



Matthew Goniwe

SCHOOL OF LEADERSHIP & GOVERNANCE

EDUCATE. EMPOWER. INNOVATE

2022

ORIENTATION MODULE

COURSE BREAKDOWN AND ASSESSMENT HANDBOOK

**MATTHEW GONIWE SCHOOL OF LEADERSHIP &
GOVERNANCE**

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This manual gives you all the details you require on the distribution of grades, the minimal passing standards, technical issues, and the course structure.

1. PROGRAMME OVERVIEW

Welcome to QCTO, school principal, school manager. This exciting new qualification is a professional occupational qualification designed to import knowledge provide practical experience and most importantly provide workplace support. A school manager needs professional expertise to respond to the contextual realities of the school. The profound changes in education and the demands on schools and schooling suggests a new way to prepare and support school leaders to understand and respond to ever changing contexts and demands.

2. LEARNING OUTCOMES

The learning objectives connected to the course material are learning outcomes and exit-level outcomes. When you finish an activity or module component, you should have mastered the abilities that are listed as learning outcomes. They are structured so that they build on one another throughout the course of a module and eventually result in the construction of an exit-level outcome. Each module has one or more exit-level objectives that outline the general knowledge and abilities you will have learned by the time the course is over.

The exit level outcomes for this programme are as follows:

- ELO1: Demonstrate an understanding of the school operations acknowledging the changing context in which school principals operate.
- ELO2: Demonstrate an understanding of the national curriculum, its changing nature and the principles of inclusion, teaching and learning.
- ELO3: Demonstrate an understanding of the knowledge and opportunity to work in collaboration with other role players to manage the realities of the financial underpinnings and infrastructure within a school.
- ELO4: Demonstrate an understanding of how to articulate a vision and design and implement a plan for an effective school.
- ELO5: Outline strategies for creating a positive learning culture, ethics, values and the application in a school environment.

3. NOTIONAL HOURS

This programme consists of three modules, as well as the Orientation. The deadline for your assignments for each week is the following Tuesday at 11pm SAST. You can consult the programme calendar on MyMGSL for a full breakdown of your assignment due dates. Each module is broken down into manageable chunks or units. It is recommended that you work through the components within these units in the order they are presented. A unit represents a meaningful portion of work that contains one or two key concepts that you can work through and bring into

immediate application before progressing. To learn effectively, it is recommended that you complete a unit in one sitting. Note: Should you have any additional questions regarding the structure of the course, the assessments, or the grade distribution, please do not hesitate to contact your Unit facilitator on the discussion forums (but do so during the week, as facilitators are not available to attend to your queries over weekends). The core content in each module is estimated to take 6-8 hours per week.

4. PARTICIPATION REQUIREMENTS AND CREDITS

You will need to achieve an overall mark of 50% across all activities to pass this programme.

Your grade will be determined based on your performance in the following activities: • Activity submissions: Grading of ongoing project submissions is done by the Unit manager and grades are awarded at their discretion. Results and feedback will be released one week after the assessment deadline. The credits for each module are as follows:

Knowledge Modules	
Module	Credits
Education, leadership and management and administration	16
Managing curriculum teaching and learning	12
Plan and manage the finances and resource of the school	15
Plan and manage the human resource and HR development in the school	10
Practical Modules	
Education, leadership and management and administration	12
Managing curriculum teaching and learning	38
Plan and manage the finances and resource of the school	23
Plan and manage the human resource and HR development in the school	23
Work experience Modules	
Education, leadership and management and administration	20
Managing curriculum teaching and learning	40
Plan and manage the finances and resource of the school	46
Plan and manage the human resource and HR development in the school	30

All participants are required to refrain from acts of plagiarism or any other form of academic dishonesty. Assignments for all submissions will be submitted to Turnitin. Turnitin is a thirdparty web-based tool that compares your work for textual similarities with a database of thousands of academic sources, student papers and websites to produce an originality report which our teaching teams use to investigate possible plagiarism. This is a compulsory exercise to inform decisions on whether an assignment's content is plagiarised. A certificate of completion will be issued in your legal name upon

successfully completing the course according to the stipulated requirements. No certificate will be issued to you if you do not meet the stipulated requirements for the award of a certificate.

5. Technical considerations

You will need the following software to make the most of this course:

- Microsoft Word.
- Adobe Acrobat (or similar PDF reader).

For any technical queries or difficulties, please contact your Unit manager.

5.1 Accessing the MyMGSL

is your online learning environment where you will access your learning content and engage in collaborative learning activities. The MyMGSL is accessible at the following

URL:<https://mymgslq.co.za>

5.2 Protecting your login details

Do not divulge your login and password details to anyone. Additionally, do not leave your computer unattended when you are securely logged in on the MyMGSL.

