
TEACHERS LEARNING CENTRE (TLC)

PROSPECTUS

NATIONAL QUALIFICATIONS IN EARLY CHILDHOOD DEVELOPMENT



TLC HEAD OFFICE

100 Northern Parkway Road
Crownwood Office Park, Block B, Second Floor
Ormonde, Johannesburg South, 2091
(011) 496 1262
Email: tlcoffice@telkomsa.net
www.teacherslearningcentre.co.za

TEACHERS LEARNING CENTRE FOR EARLY CHILDHOOD DEVELOPMENT (ECD)



Teachers Learning Centre (PTY) Ltd was established in 2007 by two passionate and committed ECD principals who were already running their own ECD centres in the South of Johannesburg. They were concerned about the level of ECD services and the standard of teaching and learning taking place in their community. So, they began to write their own ECD study material based on the Education Training and Development (ETDP) SETA guidelines. This study material was approved, and Teachers Learning Centre obtained its accreditation to offer the Further Education Training Certificate (FETC): ECD (Level 4).

From the first class of 8 students in 2007, TLC has grown substantially with more than 3 000 graduates being trained over 29 training sites across South Africa.

OUR VISION:

Teachers Learning Centre's vision is to uplift practitioners, students and learners and our community. Including:

- Promoting equal educational opportunities for future practitioners.
- Creating a safe and secure environment where education takes place.
- Promoting holistic education for young children.

OUR MISSION is to:

- Facilitate skills-based courses.
- Provide accredited and nationally recognised qualifications.
- Instill values, knowledge, and skills to equip prospective practitioners for their educational journey.
- Provide accessible and affordable education to prospective practitioners.

TABLE OF CONTENTS

	PAGE
1. INTRODUCTION	4
1.1 What is Early Childhood Development?	4
1.2 What does an ECD practitioner do?	4
1.3 What qualities should an ECD practitioner possess?	5
1.4 What qualifications does an ECD practitioner need?	5
1.5 What is the difference between NQF Level 4 and 5 qualifications?	5
2. TEACHERS LEARNING CENTRE AS A TRAINING PROVIDER	6
2.1 Is TLC registered as an approved training provider?	6
2.2 Are TLC's qualifications accredited?	6
2.3 What is the Language of instruction?	6
2.4 What about foreign students?	6
2.5 What is the importance of NQF Levels?	6
3. NATIONAL QUALIFICATIONS IN EARLY CHILDHOOD DEVELOPMENT	8
3.1 Occupational Certificate in ECD NQF Level 4	8
4. DISTANCE LEARNING	13
5. CONTACT DETAILS	16
6. REGISTRATION PROCESS	17

1. INTRODUCTION

Choosing your career and programme of study is probably the biggest decision you have faced in your life so far. This Prospectus introduces you to Early Childhood Development (ECD) and includes the type of work that an ECD practitioner will do, what qualifications you need to become an ECD practitioner, admission requirements, etc.



1.1 What Is Early Childhood Development?

Early childhood is the period between birth and six years of age, including babies, toddlers and young children; and early childhood development refers to the many skills and milestones that children are expected to reach by school going age.

These milestones include learning how to run, how to talk using simple sentences, and how to play with others. It also includes the cognitive (knowledge), emotional, social and physical education of children. As an ECD practitioner, you will be shaping the minds of young children during their most impressionable years which may have a lasting impact on their lives. For this reason, there are qualities and professional qualifications that you must possess to ensure the cognitive (knowledge), emotional, social, physical and safety of pre-school children placed in your care.

1.2 What does an ECD practitioner do?

As an ECD practitioner, you will provide children with a safe and caring environment in which to learn and grow. You will help them to interact with others, be creative and develop to their full potential. You must prepare daily lesson plans to help the children start learning basic education to get them ready for primary school.

You must also prepare creative activities for the children to complete each day. It is important that creativity plays a big part of the preschool experience - things such as arts and crafts, music and imagination will all play a big role in the creative learning process, whereas outdoor activities and games help children improve their coordination and motor skills.



Along with teaching the children various skills, you must also monitor their development. It is important to know which children are doing well and which ones may need a little extra help. You do this by monitoring progress and reporting the progress of each child. You will also cater for the basic needs of the children such as feeding the children, serving them with refreshments, and helping them with their bathroom needs and keeping parents informed on their child's progress.

