Lead and manage people and change within the school environment.

04
Work within and for the school and the broader community.

01
Lead and manage a school as an organisation.

Exit level outcomes of the AdvDip (SLM)

After successfully completing this qualification students will be able to:

05
Compile a reflective portfolio of evidence that proves competence that includes action research.

The programme is designed and structured in such a way that it forms an integrated whole, despite the fact that it is made up of different modules. Provision is made for a logical progression from one module to the next and the relation of the different modules is emphasised continuously by cross-referencing to other modules as the programme unfolds. A programme (mind map) is provided for this purpose. Each individual module also contains a module (mind map) that depicts the logical unpacking of that specific module.

The relation of foundational (knowledge), practical (skills) and applied (professional growth) competence is emphasised in all modules throughout the programme. It culminates in the reflective Portfolio of Evidence where competence is proved by integrating and applying the content of the entire curriculum; it includes a research project of limited scope based on a project in the student's school.

DURATION

Distance learning: One or two years

To complete the Advanced Diploma in Education in School Leadership and Management over a period of one year, you will need to spend sufficient time on your programme during the year (1 200 notional hours -120 credits), to complete the programme. Additional time will be allowed (up to a maximum of three years) should you not be able to complete all the modules within one year.

ADMISSION REQUIREMENTS

A four-year BEd or a general first Degree or Diploma, plus a Post Graduate Certificate in Teaching or a former Higher Diploma in Education (Postgraduate) or PGCE may be presented for admission.

A former Advanced Certificate in Education (Level 6 on the former 8-level NQF), a former Further Diploma in Education which follows a former professional teaching qualification or a Higher Diploma in Education or Further Diploma in Education may also be presented for admission into this Advanced Diploma in Education.

COMPUTER LITERACY AND REQUIREMENTS

It is expected of all students to have access to a computer device and data/wifi in order to submit all the assignments on Edutel Online.

The computer literacy online workshop is developed to assist you with writing e-mails to Edutel Higher Education, accessing the internet, using Edutel Online and completing and submitting your assignments on Edutel Online. Should you not have access to a computer, or the internet to access Edutel Online and the chat rooms, please visit the nearest Vodacom Teacher Centre.

It is important that every student must be computer literate. This module guides you to understanding your computer and the use of Microsoft Word, Excel and PowerPoint. It will also assist you to access the internet, how to use Microsoft Outlook for e-mails and store your information. If you still struggle with computer literacy, we recommend that you attend an additional online computer literacy workshop which will be made available to registered students .

RECOGNITION OF PRIOR LEARNING (RPL)

Students may apply for recognition of prior learning against a particular module/s that forms part of the qualification. Students who obtained an Advanced Certificate in Education (ACE) in School Leadership and Management, NQF level 6, may apply for RPL, complete the RPL process and register for the AdvDip (SLM) at the same time.

Students who completed other programmes and are of the opinion that they qualify for RPL, may contact Ms Jolene Pillay at jpillay@edutel.ac.za or 011 760-3668 for an RPL application form.

Students complete the RPL application form, providing full details of previous qualifications and work experience.

A RPL fee is payable. Please enquire with Ms Pillay for confirmation of the applicable fee.

NOTE: For students applying for RPL based on having obtained an ACE in School Leadership and Management: The RPL fee is already included in the course fee.

Since RPL does not lead to credits being awarded against modules that one is exempted from, it follows that if a student is granted exemption from one or more modules that leads to this qualification, the student will complete the qualification with a total number of credit points that are less than the normally required number of credits for the qualification.

