

## Teaching, Learning & Assessments

R3490 per programme or R16900 for all five

### Assessment: Design and Develop

Outcomes-based assessments (NQF L 6, 10 Credits)

15 CPD Points

Duration: 2 Days



This module is aimed to prepare an educator to be able to participate in the Management of Education and Training Developments (ETD) in a specific workplace environment. This module will provide educators with the general ETD skills required across ETD roles. This module will ensure one is able to demonstrate an understanding of design principles of outcomes-based assessment, design outcomes-based assessments, develop assessment activities, develop assessment guides and evaluate assessment designs and guides.

### Facilitation: Facilitate Learning using a

variety of given methodologies (NQF L 5, 10 Credits)

15 CPD Points

Duration: 2 Days



This module will provide recognition to educators who facilitate or intend to facilitate learning using a variety of given methodologies. Formal recognition will enhance their teaching capabilities and educators will be able to demonstrate that they can perform the specific outcomes with understanding and reflexivity.

### Learning Culture: Promote a learning culture in an organization

(NQF L 5, 5 Credits)

15 CPD Points

Duration: 2 Days



The aim of this module is to aid the Senior Management Team at schools to see the value and embrace learning and understand its importance in the development of Individuals, and the overall schooling environment. This module will enable one to create an environment and inculcate attitudes in which learning and assessment opportunities are provided, encouraged and rewarded across the school.

### Moderation: Moderation of Outcomes

-Based Assessments (NQF L 6, 10 Credits)

15 CPD Points

Duration: 2 Days



This module is aimed at educators who conduct internal and or external moderation of outcomes based assessments. At the end of this module, successful educators will be able to moderate assessments in terms of the relevant outcome statements and quality assurance requirements. The educators will be able to use the prescribed Quality Assurance procedures in a fair, valid, reliable and practicable manner that is free of all bias and discrimination, paying particular attention to the three groups targeted for redress: race, gender and disability.

### Assessments : Conduct Outcomes

based assessments (NQF L 5, 15 Credits)

15 CPD Points

Duration: 2 Days



This generic assessor module is for those who assess people for their achievement of learning outcomes in terms of specified criteria using pre-designed assessment instruments. The outcomes and criteria may be defined in a range of documents including but not limited to unit standards, exit level outcomes, assessment standards, curriculum statements and qualifications. Those who achieve this module will be able to prepare and conduct assessments within their fields of expertise. People credited with this module are able to carry out assessments in a fair, valid, reliable and practicable manner that is free of all bias and discrimination, paying particular attention to the three groups targeted for redress: race, gender and disability.

## Tablet PC's in Education

R790 per programme or R2990 for all four

Kindly note that these are non-credit bearing and non HEQSF aligned courses that do not lead to a part or full qualification.

### Tablets in Education (Beginner)

15 CPD Points

Duration: 6 Hours

This module is meant to showcase the fundamental basic features of tablets with emphasis on academic and professional applications. Educators are not required to have an advanced understanding of tablet devices or any operating system although this would be advantageous. Educators are shown the basic fundamental concepts of smart devices.

### Tablets in Education (Intermediate)

15 CPD Points

Duration: 6 Hours

This course is meant to showcase the fundamental and intermediate level features of various tablets with emphasis on academic and professional applications. Educators are required to have a basic (beginner level) understanding of tablet devices and the various operating systems. Educators are shown the application of intermediate concepts of smart devices in this level. Once this intermediate level is mastered, educators should be able to tackle the underlying advanced concepts and applications of Android/IOS and Windows applications.

### Tablets in Education (Advanced)

15 CPD Points

Duration: 6 Hours

This course is meant to showcase the advanced features of tablet pc's with emphasis on academic and professional applications. Teachers are required to have an intermediate level understanding of tablet devices and the various operating systems. Intermediate users are instructed on the advanced concepts and applications of smart devices in this level. Once this level is mastered, educators can consider themselves to be highly adept at the use of tablets and their applications.

### Microsoft Office Internet Explorer & Outlook



15 CPD Points

Duration: 1 Day

Educators will be introduced to the Internet, how to search effectively, and sign-up for and use an Email account using an Internet Service Provider. The email has become one of the most widely used methods of communication, whether for personal or business communications. In this module, educators will explore the features provided with the Outlook interface, such as advanced message, calendar, and contacts management.

