



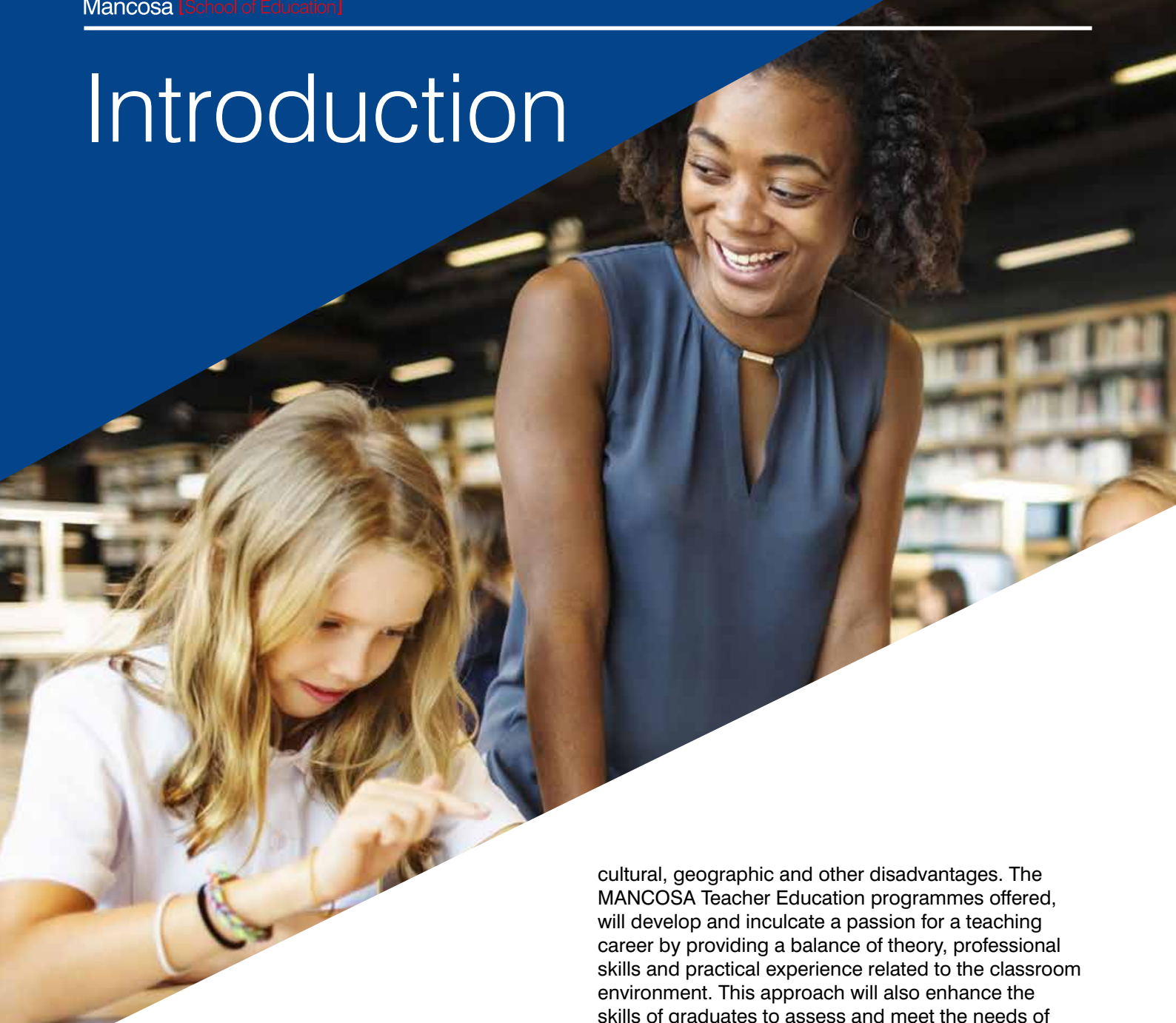
**Prospectus 2018**

**Postgraduate Certificate in Education in Further  
Education and Training Teaching**

**Postgraduate Diploma in Educational  
Management**

**Mancosa [School of Education]**

# Introduction



## **Welcome to the Mancosa [School of Education]**

The success of a nation is measured by the quality, the level of inclusiveness and societal impact of its educational landscape. The need for educational opportunities and lifelong learning is recognised in all sectors of modern society. Become an agent of social change by joining the cohort of teachers and experienced academics striving to make a difference in the lives of children in South Africa.