3. Structure of the AdvDip (SLM)

Programme Map for Qualification
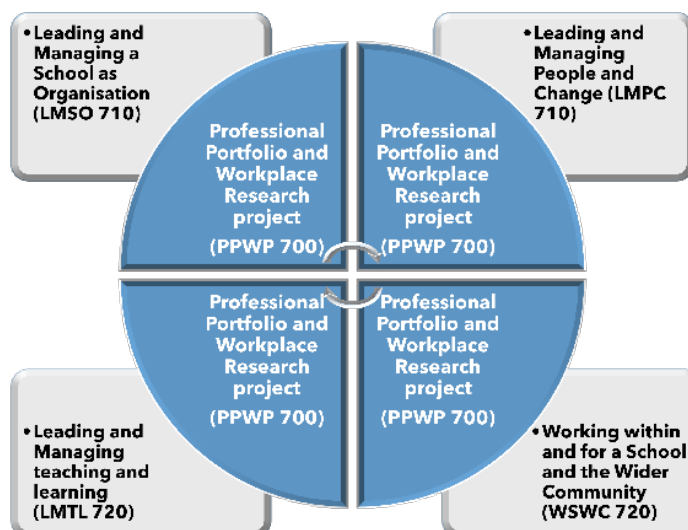
This programme is offered in two modes; that is, a One-year Option and a Two-year Option.

Module Name	Purpose
Leading and Managing a School as an Organisation (Code LMSO 710)	The purpose of this module is to provide understanding of a school as an organisation, to explain how to manage organisational systems holistically in context, and to lead and manage the use of ICT, physical and financial resources. It also addresses such issues as creating schools as safe, disciplined and caring environments conducive to effective teaching and learning.
Leading and Managing of People and Change (Code LMPC 710)	This module emphasises people as the key resource of the school and explores the need for both theoretical understanding and practical competencies in leadership and management of people, to manage oneself and others in both the school and the wider school communities. It recognises that education is predominantly about change and that change needs to be managed effectively, to facilitate continuous improvement in, and for the school. This module provides a record of evidence of growing applied competence across the programme in an integrated way. It is the glue that binds the whole programme together. During their engagement with this introductory and over-arching module, students will develop a Portfolio of Evidence that will run throughout, and across the programme.
Leading and Managing Teaching and Learning in a School (Code LMTL 720)	This module emphasises that schools exist to provide systematic, quality learning opportunities for learners and therefore effective leadership and management of teaching and learning is a critical role for the school principal. It will equip them with the necessary competencies to lead quality teaching, manage curriculum implementation effectively and track and support improved learning.
Working within and for a School and the Wider Community (Code WSWC 720)	This module starts from the understanding that schools exist within social and economic communities that have an influence on, and may be influenced by the school, and the school's leadership and management staff and structures. The module then investigates how the wider community the school serves, can provide a source of support and resources for the school. In turn, the school itself can play an important role in the well-being and development of the community.
Professional Portfolio and Workplace Project (PPWP 700)	This module provides a record of evidence of growing applied competence across the programme in an integrated way. It is the glue that binds the whole programme together. During their engagement with this over-arching module, students will develop a Portfolio of Evidence to prove competence, that will run throughout, and across the programme. The Professional Portfolio of Evidence must portray an integration of all the different modules covered during the entire programme over the period of study. The relationship between foundational (knowledge), practical skills and applied competence (professional growth) is emphasised in all modules throughout the programme. It culminates in the Reflective Portfolio of Evidence which includes a research project of limited scope based on action research in a school. The reflective portfolio of evidence is completed online as a continuous project over the duration of the programme. There are three formative assessment opportunities spread evenly over the engagement with this module and a final summative assessment opportunity at the end of the period of study.

3.1 Programme Structure: One-Year Distance Programme

First Year Modules	
Semester 1	Semester 2
Leading and Managing a School as an Organisation (Code LMSO 710) [25C]	Leading and Managing Teaching and Learning in a School (Code LMTL 720) [25C]
Leading and Managing of People and Change (Code LMPC 710) [20C]	Working within and for a School and the Wider Community (Code WSWC 720) [20C]
Professional Portfolio and Workplace Project (PPWP 700) [30C]	

3.2 Programme Structure: Two-Year Distance Programme

First Year Modules	
Semester 1	Semester 2
Leading and Managing a School as an Organisation (Code LMSO 710) [25C]	Leading and Managing of People and Change (Code LMPC 710) [25C]
Professional Portfolio and Workplace Project (PPWP 700)	
Second Year Modules	
Semester 3	Semester 4
Leading and Managing Teaching and Learning in a school (Code LMTL 720) [20C]	Working within and for a School and the Wider Community (Code WSWC 720) [20C]
Professional Portfolio and Workplace Project (PPWP 700) [30C]	

HOW DO YOU STUDY AT EDUTEL HIGHER EDUCATION?