## Purchase a Tablet PC with your Course

### Vodacom SmartTab 7"

R 1 499

### Vodacom PowerTab 10"

R 2 199 + BT Keyboard



## Now Accredited by SACE Continuous Professional Development Programme for Educators (CPD)

2017-19 CPD Cycle

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060 325 3806



Craig Gukhale  
076 480 7749



Rochelle Govender  
082 655 3344



Dr Williem Bester  
082 888 8675

## Microsoft Office Suite (Intermediate)

R790 per programme or R2990 for all four

Kindly note that these are non-credit bearing and non HEQSF aligned courses that do not lead to a part or full qualification.

### Microsoft Office Word



Microsoft Word is designed to help educators move through the task of creating professional-looking documents. In this module, you will learn how to use Word to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

### Microsoft Office Excel



This module aims to give educators and administrators a thorough grounding in the basics of creating and working with spreadsheets using Microsoft Excel. Particular emphasis is placed on developing accurate and well-designed spreadsheets employing sound design and documentation principles. It will enable educators and administrators to format cells and use different methods of printing spreadsheets

### Microsoft Office PowerPoint



This module is designed for educators who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. As a Microsoft PowerPoint user, educators and Senior Management Teams will learn the basic knowledge of creating a presentation, and you will be able to convey information simply and effectively.

### Microsoft Office Internet Explorer & Outlook



Educators will be introduced to the Internet, how to search effectively, and sign-up for and use an Email account using an Internet Service Provider. The email has become one of the most widely used methods of communication, whether for personal or business communications. In this module, educators will explore the features provided with the Outlook interface, such as advanced message, calendar, and contacts management.

Authorised



## Education Leadership

R790 per programme or R2990 for all four

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### Management and Leadership

15 CPD Points  
Duration: 1 Day

This module has been designed for educators or educators in management wishing to develop their management and leadership skills. It will provide the individuals who want to broaden their understanding of what it means to be effective and successful managers as well as the opportunity to hone specific core skills needed to manage and lead their academic and administrative teams.

### Communication Strategies

15 CPD Points  
Duration: 1 Day

Having the ability to communicate and interact more effectively with the schooling environment has never been more important than now. This module will enable educators and educators in management to identify common communication problems that may be holding one back and provide educators with the ability to handle difficult situations and deal with situations assertively.

### Basic Labour Relations

15 CPD Points  
Duration: 1 Day

This module provides an overview of the various methods and concepts, which make up an effect labour relations in South Africa. The Senior Management Team will gain an understanding of the collective bargaining process as well as its application in the workplace and factors that affect employee-employer relations, such as mediation, and Conflict management.

### Employee Wellness

15 CPD Points  
Duration: 1 Day

This module is designed to equip educators and Senior Management Teams in education to develop competencies to enhance their or other's personal psychological wellness in the work context. This module will provide an understanding of the factors/influences that inhibit personal psychological wellness, as well as those theories and constructs that can be utilised to enhance it. By enhancing their own psychological wellness, educators will add value in their work context as well as in society by being able to guide others in the understanding and implementing psychological wellness.

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## CAMPUSES IN SOUTH AFRICA:

ACCREDITED by the COUNCIL ON HIGHER EDUCATION, QCTO or UMALUSI

### BALLITO

**Ballito Buzz Building,**  
2 Moffat Drive, Ballito  
(Behind BMW)  
Tel :032 586 0358

### BENONI

**90 Elston Drive**  
(Ex-Unisa Building)  
Tel: 011 040 9300

### BLOEMFONTEIN

**28 Maitland St / Charlotte**  
**Maxeke Street**  
(Opp. Post Office)  
Tel : 051 430 6545

### BRAAMFONTEIN

**76 Jorissen Street**  
Stansure House  
(Above Standard Bank)  
Tel : 011 405 1521

### 23 De Beer Street

Cnr De Beer & Jorissen  
(Adj. Braamfontein Centre)  
Tel : 011 595 4600

### CAPE TOWN

**49 St. Georges Mall**  
Cnr. Castle Street &  
St. Georges Mall  
Tel : 021 422 2148

### DURBAN

**292 Anton Lembede Street**  
Cnr Anton Lembede &  
Dorothy Nyembe Street  
Tel : 031 304 6416/9340

### 44 Joe Slovo Street

Cnr of Joe Slovo &  
Anton Lembede Street  
(Opp First National Bank)  
Tel : 031 834 9100