You are responsible for keeping up to date with the latest developments in education.

1.3 What qualities should an ECD practitioner possess?

If you want to become an early childhood development practitioner, you must have patience, stamina, and personality to work with a room full of energetic children each day! Other qualities include:

- a caring and accepting attitude
- flexibility
- an acceptance of diversity
- a respectful behaviour and language
- a positive healthy lifestyle
- the ability to communicate effectively



1.4 What qualifications does an ECD practitioner need?

South African legislation and national policy state that if you want to work with babies, toddlers and young children from birth to 6 years, the minimum qualification is the Further Education and Training Certificate in Early Childhood Development NQF Level 4 now known as the Occupational Certificate in Early Childhood Development NQF Level 4.

Legislation also states that to teach Grade R learners (i.e. the year before children enter formal schooling), you need the National Diploma in Grade R Teaching (NQF Level 6). However, because there is such a huge need for Grade R teachers, schools are employing practitioners with the Higher Certificate in ECD (Level 5). This situation is likely to change over the next few years when the Grade R Level 6 qualification becomes compulsory.

1.5 What is the difference between NQF Level 4 and 5 qualifications?

Occupational Certificate in Early Childhood Development NQF Level 4

This certificate is the entry level qualification for school leavers with a minimum of a Grade 11 who want to enter the ECD field, as well as for those practitioners already working in ECD but without any formal qualifications. A minimum of 131 credits is gained from this qualification.

Higher Certificate in Early Childhood Development NQF Level 5

This certificate is designed for ECD practitioners who have obtained the FETC (NQF Level 4) qualification now known as the Occupational Certificate in ECD NQF Level 4 and wish to pursue a career in ECD. This qualification provides access to the National Diploma in Grade R Teaching (NQF Level 6). A minimum of 120 credits is gained from this qualification.

2. TEACHERS LEARNING CENTRE AS A TRAINING PROVIDER

TLC is dedicated and committed to providing high quality ECD training that is practical and relevant to the South African context. Our experienced facilitators are passionate about developing and equipping ECD practitioners with the knowledge and practical skills they need to facilitate and support active learning in young children so that they get the best start in life.

2.1 Is TLC registered as an approved training provider?

Yes - TLC is registered with the Education and Training Authority (ETDP) SETA, (Reg. No. 10440) and the Quality Control Council for Trade and Occupation (QCTO) (Reg. No. 180720-1097) to offer the nationally recognised NQF Level 4 and Level 5 qualifications in Early Childhood Development.

2.2 Are TLC's qualifications accredited?

Yes - each qualification offered by TLC is accredited with the South African Qualifications Authority (SAQA) and is aligned with the education and training standards registered on the National Qualifications Framework (NQF) and the Occupational Qualifications Sub-framework (OQSF).



2.3 What is the language of instruction?

The language of instruction in all programmes is English; therefore, proficiency in English is **essential**.

2.4 What about foreign students?

In line with Immigration regulations, anyone who is not a South African citizen or a permanent resident is required by law to be in possession of a study visa (Immigration Act No. 13 of 2002). An application for a study permit may be made at the South African High Commission, Embassy, Consulate or Trade Mission in the country of residence, or contact the Republic of South Africa Department of Home Affairs their website is: www.dha.gov.za.

2.5 What is the importance of NQF Levels?

The NQF is a structured framework designed by the South African Qualifications Authority (SAQA) to integrate the different levels of education and training. The purpose of the NQF is to acknowledge and recognise qualifications within the framework and promote and facilitate the development and improvement of learner skills within the ECD sector.

NATIONAL QUALIFICATIONS FRAMEWORK				
LEVEL	Sub-Framework and Qualification Types			
10	Higher Education qualifications Sub-framework	Doctoral Degree Doctoral Degree (Professional)	*	
9		Masters Degree Masters Degree (Professional)	*	
8		Bachelor Honours Degree Postgraduate Diploma Bachelor's Degree	Occupational Certificate (Level 8)	Occupational Qualifications Sub Framework
7		Bachelor's Degree Advanced Diploma	Occupational Certificate (Level 7)	
6		Diploma Advanced Certificate	Occupational Certificate (Level 6)	
5		Higher Certificate	Occupational Certificate (Level 5)	
4		General and further Education and Training Qualifications Sub-framework	National Certificate	
3	Intermediate Certificate		Occupational Certificate (Level 3)	
2	Elementary Certificate		Occupational Certificate (Level 2)	
1	General Certificate		Occupational Certificate (Level 1)	

