

Tutorial Letter 102/0/2019

Teaching Practice Placement Information & Forms PST402N

Year module

Department of Curriculum & Instructional studies

This tutorial letter contains important information
about your module.

BARCODE

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Dear Student

1 INTRODUCTION

We are pleased to welcome you to the teaching practice component of your professional development. Teaching practice is the core of our teacher education programmes. We shall do our best to make your teaching practice experience interesting, rewarding and successful. You will be well on your way to success if you start with your school placement arrangements early in the year or even before you register for the teaching practice module.

This tutorial letter also contains essential guidelines for your teaching practice period. Consult the guidelines prior to and during your school teaching practice period. We have also included some general and administrative information in this tutorial letter.

2 PURPOSE

- To provide guidelines for all teaching practice students before, during and after their period of teaching practice at the school.
- To ensure a positive teaching practical experience for all students registered for teaching practice modules.

VERY IMPORTANT: Read this letter carefully before you decide on the school and the teaching practice period.

This tutorial letter contains important information on specific teaching practice placement matters.

3 CONTACT DETAILS

3.1 Lecturer(s)

For your lecturers' contact details kindly refer to the Tutorial Letter 101 of the teaching practice module you are registered for.

3.2 Teaching Practice Office- Contact Details

Teaching Practice Office

Address: Sunnyside Campus, Building 10 Room 01- 030
Rissik Street, Pretoria, 0001

Teaching practice has introduced Skype for face-to-face contact with staff members for student support. We encourage you to use this if you have Skype on your PC, laptop or mobile device. To provide dedicated support to our students, we have partitioned our Student Help-Desk into Provinces and or Countries. Refer to the table below for our contact details for each province or country.

NB: You will receive your placement confirmation letter via teachprac@unisa.ac.za, please do not respond to this email. Kindly send your responses, DSAR25/27 and the related teaching practice placement enquiries using your relevant workstation / country email addresses.

EASTERN CAPE, FREE-STATE & NORTH WEST			
Workstation Coordinator	Contact	Skype Contact	Email
Mr Ramoba	012 481 2805 012 481 2885	Teacprac1	teachec@unisa.ac.za
KWAZULU- NATAL			
Workstation Coordinator	Contact	Skype Contact	Email
Miss Thole	012 481 2929	Teacprac2	teachkzn@unisa.ac.za
	012 481 2841	Teacprac2A	
	012 484 1164		
Mr Mangwato	012 481 2736		
	012 481 2759		
WESTERN CAPE & NORTHERN CAPE			
Workstation Coordinator	Contact	Skype Contact	Email
Mr Setshedi	012 484 1152	Teacprac3	teachnfw@unisa.ac.za
	012 481 2882	Teacprac3A	
INTERNATIONAL STUDENTS (Outside Republic of South Africa)			
Workstation Coordinator	Contact	Skype Contact	Email
Mr Makhetha	012 484 1048	Teachinternational	teachsi@unisa.ac.za
GAUTENG			
Workstation Coordinator	Contact	Skype Contact	Email
Ms Mahanyele	012 481 2891	Teacprac4	teachgp@unisa.ac.za
	012 481 2811	Teacprac4A	
	012 484 1168		
LIMPOPO & MPUMALANGA			
Workstation Coordinator	Contact	Skype Contact	Email
Ms Ndhlovu	012 481 2730 012 481 2822	Teacprac5	teachlmn@unisa.ac.za

PLEASE NOTE:

Do not contact your lecturer(s) about school placement enquiries. Also, do not contact the teaching practice administrative officers about academic enquiries or the submission of assignments. Nonetheless, as this mode of learning is different to many of our students, UNISA provides support in many ways.