This qualification is delivered via blended learning. This means that students register for the qualification as a distance learner and will work at home on the study material provided but have at their disposal a number of ways in which to facilitate their studies. Edutel Online is used as the online teaching and learning platform. Accessing Edutel Online requires that students must be computer literate and have access to a computer/tablet with sound, and internet access, in order to complete this Advanced Diploma.

STUDY MATERIALS

On registration students will receive the following:

- An **Administrative Booklet** containing all the administrative information they will require to successfully complete their studies.
- A **Study Guide** for all modules, written in the format of the dialogues that would have taken place between the student and the Lecturer in a contact situation.
- A **Tutorial Letter** for each module to further guide their studies.
- **Online Assignments** for each module can be accessed on Edutel Online after registration

No additional textbooks need to be purchased.

LANGUAGE OF INSTRUCTION

English

4. Academic support

Edutel Higher Education will provide student support through the following communication channels during the teaching and learning process:

- Edutel Online teaching and learning platform
- Chat rooms on Edutel Online
- Messaging through Edutel Online
- e-mail
- SMS
- Facebook
- Website
- Multimedia lectures
- Zoom sessions
- Telephone

Upon registration, in addition to the hard copies of study material, each new student will receive a welcome letter that has a link to access the orientation lecture explaining all administrative information contained in the Administrative Booklet introducing the AdvDip (SLM).

Edutel Online is used as the teaching and learning platform. All learning materials and assignments are available in electronic format on Edutel Online. The Administrative Booklet and accompanying multimedia lectures include step-by-step guidance to access and use Edutel Online.

ORIENTATION

Upon registration, the welcome letter with a link to watch the orientation video will be sent to your e-mail address. The orientation video contains information applicable to your qualification, programme structure, purpose, content and how the programme will be delivered.

Please make sure that you provide us with a reliable and correct e-mail address. If you have not received communication from us via e-mail at the start of the semester, please contact us to confirm your e-mail address/contact details.

MULTIMEDIA LECTURES

Edutel Higher Education makes use of multimedia lectures. These multimedia lectures will be presented by the respective lecturers who are subject matter experts, to ensure you only receive the very best.

Multimedia lectures can be accessed via the Edutel Online app. These videos can be revisited as many times as needed. The first five (or more depending on the module concerned) multimedia lectures will support you while studying through the themes of each module, provide guidance to complete assignments, and prepare you for the examination.

You will receive multimedia lectures for each module as per the notifications on Edutel Online app, and in confirming letters. In the multimedia lectures the lecturers will discuss the themes and the activities in the modules. You will receive guidelines on how to answer questions in the compulsory assignments.

The multimedia lectures include the contact details of the lecturers. These contact details will make it easier for you, should you have an inquiry.

After the marking of the assignments, you will receive three more multimedia lectures. The three multimedia lectures will respectively address general problems experienced while marking the assignments; give an overview of the module concerned; and provide guidance on the structure of the examination paper, advice on how questions should be answered as well on how to prepare for the examination.

CHAT ROOMS

After watching a multimedia lecture, you have the opportunity to communicate with the lecturers via the Chat feature on Edutel Online.

Benefits

The chat room is useful for gaining more information about the content of each module from the lecturers for a specific module, as well as being able to clarify any academic challenges that you experience.

The lecturers can assist and guide you on how to complete assignments and prepare for the examination for each module.

MEDIA CENTRE SERVICES

The Media Centre covers a wide variety of useful resources.
- Access to additional reading material, such as reference books and journals, which are relevant to your studies.
- Lists of recommended books which are available at other institutions.
- A list of internet websites relevant to your studies, and which can be accessed via the web.
- Access to the services of EBSCOhost (electronic library).
- Printing and copying services at a cost.
- Internet access.
- Downloaded multimedia lectures for use after the presentation date.
- The services of a person to assist in the search for information.