A student's achievements of acquired skills and knowledge are registered using this framework to encourage lifelong learning

3. NATIONAL QUALIFICATIONS IN EARLY CHILDHOOD DEVELOPMENT

3.1 Occupational Certificate in ECD NQF Level 4 (SAQA ID: 97542) Minimum 131 credits

Purpose

To provide basic knowledge and skills in early childhood development (birth to four years) to facilitate all-round development of young children in a manner that is sensitive to culture and individual needs (including special needs) in a variety of contexts, including community-based services, ECD centres, at home and in institutions. Students who graduate with this qualification may study further towards the National Higher Certificate in ECD (NQF Level 5) SAQA ID 23117.

Target group

This entry level qualification is for:

- School leavers who have an interest in ECD
- ECD practitioners without formal ECD qualifications or recognition
- Au pairs and day care mothers

Admission Requirements

- Proficiency in English (Language of Instruction); **and**
- Minimum Grade 11 (Standard 9) **With a 40% pass in three subjects (one being Home Language) and 30% in three other subjects**

NOTE:

Applicants with a Matric or a National Senior Certificate and a pass in the following subjects: Maths Literacy or Mathematics, English Communication and a Second South African language will be exempt from the relevant Fundamental component (36 credits).

Mode of Delivery:

Facilitated contact sessions at a training venue and practical "hands-on" (teaching experience) at a registered centre. Each session is usually 6 hours (09H00-15H00). You may choose to attend the Saturday course, or a weekday course (**depending on the number of applicants**).

The course takes 16 months to complete.

Assessment:

Formative assessment (i.e. Daily assessments linked to learning experiences, assessing students understanding etc.) takes place throughout the course. You will be required to submit written work as well as evidence of practical and workplace activities (e.g. making a puppet, observing an ECD teacher and children in a classroom, etc.). These assessments will be submitted as a Portfolio of Evidence (POE) and will contribute towards your Final Formative Assessment (i.e. Evaluate student learning aligned with certain assessment criteria).

External Integrated Summative Assessment (EISA)

When learners have been assessed by the Skills Development Provider and found competent against the Internal Assessment Criteria for the Knowledge and Practical Skills Modules and have gathered the necessary evidence that they have successfully completed the Work Experience Modules, they undergo an external integrated summative assessment which is administered under **examination conditions**. If they are successful, they are awarded the Occupational Certificate: Early Childhood Development Practitioner.

Progression

Upon completion of this qualification, graduates may advance their careers in ECD by studying towards the Higher Certificate in ECD (Level 5).

Curriculum Content and Structure

The Unit Standards have been arranged in the following order to align with the QCTO requirements and Final Summative Assessment (FSA).- TLC's Level 4 qualification provides 131 credits.



The table that follows indicates the different Modules, the SAQA ID number and title description that comprise the Occupational Certificate in ECD Level 4 qualification.

Delivery Framework	Credits
KM-01: Introduction to the Early Childhood Development Sector	4
WORKPLACE Observations Round one Observe the learning environment, the learning programme, the children and the practitioner	
KM-02: Theories and Perspectives of Child Development	6
WORKPLACE Observations Round two Observe the learning environment, the learning programme, the children and the practitioner	
KM-07: Administration for early childhood development services and programmes	3
PM-06: Prepare and maintain administrative systems	
PM-05: Build and maintain collaborative relationships with parents and other service providers	
WORKPLACE Observation of administrative systems	4
KM-06: Promotion of health, safety and well-being of children	
PM-04: Support and promote the health, nutrition, safety, protection and well-being of children	
WORKPLACE WM-04: Processes and procedures of promoting the health, nutrition, safety, protection and well-being of children in an early childhood development setting	10
KM-03: Planning and Programme Development in early childhood settings	8
PM-01: Plan and prepare inclusive educational activities and routines using an approved programme based on the curriculum framework	12
WORKPLACE WM-01: Learning programme and routines planning and preparation process	13
KM-03: Planning and Programme Development in early childhood settings	
PM-01: Plan and prepare inclusive educational activities and routines using an approved programme based on the curriculum framework	
WORKPLACE WM-01: Learning programme and routines planning and preparation process	
KM-03: Planning and Programme Development in early childhood settings	
PM-01: Plan and prepare inclusive educational activities and routines using an approved programme based on the curriculum framework	
WORKPLACE WM-01: Learning programme and routines planning and preparation process	
KM-03: Planning and Programme Development in ECD settings	