3.3 Available Facilities for Student Support (Teacher Centres)

UNISA has entered into partnerships with VODACOM and the Department of Basic Education to establish Teacher Centres (TC's) in various locations across South Africa. This is to enable you (as a UNISA student) to have free access to computers and Internet. This access enables you to conduct the following related activities:

- Access Internet
- Registration
- Access *MyUNISA*

- Access Online courses (e.g. BPT1501)
- Participate in Discussion Forums
- Online submission of assignments
- Engaging in e-tutoring activities and
- Any information you will require to prepare for your teaching practice lessons

PLEASE NOTE: Any other activities outside of the above mentioned, will be for your own cost e.g. printing, photocopying etc. To find the location of the Teacher Centre nearest to you, please visit: www.unisa.ac.za/TC

4 PRACTICAL WORK AND WORK-INTERGRATED LEARNING

The Higher Education Qualification Council (HEQC) stipulates that students should be placed at schools and educational centres at the beginning of each year. The teaching practice period runs from February to September. To enable this process to proceed smoothly and speedily, your attention is drawn to the following sections.

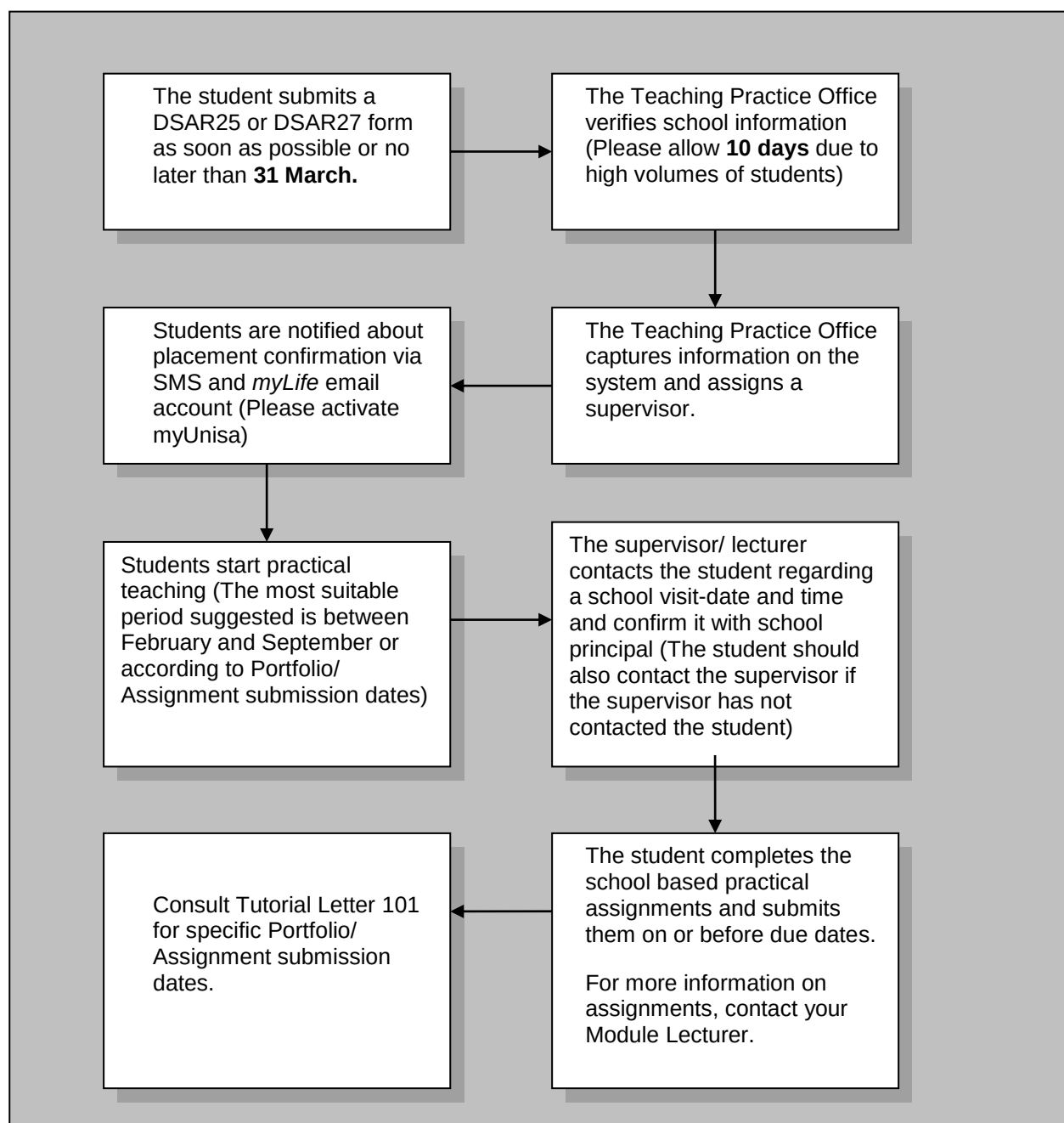
5 GUIDELINES- PLACEMENT OF STUDENT TEACHERS AT SCHOOL

