

# TEACHING DEVELOPMENT

## Innovative Teaching & Learning – free for TUT staff

The rapidly changing scene in Higher Education remains a challenge to educators particularly in the provision of effective teaching. Inherent in effective teaching is the use of alternative methods of teaching which are compatible with students' learning styles and strategies which enable them to manage their own learning activities. Participants in this course will therefore be empowered to promote effective and efficient teaching and learning which is grounded in Outcomes Based Education.

### Learning Outcomes:

#### **Module 1: Introduction** - 10 August 2005 from 8:30-13:00 at Pretoria campus, building 4:151

- Select the most appropriate method of teaching by taking learner needs into consideration
- Identify and implement factors contributory to effective teaching and learning in Higher Education

#### **Module 2: Reflective teaching in HE** - 26 August 2005 from 8:30-13:00 at Pretoria campus, building 4:151

- Outline the purpose and value of a self-reflection system
- Identify the tools for a self-reflection exercise
- Identify the features of an effective self-reflective exercise

#### **Module 3: Active learning** - 12 September 2005 from 8:30-13:00 at Pretoria campus, building 4:15

- Promote effective learning in the lecture rooms by using methods of teaching which are compatible with OBE

#### **Module 4: Self directed learning** - 21 September 2005 from 8:30-13:00 at Pretoria campus, building 4:151

- Compile a learner guide and use it as a method of teaching

#### **Module 5: Developing a teaching portfolio** - 10 October from 8:30-13:00 at Pretoria campus, building 4:151

- Describe the purpose and value of a teaching portfolio
- Prepare a teaching portfolio
- Assess a teaching portfolio

#### **Module 6: Telematic education** - 24 October 2005 from 8:30-13:00 at Pretoria campus, building 4:151

- Use the computer as a medium of communication to your students
- Design learning programmes for the net
- Fulfill the needs of a virtual classroom

Contact: Alpheus Mathole [matholeam@tut.ac.za](mailto:matholeam@tut.ac.za) or 318-4130

**BOOKINGS:** Indicate modules which you want to attend on the attached F12 booking form and fax it to Beryl du Toit at 318-5793.

## **Learning Facilitation** (NQF level 7) - presented by Dr Dawid Gericke (x4264)

**Outcomes:** *How to mediate & facilitate learning in Higher Education*

Choose one of the following workshops on learning facilitation:

1. 16-17 August 2005 from 8:30-16:00 at Pretoria campus, building 4:151
2. 14-15 September 2005 from 8:30-16:00 at Pretoria campus, building 4:151

**Bookings:** Fax the attached F12 booking form to Beryl at x5793.

Heads of Departments can arrange dates for their departments – phone Dawid at 318-4264

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## **Assessor training - NQF level 7** – presented by Dr Dawid Gericke (x4264)

**Purpose:** To be able to assess learner/students in the University.

**Why & what?** HEQC wants to know if our lecturers are trained to be assessors according to SAQA's guidelines. You will be able to assess OBE and prove competence regarding assessment. Lecturers need *not be registered* as assessors, but need to be trained.

**Attend a 2 day contact session plus self-study of course material. Submit a portfolio of evidence.** Cost: free TUT lecturers

**Dates for 2 day course:**

- 25 & 26 August 2005 from 8:30-16:00 at Pretoria campus, building 4:151
- 7 & 8 September 2005 from 8:30-16:00 at Pretoria campus, building 4:151

**Bookings:** Fax the attached F12 booking form to Beryl du Toit at 318-5793.

Heads of Departments can arrange other training dates for their departments – phone Dawid at 318-4264.

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## **Assessor training - NQF level 5** - contact Alpheus Mathole x4130

Assessor training on NQF level 5 is for individuals presenting training in the workplace (outside TUT) and therefore need to be registered as an assessor in the *workplace*.