### 52 Joe Slovo Street

(Next to Cash Crusaders)  
Tel: 031 812 2400

### 106 Steve Biko Road

(Opp. Gate , DUT Campus, Abv  
Chicken Licken  
Tel: 031 201 1056

### EMPANGENI

38 Tumbull Street  
Tel: 035 792 2775

### JOHANNESBURG

**32 Diagonal Street,**  
Cnr. Sauer & Jeppe Street.  
(Opp Bank City)  
Tel : 011 595 4300

### JOHANNESBURG

**33 Troy Street**  
Standard Bank Chambers  
Cnr. Troy & Commissioner St  
Tel : 011 595 4400

### 37 Harrison Street

Nelson Mandela Building  
Adj. City Hall  
Tel : 011 595 4700

### 23 De Beer St

Cnr De Beer & Jorisson  
Adj. Braamfontein Cntr  
Tel: 011 595 4600

### CARLTON CONTACT CENTRE

**Suite 113 (Upper Level)**  
(near Bidvest Bank)  
Tel: 011 595 4500

### KEMPTON PARK

**22 Voortrekker Street**  
(Opp Kentucky Fried Chicken)  
Tel : 011 - 594 8004

### 7 Wolff Street

ABSA Blding (Opp Kempton Sq.)  
Tel: 011 591 6000

### KRUGERSDORP

**7 Monument Street**  
Cnr Burger Street  
(Above Old Nedbank)  
Tel: 011 040 9200

### LADYSMITH

150 Murchison St  
1st floor ABSA Building  
Tel: 036 637 6467

### MAFIKENG

53 C East Gate Mega City  
Tel: 018 584 1510

### MIDDELBURG

Suite 8, 1st floor Nedbank Cntr,  
OR Tambo St  
Tel: 015 245 1724

### NELSPRUIT

Office 5 Prominent Centre  
Louis Trichardt St  
Tel: 013 755 2664

### PHUTHADITJHABA/QWA-QWA

Room 7, 1st floor, ABSA Building,  
Cnr Motloung & Setsing St  
Tel: 058 713 2160

### PRETORIA

**13 Church Square**  
Cnr. Bank St. & Church Street  
Tel : 012 - 765 1700

### 169 Jacob Maree / Jeff Mase-

**mola Street**  
(Opp. Dept Of Land Affairs)  
Tel : 012 - 323 4655

### 76 Andries / Thabo

**Sehume Street**  
(Opp. the National Library)  
Tel : 012 326 1526/323 4017

### 287 Struben Street

(Next to the National Library)  
Tel:012 765 1900

### 421 Church / Helen Joseph St

(Opp Tshwane University Arcadia)  
Tel : 012 765 1800

### 336 Paul Kruger Street

(Behind Dep of Labour)  
Tel : 012 748 0200

### PIETERMARITZBURG

**21 Timber Street**  
(Next to Capitec Bank)  
Tel: 033 811 1615

### POLOKWANE

**52 Church Street**  
Cnr Thabo Mbeki  
Tel: 015 295 8764

### 20 Thabo Mbeki St

Tel: 015 291 4265

### 100 Landros Mare St

Abisa Building  
(Opp Dept of Labour)  
(Programmes in the process  
of being relocated to this site)  
Tel: 0861 321 321

### MIDRAND

**52 Moritz Road**  
(Opp Midrand City)  
Tel : 011 312 7387

### RANDBURG

**112 Bordeaux Drive**  
(Opp Taxi Rank)  
Cnr. Bordeaux &  
St. Andrews Drive  
Tel : 011 595 5000

### RUSTENBURG

Biblio Plaza Cnr Nelson Mandela  
& Thabo Mbeki  
Tel: 014 592 3650

### RICHARDS BAY

21 Bellingham Park  
Opp Broadwalk  
Tel: 035 789 0492

### THOHOYANDOU

Shop 5 Eastgate Centre  
Bhnd Caltex Garage  
Tel: 015 962 1537

### UMHLANGA ROCKS

**African Palms Building**  
**9 Palm Boulevard**  
(Abv. Little Gujarat)  
Tel: 031 825 7537

### VAN DER BIJL PARK

3 President Kruger St  
(Next to Nedbank)  
Tel: 016 931 2854

### VEREENIGING

**20 Voortrekker Street**  
Cnr. Voortrekker Street  
& Kruger Avenue  
Tel : 016 422 4511/0425

### WITBANK

Cnr. Escombe & Mandela St  
Tel: 013 656 1906

Share Call:  
**0861 321 321**