Now that you are registered for this module, please follow the steps below:

1. Go to **page 8** to review specific guidelines for the teaching practice module registered.
2. Locate the relevant and nearest school that will meet your teaching practice requirements.
3. In order to successfully request possible school placement, you will need to present and submit to the school the following:
4. Letter to the School Principal requesting school placement for the Student Teacher- Refer to **page 9**
5. Indemnity Form - Refer to **Page 17**
 - Read carefully and sign the form
 - Submit a copy to the School Principal
 - Keep a copy for yourself
6. Once the school has agreed to accommodate you for the teaching practice, fill in the teaching practice placement form
 - DSAR25: Practical teaching placement form for students practicing in South Africa- Refer to **Page 13**
 - DSAR27: Practical teaching placement form for students practicing outside RSA- Refer to **Page 15**
7. Alternatively, download the DSAR25/27 form on www.unisa.ac.za (go to Study, Undergraduate studies, then click on the Forms & Codes).
8. Completely fill in the practical teaching placement form with:
 - Student number
 - Module code
 - Province/ Country

- City/ Town
 - Name of the school and school details with school stamp
 - Mentor Teacher details
 - Specific start & finish dates (February to September)
 - School Principal Signature
9. Submit the following to the Teaching Practice Office using the relevant Provincial or International Contact Details on **Page 3**:
- The DSAR25 or DSAR27 practical teaching placement form; and
 - The copy of Indemnity Form
10. When you receive your confirmation letter, you are encouraged to call the supervisor stated on your confirmation letter.

NB: Students are required to provide supervisors with attendance registers in cases where TP has already been completed.

TEACHING PRACTICE PLACEMENT PROCEDURES

6 GUIDELINES FOR TEACHING PRACTICE MODULES

Please ensure that you read and understand the guidelines applicable to your teaching practice module. When selecting a school, please make sure that the school of your choice offers your registered teaching practice subject/s in the relevant phase/s.