Mentoring: Each AdvDip (SLM) student is required to identify a suitably qualified and experienced education manager to support him/her for the duration of their studies, especially in compiling their Portfolios of Evidence and conducting the workplace research project. Every student must submit a shortened CV of their chosen mentor to kevin@edutel.ac.za

These mentors will be empowered in the knowledge and skills of mentorship by providing them with a Mentor Guide and a multimedia lecture explaining their role and responsibilities.

Mentors may also register for a mentoring course offered by Edutel Skills Development and registered with SACE. On successful completion of the two-year mentoring programme, mentors will earn 35 CPTD points.

EDUTEL ONLINE APP

In our ongoing efforts to ensure that you receive quality education and stay safe, Edutel Higher Education has created Edutel Online. This innovative **multimedia app** provides access to everything you may need to successfully complete your studies - anytime, and any place!

Edutel Online will give you easy access via your mobile phone/laptop/computer to:
- All your study material
- Tutorial Letters I & II
- Multimedia lectures
- Assignments and online examinations
- Online ICT training
- An English proficiency programme and assessment
- Study methods/Top Performer Programme
- Information on other programmes offered by Edutel Higher Education

Through Edutel Online, you can communicate with your lecturers, support staff, and other important role players. This incredible tool will also send you notifications about your programme.

5. Assessment of Students

To assess the achievement of the outcomes of this programme an approach of continuous assessment will be followed. The assessment process has two dimensions/components that complement each other and are integrated, namely formative assessment and summative assessment.

Formative assessment

* Self-assessment activities in Learning Guides.
* One three-part compulsory formative assignment per module must be completed and submitted on the Edutel Online platform in three parts, namely short questions in Part 1; longer paragraph type questions in Part 2; and a set of 50 multiple-choice questions in Part 3.
* The three parts respectively contribute on a 20:50:30 basis to the final assignment mark (i.e. the year mark).
* Tutorial letter 2, as well as the final three multimedia lectures, provide comprehensive feedback to students on formal assignments as well as guidelines for preparation for the examination.
* The professional portfolio of evidence provides for three opportunities for formative assessment. These contribute 30% towards the promotion mark for PPWP 700.

Summative assessment

One examination per module.

If you register between 1 June and 31 December, you will write your first semester examinations during May/ June the following year.

Should you register between 1 January and 31 May you will write your first semester examination during November the same year.

The promotion mark for all modules is made up of a year mark (based on the formative assessment of Parts 1, 2 and 3 of the assignment) and the examination mark (summative assessment). The year mark contributes 30% and the examination mark 70% towards the promotion mark.

The Professional Portfolio of Evidence is submitted for summative assessment at the end of Year One of study (if doing in one year) or Year Two of study (If doing in two years). This contributes 70% towards the promotion mark.

ADVANCED DIPLOMA IN EDUCATION IN SCHOOL LEADERSHIP AND MANAGEMENT PROSPECTUS
2024/ 2025   15

6. Registering for the AdvDip (SLM)

There are two study cycles per academic year.

Study Cycle 1
Register between 1 January and 31 May. You will write exams on your 1st semester modules in November and your second semester in May/June of the following year.

Study Cycle 2
Register between 1 June and 31 December. You will write exams on your first semester modules in June and your second semester examination is in November.

Visit: www.edutel.co.za/advanced-diploma-in-education/ to register online

7. Study Cost & Student Financial Aid

Students can arrange to pay their course fees by bank debit order, cash monthly, cash in advance, credit card, or in some cases by salary stop order (Fundi). Students can apply for study loans at various financial institutions.

The price for this qualification is on the application form.