PM-01: Plan and prepare inclusive educational activities and routines using an approved programme based on the curriculum framework	
WORKPLACE	
WM-01: Learning programme and routines planning and preparation process	
KM-04: Facilitation and mediation of active learning	12
PM-02 Facilitate and mediate active learning in an integrated and holistic learning programme	9
WORKPLACE	
WM-02: Processes of facilitating and mediating the learning programme in a variety of contexts	15
KM-04: Facilitation and mediation of active learning	
PM-02 Facilitate and mediate active learning in an integrated and holistic learning programme	
WORKPLACE	
WM-02: Processes of facilitating and mediating the learning programme in a variety of contexts	
KM-04: Facilitation and mediation of active learning	
PM-02 Facilitate and mediate active learning in an integrated and holistic learning programme	
WORKPLACE	
WM-02: Processes of facilitating and mediating the learning programme in a variety of contexts	
KM-04: Facilitation and mediation of active learning	
PM-02 Facilitate and mediate active learning in an integrated and holistic learning programme	
WORKPLACE	
WM-02: Processes of facilitating and mediating the learning programme in a variety of contexts	
KM-05: Observation and assessment in early childhood development	4
PM-03, Observe, assess, record and report each child's progress according to the age and stage	4
WORKPLACE	
WM-03: Processes of observation, assessment, recording and reporting on children's learning and development ₁	7
MONTHS TO COMPLETE PROGRAMME TOTAL	16 months

Applicants who have not passed Grade 12 must complete the fundamentals and an external examination will be written through IEB.

FUNDAMENTAL (36 credits)			
Components	SAQA ID	Title	Credits
Cluster 1: Eng. Comm.	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	5
	119471	Interpret and use information from texts in occupational learning programmes	5
	119459	Write/present/sign for a wide range of contexts	5
	119469	Read/view, analyse and respond to a variety of texts	5
Cluster 2: Maths. Literacy	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	6
	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	6
	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4

4.DISTANCE LEARNING

Teachers Learning Centre has recently been accredited by the ETDP SETA to offer distance learning as a training option. Many students prefer this method of studying because of work and family commitments. Distance learning gives you the flexibility of studying at your own pace, in your own time and in a convenient place. **However, you only have two years to complete the course.**



To complete your qualification and achieve academic success, you must be self-motivated, self-disciplined and totally committed to your studies. Once you have completed your course, you will receive either the Occupation Certificate in ECD NQF Level 4 or the Higher Certificate in ECD NQF Level 5 from the ETDP SETA.

Admission Requirements

For Occupational Certificate in ECD Level 4

- Proficiency in English (Language of Instruction); and
- Minimum Grade 11 (Standard 9) With a 40% pass in three subjects (one being Home Language) and 30% in three other subjects

Distance Learning Options

Distance learning is also called correspondence learning, blended/e-learning or online learning depending on the type of student support being offered.

- ***Blended/online Learning***

For blended/online learning, you must have access to a computer and the internet. Your study material as well as other support resources such as web links and videos, etc. may be downloaded electronically (via e-mail), or from the online student portal once you have logged on.

This allows you to actively participate in live chats, group discussions, video conferencing, etc. You will also be able to complete and submit your assignments online for immediate grading and feedback.

Duration

Usually, 12-15 months depending on your personal study schedule.

Distance Learning Process

Once you have registered for distance learning, you will be assigned a tutor who will be available to assist you with any problems or queries that you might have in relation to your studies. Your tutor's contact details will be provided in a personal welcome letter together with your study material. You may contact your tutor via telephone, email or WhatsApp.

Distance Learning Procedure

You will work through your study material methodically at your own pace. The Learning Units and Modules are divided into manageable sections so that you never feel overwhelmed and unable to cope. Once you have completed a particular section and are confident that you understand the study material, you may submit your assignment via post, email or on the student portal.