PGCE Foundation Phase		
Module	Duration	Guidelines
PCF410X	10 weeks	For this module you are required to do a total of 10 weeks (50 days) of teaching practice. These may run consecutively or in two periods in either one or two schools with Grade R-3 pupils. For this module you are required to complete 3 weeks (15 days) of observation at an ECD Centre and 7 weeks (35 days) at a primary school within Grades 1-3 pupils. You will be required to complete two separate DSAR25 / DSAR27 forms if you do your teaching practice at two different schools.
PGCE Intermediate		
PFC104T	10 weeks	For this module you are required to do 10 weeks (50 days) of teaching practice. These may run consecutively or in two periods on either one or two schools which have Grades 4-9 pupils. You will be required to complete two separate DSAR25 / DSAR27 forms if you do your teaching practice at two different schools.
PGCE Senior Phase and FET		
PTEAC1X	5 weeks	For this module you are required to complete 5 weeks (25 days) of teaching practice either in an FET College or school with Grades 10-12 pupils.
PTEAC2Y	5 weeks	For this module you are required to complete 5 weeks (25 days) of teaching practice at a school with Grades 7-9 pupils.
BEd Foundation Phase		
PRS1045	2 weeks	This module must be done as follows: 1st week: An observation period of a week (5 days) at a baby and toddler centre that caters for babies and toddlers between 0-18 months. 2nd week: An observation period of a week (5 days) at an early childhood centre that caters for children in the age group 3-5 years old (NOT GRADE R). 3rd to 5th week: A teaching practice period of THREE consecutive weeks (15 days) in an early childhood centre that caters for children in the age group of 3-5 years old (NOT GRADE R). Please note that you will need to arrange for your own observation at an ECD Centre. You will be required to complete two separate DSAR25 / DSAR27 forms if you do your teaching practice at two different schools. During your observation period, you will be required to do various activities as outlined in your workbooks.
	3 weeks	
PRS2049	5 weeks	For this module you are required to complete 5 weeks (25 days) of teaching practice. Two weeks in pre-grade R (a pre-school) and 3 weeks only in Grade R.
PRS304C	5 weeks	For these modules you are required to complete 5 weeks (25 days) of teaching practice at a school with Grades 1-3 pupils.
PRS403E	5 weeks	
BEd Intermediate Phase		
PST104F	5 weeks	For these modules you are required to complete 5 weeks each (25 days) of teaching practice at a school with Grades 4-9 pupils.
PST204J	5 weeks	
PST304M	5 weeks	
PST402N	5 weeks	
BEd Senior Phase and FET		
TPR100C	5 weeks	For this module you are required to complete 5 weeks (25 days) of teaching practice at a school with Grades 10-12 pupils.
TPR200F	5 weeks	For this module you are required to complete 5 weeks (25 days) of teaching practice at a school with Grades 7-9 pupils.

Note:

- Each module has its own specified number of weeks and you cannot do two modules concurrently.
- You should do your teaching practice modules together with the subject didactic module/s or after you have completed the didactic module/s, but not before you have completed them (Senior Phase/ FET).

7 LETTER REQUESTING SCHOOL PLACEMENT FOR THE STUDENT

Dear Principal

Background

In terms of The National Policy Framework for Teacher Education and Development in South Africa (2007) student-teachers have to be placed in functional schools where they will be able to complement their theoretical training experience and gain valuable experience of day-to-day school.

In response to the above mentioned policy requirement, the College of Education (CEDU) at UNISA has established Teaching Practice Office (TPO) whose main function is to ensure that all the registered student teachers are placed in schools. Students choose where to do their teaching practice and it is expected that they will be professionally supported by Mentor Teachers and/or Supervisors during their teaching practice period/s. The students' teaching practice is mainly to fulfil the Work-Integrated Learning (WiL) component of their respective qualifications.

Request for student placement

The TPO, therefore, kindly requests to place this student teacher at your school to undergo his/her teaching practice in order to fulfil the Work-Integrated Learning (WiL) requirements of his/her qualification. The student will present a DSAR placement form for you to stamp and sign as confirmation for his/her placement at your school.

The School Principal/ Mentor Teacher is also requested to familiarise the student teacher with the school's Code of Conduct. Please find the attached **Annexure A** with guidelines for School Principals, Mentor Teachers and Students to assist you in guiding the student teacher.

On behalf of the Dean and the College of Education, we hope this request will receive your positive consideration. For further information, please feel free to contact me using the below contact information.

Yours sincerely

DR MJ SETHUSHA
ACTING TEACHING PRACTICE MANAGER

Email: teachprac@unisa.ac.za



8 ANNEXURE A- GUIDELINES FOR THE SCHOOL & STUDENT TEACHER

8.1 Placement of Student Teacher

Allocate the student teacher to an experienced teacher who can serve as a Mentor to the student, and who understands the nature and importance of this venture.

8.2 Role of the School Principal

The principal

- has a decisive effect on the academic and professional character of the school and its influence on the student teacher
- stimulates a culture of learning among the learners and a culture of teaching and education among teachers; and in this way influences the student teacher
- supervises the student teacher's involvement in teaching, education and training and the teacher's involvement in the student teacher's activities
- ensures that the student teacher's stay at the school is worthwhile
- serves as a link between the student teacher, the school and the university and ensures that the necessary forms are completed properly and forwarded to the university.
- contacts the teaching practice coordinator directly, if there are any uncertainties or any queries concerning the student's teaching practice activities.