8. Policies and Procedures

Edutel Higher Education (Pty) Ltd has a comprehensive set of policies and procedures to ensure that students get quality education and support. These include, but are not limited to:

- Cancellation Policy- Cancellation of course fees will not be permitted once the student is accepted and registered as a student. Consideration will only be given in exceptional cases. Students may cancel their studies, but remain liable to pay the course fees.
- Assessment Policy
- Code of Conduct for Students
- Student Support Policy
- RPL Policy
- Policy on disability- Edutel Higher Education seeks to address any unfair discrimination on the basis of disability and thereby provides access to these students who wish to further their studies.
- Grievance Policy

Students may access these policies on Edutel Online

9. Governance and Management of Edutel Higher Education

I, the undersigned hereby declare that:

» Edutel Higher Education (Pty) Ltd is registered with the Department of Higher Education and Training (DHET) and is accredited to offer the programmes reflected in this brochure.

» Edutel Higher Education (Pty) Ltd will not exceed the number of enrolments that the facilities and equipment can reasonably accommodate.

» Edutel Higher Education (Pty) Ltd has sufficient space, equipment and instructional material to provide education and training to meet the standards to set and achieve the objectives of each programme.

» Edutel Higher Education (Pty) Ltd will maintain full records of each student's admission, academic progress and assessment of learning in respect of each programme.

» All the sites listed in this application are administered and controlled by Edutel Higher Education (Pty) Ltd.

» Edutel Higher Education (Pty) Ltd has the necessary academic and support staff with appropriate qualifications and experience to achieve the objectives of each programme.

» Officials from authorised institutions will be allowed unconditionally to conduct site visits for purposes of verification and for ensuring compliance with the conditions of registration.

AB Pelser
CEO

10. Directors, Chief Executive and Senior Management

Directors	• Andries Bernardus Pelser • Oscar Stephen Bashing • Jolene Pillay
Chief Executive Officer	• Andries Bernardus Pelser
Assistant Chief Executive Officer	• Chanel Theron
Senior Management	• Oscar Stephen Bashing- General Manager • Prof Rika Joubert- Academic Head • Dr Jean van Rooyen- Assistant Academic Head & Academic Programme Coordinator • Kevin Schoultz- Registrar • Jolene Pillay- Programme Coordinator: Administration

11. Qualifications of Academic Staff

Academic Advisory Board

Prof HJ Joubert (Academic Head)	BSc (UP), TDHE (NKP), FDE (CEFT), BEd (UP), MEd (UP), PhD (UP)
Prof K Bipath	HED (Springfield College of Education), BA (Unisa), BEd Hons (RAU), MEd (RAU), DEd (UJ)
Prof PJ Du Plessis	BA (Unisa), BEd Hons (Unisa), MEd (RAU), PhD (UP)
Prof LM Swanepoel	BA (UFS), HED (UFS), BEd Hons (UFS) MA (UFS), D.LITT (UFS)
Prof HJ van Vuuren	BA (UFS), HDE (UFS), BA Hons (UFS), BEd (UFS) MEd (UFS), PhD (NWU)
Dr D Naidu	BA (University of Westville), HED (Unisa), BEd (Unisa), FDE (Rand Afrikaans University), MEd (Rand Afrikaans University), PhD (Wits)
Dr JW van Rooyen	BSc (UP), TDHE (NKP), BSc Hons (RAU), BEd (UP), MEd (UP), PhD (UP)
Ms M Frazer	National Diploma Marketing (Technical Witwatersrand), BTech Marketing (Unisa), Masters in Commercial Marketing Management (UJ), Professional Diploma in Digital Marketing (Digital Marketing Institute)

Academic Staff

Dr JW Van Rooyen (Programme Coordinator)	BSc (UP); TDHE (NKP); BSc Hons (RAU); BEd (UP); MEd (UP); PhD (UP)
Dr AA Sepheka	BA (Unisa); BEd Hons(UJ); MEd (UJ); PhD (Unisa)
Ms D du Preez	HEd (NWU), HR Cert (Unisa), Project Man Cert (SUN), BEd (NWU), MEd (UP)
Ms EP van der Merwe	NPDE (TUT); ACE (Unisa) BEd Hons (Unisa)

For a comprehensive list of services offered by the Edutel Group, visit our website at:
www.edutel.ac.za

SOCIAL MEDIA