PROCEDURES AND MORE INFORMATION

The Basic Educare Teachers' Training Course has been compiled in view of the fact that many learners have to work as per long distance learning so it is very “user friendly” and self explanatory. On being submitted the official enrolment form (from the webpage) and once there is confirmation of payment, the following procedure will take place:

1. The course package, containing the course manual and all the relevant instructions and details, will be register posted to the learner. The learner will then receive an email stipulating the tracking number so that individually, the learner can contact their local Post Office to keep track of the whereabouts of the course as it normally takes anywhere between 3 to 12 working days to arrive at destination - also depends on the area. Courses posted to other countries can take a little longer to arrive.

2. Included in the course package is the course manual, a questionnaire form and instructions, SAQA unit standards, indemnity form, school observation/evaluation form and an information enrolment letter.

3. Learners then have up to 8 months in which to work on the course, in their own time and at their own pace. Learners that do not work full day can obviously complete the course earlier.

4. Learners are requested to either utilise a computer or an A4 hard cover book in providing what is called the Portfolio Of Evidence (POE). Although there is no formal exam and the questionnaire is used as summative knowledge, learners are requested to answer the questions in their own words and not to quote from the course manual as this will be detected by the assessment process. Extra research is also required. Learners may complete the questionnaire as and when they have studied and completed each module. This is done in the privacy of your own home.

5. Learners are required to spend a minimum of 21 hours (3 full days) at a registered Educare/Pre-School. This is only to take place just before submitting the POE and after completion of the course. The staff at the school must be qualified and trained and learners are requested to conduct at least 2 sections of the daily programme such as Morning Ring, Creative Activity, Story Telling and/or Music and Movement Ring. Duly qualified personal such as the school Principal is required to complete the observation/evaluation form which has to be submitted with the final Portfolio Of Evidence together with required signatures and qualifications.

6. Learners will be required to complete assignments in the form of posters, story telling aids etc. Learners are requested to only complete the assignments once they have completed the relevant modules.

7. Once the Portfolio Of Evidence (P.O.E) is completed the following has to be returned to Mrs Lynne Hobbs with the following documentation:
   - A certified copy of learner I.D
   - A certified copy of school leaving certificate
   - If learner did not complete grade 11, a certified testimonial is required.
   - The typed and bound or A4 hard cover book with answers to the questionnaire - forms part of the P.O.E.
   - The signed and completed school observation/evaluation form
   - The signed learner declaration form
- Returned SAQA Unit Standards with each page signed.
- All completed assignments - may be personally packaged by learner or cylindar cardboard containers are available at the Post Office for submission of all the work.

Failure to ensure that all documentation is correctly signed, will result in further delay in obtaining the certificates and official statement of results.

As and when the P.O.E’s arrive, they are placed into a queue waiting for assessment. Once the assessment is completed, the work has to be moderated and then a "window period" is opened by Seta for official verification. Learners are to be aware that as this process does involve different people, it can be a lengthy process. However, learners will receive a course participation certificate once the course has been assessed and the competency certificate and statement of results will follow at a later stage once the official procedure is completed. Should learners not prove to be competent or have not submitted all documentation, they will be contacted with further details within 8 weeks of receiving the POE.

If you have any further queries, please send us an email with your queries to

admin@educare.co.za