**Why & what?** If you want to do assessment in the workplace you need to be registered as an assessor at the ETDPSSETA

**RPL option:** self study workbook. Hand in 2 portfolios of evidence (within 60 days).

- RPL cost: R1 000 plus R150 moderation fee per TUT staff

**2 day course:** attend a 2 day contact session and submit 1 portfolio of evidence (within 60 days).

- Course cost: R1 500 for both days plus R150 moderation fee per TUT staff

**Date for 2 day course:** 15-16 September from 8:00-16:00 at Pretoria campus, building 4:151.  
Closing date for bookings: 31 August 2005

NB: Portfolio of evidence to be submitted within 60 days or you need to re-register and re-pay.

**Bookings for NQF 5:** E-mail Henda Britz at [britzsh@tut.ac.za](mailto:britzsh@tut.ac.za) she will forward the relevant registration forms to you.

## Orientation course for lecturers

To function optimally as a lecturer, you are required to undergo, in compliance with the policy of TUT, certain in-service training. The confirmation of your permanent appointment, one year after assuming duty, depends on your successful completion of the in-service training.

As we would like to acknowledge your existing experience and expertise, you are given the opportunity to demonstrate your competency in various identified activities. A personal development plan is compiled on the basis of the strong points shown, as well as the development areas. Assistance and support in the form of presentations, practical work sessions or assignments to be executed by you, will be offered during the course of the year.

Should you have any enquiries regarding the training, please contact Chichi Maimane x4973 or [maimaneMH@tut.ac.za](mailto:maimaneMH@tut.ac.za) or make an appointment for a personal interview.

**Dates, time and venue: (3 days)**

**5, 6 & 7 October 2005 from 8:00-16:00 at Pretoria campus, Building 4:151 (Thupellong).**

**PLEASE COMPLETE THE FORM BELOW AND RETURN IT TO:  
Chichi Maimane (Fax: 5793 or CCPD, Building 4 room 136)**

<b>Title, name and surname Department</b>	<b>Phone number where lecturer can be contacted</b>	<b>Appointment date</b>	<b>Course date</b>	<b>Signature of lecturer</b>
<b>1.</b> ..... ..... .....				
<b>2.</b> ..... ..... .....				
<b>3.</b> ..... ..... .....				

DEPARTMENT: .....

NAME: HEAD OF DEPARTMENT: .....

SIGNATURE: HEAD OF DEPARTMENT: .....

Please have this **F12 signed by a person with signing rights** and fax it back to:  
**Beryl du Toit, Fax 012 3185793 Tel: 012 3184453**

## F12

<b>Aan/To:</b> <i>Snr Financial Accountant  Financial Control  Building 21</i>	<b>Van/From:</b>    
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### OORPLASING / REGSTELLING VAN FONDSE TRANSFER / CORRECTION OF FUNDS

**The following transfer/correction of funds/expenditure of the cost centers and accounts given below are herewith requested:**

Debit (from)		Amount	Credit (to)	
Entity	Account		Entity	Account
				0455

**This F12 serves as a registration form for a course:**

Name/(s)	:	_____
Job Title	:	_____
Department	:	_____ Tel. _____
Course name	:	_____
Date of course	:	_____

**Please take note:**

**WHAT HAPPENS IF YOU FAIL TO ARRIVE WITHOUT 2 DAYS' PRIOR CANCELLATION**

As planning is done around the no. of people booked on a course, it negatively impacts on planning, cost, materials, refreshments, etc. when people fail to arrive for courses without prior cancellation. You will be therefore invoiced to cover costs. [A replacement may be sent in your place.](#)

**\* As soon as we have received your F12 booking form, your booking will be confirmed.**

#### **GOEDKEURING VIR DEBIET** APPROVAL FOR DEBIT

\_\_\_\_\_  
AUTHORISED SIGNATURE

\_\_\_\_\_  
AUTHORISED NAME

\_\_\_\_\_  
DESIGNATION

DATE: \_\_\_\_\_

#### **GOEDKEURING VIR KREDIET** APPROVAL FOR CREDIT

\_\_\_\_\_  
AUTHORISED SIGNATURE

**MJ LE GRANGE**  
AUTHORISED NAME

**Director: CCPD**  
DESIGNATION

DATE: \_\_\_\_\_