MANCOSA is committed to the development of well-rounded and caring individuals, who are able to respond to challenges, by providing access to students who might otherwise be excluded by socio-economic,

cultural, geographic and other disadvantages. The MANCOSA Teacher Education programmes offered, will develop and inculcate a passion for a teaching career by providing a balance of theory, professional skills and practical experience related to the classroom environment. This approach will also enhance the skills of graduates to assess and meet the needs of individual students through exposure to rigorous and rewarding practice teaching sessions with MANCOSA's collaborative school partnerships.

Students will enjoy the vast resources and mentorship that MANCOSA's academics will expose them to, in order to develop into highly skilled teachers. MANCOSA's Teacher Education programmes are excellent, offered through flexible delivery options including weekend and evening classes. For established professionals the institution offers excellent, research and practice led professional development within the teacher education fraternity.

The quality of the South African teacher is evident in their demand throughout the world - Dubai, South Korea and the United Kingdom. Join the Mancosa [School of Education], a productive and collegial environment which embraces diversity and creativity in a journey which strives to create a prosperous society for all.

# Vision

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MANCOSA's vision is to be the leading distance higher education provider that is responsive to the evolving education needs of dynamic economies through a commitment to people, opportunity and quality.

# Mission

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MANCOSA endeavours to respond to the changing higher education demands of both the public and private sectors through the provision of innovative education.

## Why choose MANCOSA?

### MANCOSA

provides life - changing learning experiences

### MANCOSA

develops competitive and career - centered skills

### MANCOSA

provides an intellectually stimulating environment

### MANCOSA

connects students to a global gateway of knowledge

### MANCOSA

programmes are responsive to regional, national and international needs

# Why MANCOSA?

## The MANCOSA Advantage



### Flexibility

Studying through distance learning means that there is little disruption to a student's personal life and full time work schedule.



### Affordability and Accessibility

MANCOSA is committed to providing affordable access to higher education through the provision of accredited and quality programmes.



### Interactive Learning

The use of a range of teaching methods includes formal lectures, case studies, group-work and self exercises which are core to the success of the programme the student enrolls on. All of these help to build skills and develop students' competencies.



### Overall Experience

MANCOSA programmes are designed to stimulate students intellectually. The rigour of the programmes and the effort required to complete them successfully will ensure that students acquire the knowledge, skills and abilities to face the work place challenges.

## Application Procedure

Applicants are required to submit the following documents:

- Application for Admission form;
- Curriculum vitae;
- 2 passport-sized photographs;
- Certified copy of Identity Document/Passport.
- Enrolment Contract;
- Letter of motivation;
- Certified copy of qualifications and transcripts;
- Reference letter

Application forms together with supporting documents must be posted, emailed or hand delivered to any of MANCOSA offices in Durban, Johannesburg or Cape Town. To download an Application for Admission form visit: [www.mancosa.co.za](http://www.mancosa.co.za)



# Registration and Accreditation

## Quality Assured

- MANCOSA is registered with the Department of Higher Education and Training (DHET), registration number 2000/HE07/003;
- MANCOSA programmes are accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE); and
- MANCOSA programmes are recorded on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA).

## Affiliations / Partnerships

### **MANCOSA is affiliated to the following professional organisations:**

- Honoris United Universities (HUU)
- South African Business Schools Association (SABSA);
- Association of African Business Schools (AABS);
- National Association of Distance Education Organisations of South Africa (NADEOSA); and
- European Foundation for Management and Development (EFMD).

*MANCOSA has strong academic links with higher education institutions throughout the world.*

## International and Regional Recognition



- Accredited by the Mauritius Tertiary Education Commission (TEC)



- Recognised by the Namibia Qualifications Authority (NQA)



- Registered with the Zambia Higher Education Authority (HEA)



- Accredited by the National Council for Higher Education (NCHU)



- Registered with the Botswana Qualifications Authority (BQA) registration number 04217.







# Postgraduate Certificate in Education in Further Education and Training Teaching

## Programme Description

The Postgraduate Certificate in Education in Further Education and Training Teaching is a 18-month programme aimed at developing graduates who wish to become school teachers. Teaching choices may be selected from a list of specialisations offered by MANCOSA.

This PGCE (Further Education and Training Teaching) qualification aims to develop innovative teachers who will meet the needs of a new generation of students. The key to taking South Africa forward lies in educating the nation for tomorrow!

## Mode of Delivery

Students will be enrolled onto the PGCE(Further Education and Training Teaching) through distance learning. Support weekend tutorials will be provided.

Tutorials are designed to introduce students to the area of study and to develop professional support and subject expertise in their chosen area of specialisation.

## Career Opportunities

One of the greatest challenges facing the South African education system is the production of qualified, competent teachers, who can provide quality teaching for all school subjects and phases.

*On completion of the PGCE (Further Education and Training Teaching) programme, graduates can be employed at:*

- Education Institutions
  - Public Schools
  - Private Schools
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## Who should apply?

