

LYNNE HOBBS C.C.

EDUCARE TRAINING

Basic Educare Teachers' Training Course – Long Distance Learning

Early Childhood Development ETDP SETA ACCREDITED – NQF LEVEL 4

Unit standards Id Numbers: 244484 & 244480 (24 CREDITS)

Further Education and Training Certificate Unit Standard ID: 58761 (140 CREDITS)



(SOUTH AFRICAN QUALIFICATIONS AUTHORITY)

PROCEDURES AND MORE INFORMATION REGARDING THE BASIC EDUCARE TEACHERS' TRAINING COURSE – LONG DISTANCE LEARNING **ETDP SETA ECD NQF LEVEL 4 (140 CREDITS) SAQA US 58761**

The first 24 credits have been developed in view of the fact that many learners who do not have the means to study full time at a Higher Educational Institution, can learn through long distance learning and the course is very “user friendly” and self-explanatory with plenty of real life illustrations. By enrolling with the LYNNE HOBBS CC (Educare Training Service Provider) you are firstly required to complete the first 24 credit course within the NQF level 4 WITHIN 8 MONTHS AFTER RECEIVING THE COURSE PACKAGE. As the NQF level 4 consists of a total of 140 credits and once completing the first 24 credits, learners have the option to continue working on the remaining credits (116) within the NQF level 4 – a FURTHER 12 MONTHS IS ALLOCATED. Once having received learner enrolment forms (from the webpage) and once there is confirmation of payment, the following procedure will take place.

1. The course (24 credits) 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 and the Unit Standards 244480 and 244484 -from which the course has been developed. Learners may then keep track on the whereabouts of the course from their local Post Office as it normally takes between 3- 12 working days to arrive at destination – also depends on the area. Courses posted to other countries outside South African can take a little longer to arrive.
2. Included in the course package is the course manual, the following forms will also be included:
*questionnaire form and instructions *indemnity form and learner information *school observation/evaluation form *POE contents page *Initial correspondence checklist *Facilitation review
3. Learners then have up to 8 months in which to work on the 24 credit 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 self-research is also required. Learners may complete the questionnaire as and when they have studied and completed each module. This can be 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. Names of registered Educare/Pre-Schools can be obtained from local Municipalities or the Social Development Department. The school observation is only to take place after completing the full 24 credit course and just before submitting the completed POE. The teaching 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. Qualified personal such as the school Principal (or anyone with an official qualification) is required to complete the observation/evaluation form which has to be submitted with the final POE together with the required signatures and qualifications.
6. Learners will be required to complete assignments in the form of posters, story telling aids ect. Learners are requested to only complete the assignments only once they have studied the relevant module lessons.

7. Once the POE 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 (learners are required to have completed Grade 11 but lower Grades will be accepted if a relevant, certified testimonial is obtained from either the school Principal or from any other member of the community that holds a position of higher authority.)
- * The typed and bound OR A4 hard cover book with answers to the summative questionnaire – forms part of the POE
- * The signed and completed school observation/evaluation form
- * The signed learner declaration form
- * The signed and completed learner facilitation review
- * Once the POE has been received by Mrs Lynne Hobbs, there is a fairly lengthy process to follow before learners are provided with an official LYNNE HOBBS CC certificate (with the ETDP SETA AND SAQA LOGO ON) plus official Statement of Results. As and when POE's arrive, they are placed into a waiting queue and then assessed by qualified assessors and then moderated. It all depends on when the company official "window period" is opened by ETDP Seta (after a verification process), the learner results will be uploaded on to the SETA database and learners will then be emailed their certificates and statement of results soon thereafter.

8. Once learners have been found to be competent with the 24 credits and have received their statement of results, they are then able to enrol on the www.educare.co.za webpage to complete the remaining credits of the full NQF level 4 and the same procedure and process will apply. The 24 credit course was originally developed by Mrs Lynne Hobbs to concentrate on the most important, but basic points required in order to efficiently and effectively control and operate an Educare/Pre- School and individual classes catering for children ages 2-6 years. The course primarily concentrates on the Educare/Pre-School programme and holistic development of children and based on the following two unit standards:

1. Facilitate the holistic development of babies, toddlers and young children (244480)
2. Demonstrate knowledge and understanding of the development of babies, toddlers and young children (244484)

Contents of the 24 credit course consists of:

- The aims and methods of teaching the pre-school child
- The holistic approach and developmental stages
- The layout of the indoor and outdoor facilities
 - Indoor and outdoor equipment
 - The daily programme
 - Morning ring
 - Posters
 - Story telling
 - Themes
- Second ring- Music and movement
 - Creative activities
 - Stages of development
- Self- research on different teaching methods

The remaining credits within the NQF level 4 consists of the following course contents.

1. **Communication skills**
 - * Engage in sustained oral/signed communication and evaluate spoken/signed texts
 - * Read/vie, analyse and respond to a variety of texts
 - * Write/present/sign for a wide range of contexts
 - * Use language and communication in occupational learning programmes
2. **Mathematical literacy**
 - * Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
 - * Represent analyse and calculate shape and motion in 2 and 3 dimensional space in different contexts
 - * Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
2. **Working with families and communities in supporting early childhood development services**
 - * Work with families and communities to support Early Childhood Development
 - * Conduct a structured meeting
3. **Optimal health, safety and care in the provision of ECD services**
 - * Provide care for babies, toddlers and young children
 - * Support children and adults living with HIV and AIDS
 - * Describe how to manage reactions arising from a traumatic event

4. **Facilitating holistic development in the ECD**

* **(completed in 24 credit course)** Facilitate the holistic development of babies, toddlers and young children

* **(completed in 24 credit course)** Demonstrate knowledge and understanding of the development of babies, toddlers and young children

* Observe and report on children development

5. **Learning programme design and learning environment in the ECD playroom**

* Prepare resources and set up the environment to support the development of babies, toddlers and young children

* Prepare Early Childhood Development programmes with support

* Design activities to support the development of babies, toddlers and young children

* Develop learning programmes to enhance participation of learners with special needs

On successful completion of the full ETDP SETA ECD NQF level 4 course, learners will receive the ETDP SETA Accredited Certificate.