Your tutor will grade your work and give you constructive feedback within 24-48 hours of submission. Should you be found "Not Yet Competent", you will have the opportunity to re-submit your assignment with the necessary corrections for a remark. Once you have successfully completed the Learning Unit or Module, you may request study material for the next one. You will only receive study material for one Learning Unit or Module at a time - this is to help you pace yourself and your studies.

Some of your practical assignments will require you to spend time in an ECD centre. We call this "*teaching practice*" and is a vital component of your course. Teaching practice gives you the opportunity to observe teaching in a real classroom setting. You will be able to 'put into practice' what you have learnt e.g. lesson planning, making creative resources, etc. This is also a time for self-reflection, e.g., what went well, what needs to be improved, how can I do things better, etc.

To carry out your teaching practice, you need to find a registered ECD centre near you. Teachers Learning Centre will enter a working partnership with the school's principal to ensure that you receive the necessary support, supervision and guidance to complete your practical assignments. A Mentor/ECD teacher will submit a written report on your teaching practice and performance. A record of the amount of time that is spent at the registered ECD centre will be recorded in your Logbook

Tutor Support

Once you have registered for the distance learning programme, you will be assigned a tutor who will be available to assist you with any queries that you might have. Your tutor's contact details will be provided in a personal welcome letter together with your study material. You may contact your tutor via telephone, e-mail, WhatsApp, SMS or online during normal office hours, or by special arrangement.



Your tutor will contact you at least once a month to advise, motivate and support you, and to find out whether you are making sufficient progress. Once you have submitted your assignments, she will give you meaningful and constructive feedback on how and what to improve to become a competent and skilled ECD practitioner

Assessment

Your assignments will be part of your continuous formative assessment and are specifically designed to assess your knowledge, understanding and practical skills. They consist of a variety of questions e.g. Multiple-Choice Questions, True/False questions, fill in the missing word, short paragraphs, case studies, observations, essays, etc. You will be required to complete and submit assignments so that your tutor can assess and monitor your progress. Take note of the assignment due dates so that you submit them on time. No permission for late submissions will be granted.

You will write a summative test at the end of each module. These marks, together with your portfolio of evidence and completed Logbook with your mentor/ ECD teacher's written performance report, will count towards your final formative assessment at the end of the course.

Course Structure

For Level 4 please refer to page 9 and 10

For the Occupational Certificate in ECD Level 4 course, there are 7 modules. If you have a Matric/Senior certificate, you will not have to complete the 2 fundamental components: English Communication, and Maths Literacy. If you have your Matric certificate, you will begin with Knowledge Module KM-01: Introduction to the Early Childhood Development Sector.

Please take note Level 4 applicants

External Integrated Summative Assessment (EISA)

When learners have been assessed by the Skills Development Provider and found competent against the Internal Assessment Criteria for the Knowledge and Practical Skills Modules and have gathered the necessary evidence that they have successfully completed the Work Experience Modules, they undergo an external integrated summative assessment which is administered under **examination conditions**. If they are successful, they are awarded the Occupational Certificate: Early Childhood Development Practitioner.

5. CONTACT DETAILS FOR TEACHERS LEARNING CENTRE

Physical Address: Teachers Learning Centre
100 Northern Parkway Road
Crownwood Office Park
Block B, Second Floor
Ormonde, Johannesburg South
2091