8.3 Role of the Mentor

The teacher who serves as a mentor for the duration of the student teacher's visit to the school

- allows the student teacher to participate in the life of the class and the school, and introduces the student teacher to the learners and staff
- shares ideas with the student teacher, answers question he/she may have, directs his/her observations and involvement and makes the student teacher's stay at the school meaningful and informative
- ensures that the student teacher cultivates positive attitudes towards teaching and education at school
- tactfully discusses mistakes with the student teacher, if necessary
- serves as a role model for the student teacher
- provides the university and the principal with a sincere, honest, detailed and useful assessment of the student teacher that is in his/her best interest.
- contacts the teaching practice coordinator directly if there are any uncertainties or queries concerning the student's teaching practice activities.

8.4 What the Student Teacher is expected to do

We expect the student teacher to experience all aspects of school life whether positive or negative. This visit should have a lasting effect on him/her. We trust that the student teacher will be moulded positively with a professional outlook on teaching. The student teacher is expected to:

- become involved in and learn from as many teaching and educational experiences at school as possible.
- take on more responsibilities for the class, with the teacher on hand as mentor, once he/she has observed a teacher
- complete and submit the assignments that concentrate on the following matters:
 - the presentation of various lessons
 - the use of media
 - the written or recorded exposition of the lessons
 - dealing with learners with special education needs
 - monitoring and marking the learners' written work
 - oral communication
- develop a critical and reflective attitude towards the school, teaching and education.
- see the connection between his/her teaching practice and theoretical studies in his/her degree or postgraduate certificate courses
- try to make the life of the teacher who acts as a mentor a little easier for the duration of his/her stay at the school
- be at the school during the full period prescribed for teaching practice
- start the school day with all the teachers and leave when they leave at the end of the school day

8.5 Notes for both Student Teacher and School Principal

Please take note of the following Teaching Practice Office requirements:

- Teaching should at all times occur under the supervision of a qualified teacher (Mentor) allocated by the school. The student is also required to participate in all school-related activities for the full duration of the Teaching Practice period;
- Schools are not obligated to pay/remunerate the student teacher for the services rendered during the teaching practicals;
- The student may not change schools after placement has been finalised without the approval of the Teaching Practice Office;
- The student should report at the school on a daily basis for the full duration of the Teaching Practice period;
- The student may not take leave from the school;
- The student may not be excused for private engagements during school time. In the case of illness or any other official matter, the school and the Teaching Practice Office should be notified immediately. A medical certificate must be submitted on return to the school in case of illness;
- Should the student be absent from the Teaching Practice programme for any reason whatsoever, s(h)e will be required to make up for the lost time;
- Should the student require permission to write examinations, arrangements with the school and the Teaching Practice Office should be made well in advance. The student is also required to supply the Principal with an official examination time-table;
- The student should at all times adhere to the safety regulations of the school.

Once again, thank you very much.

DR MJ SETHUSHA
ACTING TEACHING PRACTICE MANAGER

9 DSAR25: PLACEMENT FORM

Practical teaching placement form for students practising in South Africa

Student number

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Students are required to complete this form in detail for their successful placement. Kindly note that an incorrectly completed form will delay the placement process. You can view the list of schools available at www.unisa.a.za. Please mark with an X in the appropriate block.

Section A For which modules are you registered? Mark with a cross	PCF410X	PFC104T	PTEAC1X	PTEAC2Y	PRS1045					
	PRS2049	PRS304C	PRS403E	PST104F	PST204J					
	PST304M	PST402N	TPR100C	TPR200F						
Mark your province with a cross	FS	GP	WC	EC	NC	KZN	MP	NW	L	
Name of School where you intend to do practical							Are you employed by the school?			
City & Town							☐ Yes ☐ No			
Contact details of school	Tel.....Email.....Fax.....									
Mentor Teacher's details	Please tick your teaching practice month and write the date below								School stamp if school confirms that they can accommodate you	
Title & Initials.....	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Surname.....	Please indicate specific dates:									
Contact (cell).....	From.....To.....									
Email.....										

