



# EDUTEL

SKILLS PROGRAMMES  
DISTANCE LEARNING

## How can I pay my fees?

Cash, credit card or bank debit order.

## Fees:

No. of prog. chosen	Cash Fee	By Debit Order 10 Months	By Debit Order 16 Months
1	R1 355-20	10 x R219-66	16 x R148-11
2	R2 710-20	10 x R384-29	16 x R250-58
3	R4 065-60	10 x R548-97	16 x R353-09
4	R5 420-80	10 x R713-63	16 x R455-57
5	R6 776-00	10 x R878-28	16 x R558-06
6	R8 131-20	10 x R1 042-94	16 x R660-55

## How do I register:

Complete an application form (Edutel) and complete a debit order, attach your recent salary advice (not older than 2 months) and a copy of your ID. If you are not employed by the government, also attach a copy of your latest bank statement from which your salary is being deducted.

If you have colleagues who are also interested and you want us to contact them, please complete this coupon and mail it to us.

Name: .....

Address: .....

Code: .....

Tel:(.....) .....

Fax:(.....) .....

Email: .....

Please mail to:  
CPTD  
P.O. Box 23009  
Helderkruijn  
1733

## CONTACT DETAILS

**HEAD OFFICE**  
1st Floor, Bankfin Building  
Bickel Street  
Horizon  
Roodepoort

Tel: +27 (11) 760-4252  
Fax: +27 (11) 763-4071  
Email: [edutel@iafrica.com](mailto:edutel@iafrica.com)  
Website: [www.edutel.co.za](http://www.edutel.co.za)

**CAPE TOWN**  
1st Floor, Nobel Park  
Old Paarl Road  
Bellville  
Cape Town

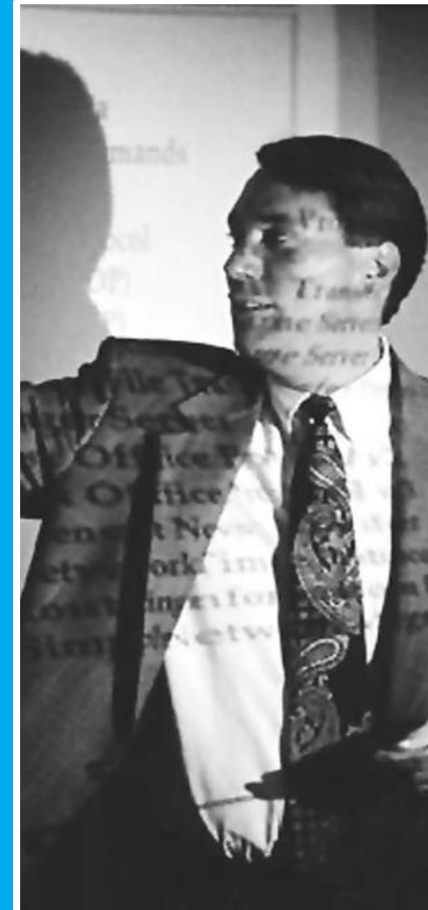
Tel/Fax: +27 (21) 945-4830

**UGANDA**  
"Great Lakes Region"  
Kampala

Tel: +25 (67) 185-5164

**DURBAN**  
Suite 301, 3rd Floor  
480 Smith Street  
Durban

Tel/Fax: +27 (31) 305-2850



CONTINUED  
PROFESSIONAL  
TEACHER  
DEVELOPMENT



VISIT OUR WEBSITE  
[www.edutel.co.za](http://www.edutel.co.za)



## Meet Edutel

- Edutel is a group of companies specialising in the field of education and training, skills development and marketing services.
- We are fully accredited with the EDP SETA, Provider ID 0394.
- We are also a member of APPETD.

## By way of introduction

It is a well-known fact that educators are now required to develop themselves in order to enhance their professional competence and performance in the classroom and school. The concept of CPTD (Continued Professional Teacher Development) for teachers is a crucial topic in the new National Policy Framework for Teacher Education and Development in South Africa. This policy was gazetted at the end of April 2007 and it thus becomes an educator's responsibility to identify development needs and address these through appropriate training.

## How can I collect PD points?

PD points can be collected by doing a short course that is registered on the NQF and provided through an accredited provider.

## Edutel offers the following short programmes:

### School Management and Leadership in the SA Context:

Unit Standards: 115441, NQF 5 (10 credits) and 115438, NQF 6 (10 credits)

Purpose: To equip all teachers with broad based management skills and leadership techniques in order to manage their leadership activities more effectively.

### Overview of School Leadership and Management Principles:

Unit Standard: 115437, NQF 6 (20 credits)

Purpose: To develop in the educators the fundamental knowledge, skills and personal qualities so that they can manage and lead people effectively towards contributing to the improved delivery of education in the school system.

### Managing Resources and Systems:

Unit Standard: 115434, NQF 5 (20 credits)

Purpose: To equip teachers with adequate knowledge and skills to effectively manage the resources at their disposal. To give teachers the necessary knowledge to work within the organisational systems within the school environment.

### Manage Policy, Planning School Development and Governance:

Unit Standard: 115439, NQF 6 (20 credits)

Purpose: To give teachers in management positions the background required to manage policy, planning and school governance issues appropriately.

### Manage Teaching and Learning:

Unit Standard: 115436, NQF 6 (20 credits)

Purpose: The programme is aimed at developing educators and school managers in the fundamentals of managing the variety of classroom situations where teaching and learning take place.

### Conduct Moderation of Outcomes-based Assessments:

Unit Standard: 115759, NQF 6 (10 credits)

Purpose: To equip qualified educator-assessors with the knowledge and skills related to the moderation process as determined by SAQA.

### Applying Knowledge of HIV/AIDS in the Workplace:

Unit Standard: 8555, NQF 4 (4 credits)

Purpose: To give teachers the basic knowledge and skills to address the issue of HIV/AIDS in the workplace in terms of information distribution.

### Mentoring Learners:

Unit Standard: 117865, NQF 5 (10 credits)

Purpose: To equip educators with the information and skills to make informed decisions on whether they must support learners themselves or refer them to specialists.

### Facilitate Learning:

Unit Standard: 117871, NQF 5 (10 credits)

Purpose: To give the learner the opportunity to reflect on and make informed choices about facilitation skills, learning strategies and the presentation of information in order to keep learners interested.

### Developing Outcomes-based Learning Programmes

Unit Standard: 123401, NQF 6 (15 credits)

Purpose: This learning programme will enable the educator to design and develop an outcomes-based learning programme suitable for the learning environment and the identified requirements of the learners.

### Design Integrated Assessments:

Unit Standard: 115755, NQF 6 (10 credits)

Purpose: To equip learner to become a better assessment designer in relation to outcomes-based assessment.

### Computers in School Management:

Unit Standard: 115433, NQF 3 (4 credits)

Purpose: Equip the learners with the knowledge and skills to use information and communication technology to improve professional and administrative efficiency.

### Communication and School Management:

Unit Standard: 115443, NQF 6 (16 credits)

Purpose: To equip the educator with the skills to use language effectively in a managerial position.

## Duration of programmes

You work at your own pace, although it should not take you longer than 3 months to complete a short programme

## How will I be assessed?

You will complete a Portfolio of Evidence and complete a knowledge questionnaire

## When can I start?

Immediately.

## Do I buy extra books?

No, all study material is supplied.

## Do I earn credits and what will I receive once I have completed the course?

Should the short programme be part of a qualification you want to pursue such as the ACE Education Management and Leadership, you can apply for RPL at a University that offers this course.