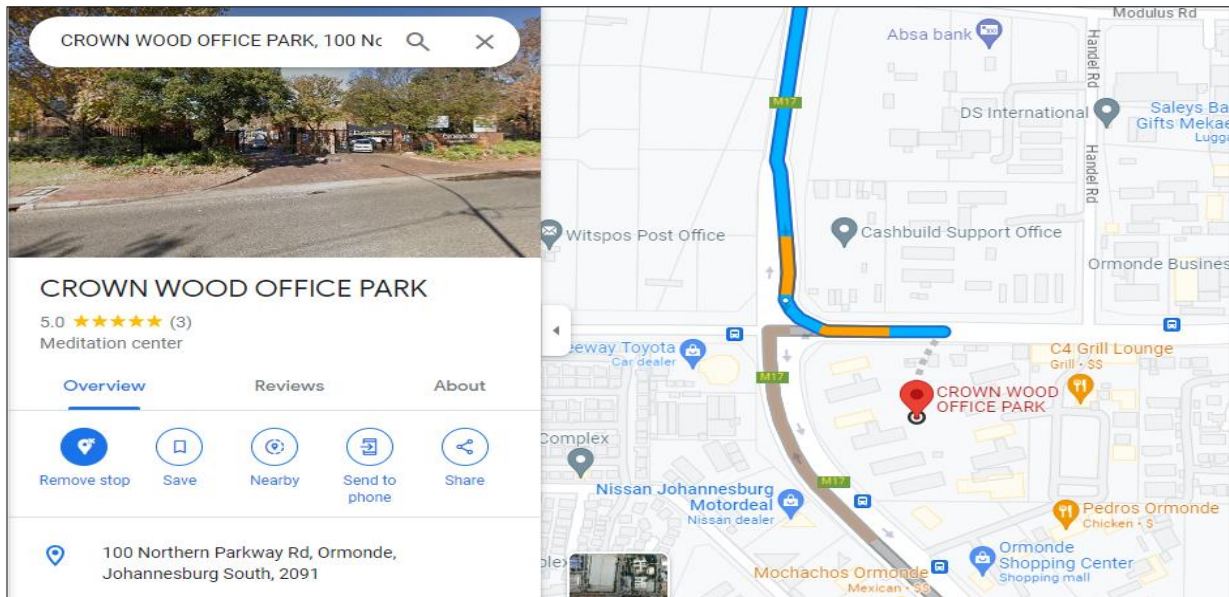
Telephone No. (011) 496 1262

Email Address: tlcoffice@telkomsa.net

Website: www.teacherslearningcentre.co.za

Google Map Location

Latitude -26.238725 Longitude 28.008476



Office Administration/Registration:

Mrs. Marietjie Gericke (Managing Director)

Mrs. Chante Van Der Merwe (Operations Manager)

Mrs. Precious Maredi (General Assistant)

Ms. Prie Magudu (Administrations Officer)

Ms. Shianne Frieslaar (Marketing Officer)

Financial Enquiries:

Mrs. Toufieka Allison (Finance Manager)

Information on Specific Training Courses:

- Occupational Certificate in ECD NQF Level 4: Ms. Shianne Frieslaar
- Distance Learning: Mrs. Dianne van Staden

6. REGISTRATION PROCESS

Registration forms will be sent to you upon request, or you can visit our website. You will also be sent information on Cancellation of Registration. Please read these documents very carefully as they are legally binding.

Once you have completed the forms, submit these documents to TLC's Head Office. If you have access to the internet, you may scan the forms and submit via email. The following is a step-by-step guide on how to complete the registration forms.

Step 1:

Carefully read through the attached Registration Form.

Step 2:

Follow the instructions and complete Sections 1 to 4. Print clearly and legibly.

Step 3:

Choose your training option in Section 5.

Note that if you do not have a Matric or National Senior Certificate (i.e. Grade 12 with a pass in English, a 2nd language and Mathematics/Maths Literacy) **you will have to complete the Bridging Course for the Level 4 Fundamentals.**

Step 4:

Take note of the payment options and indicate your selection (Option A or B).

Step 5:

Complete Section 9, if a third person is responsible for payment.

Step 6:

Complete the Checklist (Section 13) to ensure that you have attached the essential documentation. Your application cannot be processed if any of these documents are outstanding or not signed.

Step 7:

Make payment of the registration fee PLUS the first month's fee applicable to your course. Banking Details are on the Application form (Section 10). Be sure to use **your name and surname** as the reference when making an electronic payment or an ATM bank deposit (NO CASH DEPOSITS). Submit your receipt as proof of payment with your registration form. You may also pay this fee in cash directly at TLC's Head Office if you are submitting the application in person.

All official communication will be sent via email (if you have access to the internet) or telephonically, therefore make sure that your email address and/or your cell number/landline are entered correctly. Always update TLC administration if there are any changes.

A CHALLENGING YET REWARDING CAREER!

Teachers Learning Centre invites you to join this wonderful, dedicated community of ECD practitioners.



You are responsible for shaping and influencing young children's lives, as well as equipping a child with the necessary social, emotional, cognitive, and physical skills that will prepare him or her for the real world.

You will also experience their joy, love and acceptance, excitement of discovering new things, witness their independence and confidence as they grow and develop under your care.



JOIN THE TLC FAMILY!!!

546

STUDENTS VERIFIED!!!

Teachers Learning
Centre is proud to
announce that we have
had the biggest
Verification done in its
history. 546 students
were verified!!!