- Relevant degree holders who want to complete a teaching qualification;
  - Individuals who want to make a career change and become teachers; and
  - Teachers currently in employment without the necessary teaching qualification.
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## Admission Requirements

The minimum admission requirement is an appropriate bachelor's degree. The degree should include sufficient disciplinary learning in appropriate academic fields to enable development of teaching specialisation phases or/and subjects as specified for each school phase. Where a student does not have the requisite subject content knowledge, s/he would be required to complete such module(s) at the required level, prior to admission onto the PGCE programme.

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## Programme Outcomes

For the programme outcomes and further details please email: [pgcesupport@mancosa.co.za](mailto:pgcesupport@mancosa.co.za)



# Programme Structure

All students must complete four core modules in the first semester and complete three core modules in semester two. In addition, students must choose two year-long FET teaching specialisations from the list provided. Your choice of teaching specialisation subjects must have featured in any of your prior degrees at least up to second year level.

Module Name	Credits Per Module	Core/ Electives	Semester
• isiZulu Conversational	8	Core	Semester 1
• Education Studies: Curriculum, Teaching and Learning	16	Core	Semester 1
• English Communication and Academic Literacy	8	Core	Semester 1
• Professional Studies and Professional Ethics	8	Core	Semester 1
• Teaching Practice 1*	8	Core	Semester 2
• Teaching Practice 2*	16	Core	Semester 3
• Education Studies: Sociology and Philosophy	16	Core	Semester 2
• FET Teaching Specialisation 1**	32	Elective	Semester 2 & 3
• FET Teaching Specialisation 1**	32	Elective	Semester 2 & 3

## \* Work - Integrated Learning (WIL)/ Teaching Practice

This is a compulsory component which requires the student to undertake teaching practice at a secondary school, over four (4) consecutive weeks in semester 2 and four (4) consecutive weeks in semester 3.

## \*List of teaching specialisations

*Students are required to choose two FET teaching specialisations from the list:*

- Accounting
- Business Studies
- Mathematics
- Economics
- English
- isiZulu
- Afrikaans



# Postgraduate Diploma in Educational Management

## Programme Description

Effective leaders and education managers must find new ways to address regulatory, leadership and management challenges to embrace opportunities in the educational environment.

Educational complexities have coalesced to push for knowledge and skills transformation to bring about change in technology, human resources, innovation, teacher qualities and accountability initiatives.

The Postgraduate Diploma in Educational Management is a one year specialised programme designed to meet the needs of educational managers in this climate of change. It incorporates the latest strategic thinking in educational leadership and management.

The programme develops communication, interpersonal and management skills in a way that enables educators to draw from both theory and practice of management.

## Mode of Delivery

This programme is offered through distance learning.

## Career Opportunities

*On completion of the programme, graduates can aspire to the following positions:*

- School Principal
  - Deputy Principal
  - School Head of Department (HOD)
  - Managers/Officials in Departments of Education
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## Who should apply?

- Newly appointed Principals who are interested in personal capacity development.
  - Teachers in the GET, FET and ABET sectors.
  - Education Department officials responsible for education management and administration.
  - Subject advisors and any person involved in educational management.
  - Educational Curriculum designers and developers.
  - Individuals who wish to advance their careers in the education sector.
  - Persons with a Bachelor of Education degree looking to further their studies.
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## Articulation

Applicants who successfully complete the Postgraduate Diploma in Educational Management can enrol on the MANCOSA Master of Business Administration degree and other cognate masters programmes.

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## Admission Requirements

The minimum entry requirement is an appropriate Bachelor's Degree or appropriate Advanced Diploma.

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## Programme Outcomes

For the programme outcomes and further details please email: [education@mancosa.co.za](mailto:education@mancosa.co.za)

# Programme Structure

All students must complete three core modules in the first semester. In semester two, they must complete two core modules in addition to one module chosen from a set of electives. It is recommended that a student chooses the Research in Education module from the set of electives should he/she wish to pursue the MBA programme.

Module Name	Credits Per Module	Core/ Electives	Semester
• Contemporary Educational Management	20	Core	Semester 1
• Educational Leadership	20	Core	Semester 1
• Curriculum Design and Development	20	Core	Semester 1
• Governance in Education	20	Core	Semester 2
• Financial Management in Education	20	Core	Semester 2
Elective: Choose one of the following electives			
• Research in Education	20	Elective	Semester 2
• History and Theoretical Frameworks in Education	20	Elective	Semester 2
• Comparative and International Education	20	Elective	Semester 2





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MANCOSA is registered with the Department of Higher Education and Training (DHET) as a private higher education institution under the Higher Education Act, 1997 (as amended). Registration No.2000/HE07/003.