Complete section B if you require a second school for placement

Section B For which modules are you registered? Mark with a cross	PCF410X	PFC104T	PTEAC1X	PTEAC2Y	PRS1045					
	PRS2049	PRS304C	PRS403E	PST104F	PST204J					
	PST304M	PST402N	TPR100C	TPR200F						
Mark your province with a cross	FS	GP	WC	EC	NC	KZN	MP	NW	L	
Name of School where you intend to do practical							Are you employed by the school?			
City & Town							☐ Yes ☐ No			
Contact details of school	Tel.....Email.....Fax.....									
Mentor Teacher's details	Please tick your teaching practice month and write the date below								School stamp if school confirms that they can accommodate you	
Title & Initials.....	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Surname.....	Please indicate specific dates:									
Contact (cell).....	From.....To.....									
Email.....										

School Principal's signature Date

To return this form, please refer to the relevant Provincial Teaching Practice Contact Details

10 DSAR27: PLACEMENT FORM**Practical teaching placement form for students practising outside RSA**

Student number

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Students are required to complete this form in detail for their successful placement. Kindly note that an incorrectly completed form will delay the placement process. Please mark with an X in the appropriate block.

Section A For which modules are you registered? Mark with a cross	PCF410X	PFC104T	PTEAC1X	PTEAC2Y	PRS1045			
	PRS2049	PRS304C	PRS403E	PST104F	PST204J			
	PST304M	PST402N	TPR100C	TPR200F				
Country								
Name of School where you intend to do practical				Are you employed by the school?				
City/Town				<div>Yes</div> <div>No</div>				
Contact details of school	Tel.....Email.....Fax.....							
Mentor Teacher's details	Please tick your teaching practice month and write the date below				School stamp if school confirms that they can accommodate you			
Title & Initials.....	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Surname.....	Please indicate specific dates:							
Contact (cell).....	From.....to.....							
Email.....								

Complete section B if you require a second school for placement

Section B For which modules are you registered? Mark with a cross	PCF410X	PFC104T	PTEAC1X	PTEAC2Y	PRS1045			
	PRS2049	PRS304C	PRS403E	PST104F	PST204J			
	PST304M	PST402N	TPR100C	TPR200F				
Country								
Name of School where you intend to do practical				Are you employed by the school?				
City/Town				<div>Yes</div> <div>No</div>				
Contact details of school	Tel.....Email.....Fax.....							
Mentor Teacher's details	Please tick your teaching practice month and write the date below				School stamp if school confirms that they can accommodate you			
Title & Initials.....	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Surname.....	Please indicate specific dates:							
Contact (cell).....	From.....to.....							
Email.....								

School principal's signature

Date

To return this form, please refer to the International Teaching Practice Contact Details

11 INDEMNITY FORM

Please note that all students on teaching practice are required to sign the standard Unisa indemnity form below. For the purposes of this form, teaching practice is considered a "field trip". The copy of the completed indemnity must be submitted to the school principal and another copy must be kept by student.

RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT

DISCLAIMER CLAUSE

I agree that the University of South Africa, its agents, officers, directors, employees, volunteers, and representatives (hereafter referred to as "UNISA"), are not responsible for any death, illness, injury, loss or damage of any kind sustained by any person or student while I am participating in the field trip and all related activities, caused in any manner.

DESCRIPTION OF RISKS

I acknowledge that I am aware of the possible risks, dangers and hazards associated with participating in the field trip and all related activities of the trip, including the possible risk of severe or fatal injury to others or myself. These risks include, but are not limited to:

- 1. TRAVEL:** the risks associated with travel and all related activities including transport by public or private motor vehicle, buses, aircraft and so forth,
- 2. WEATHER:** any injury, illness, death, loss or damage resulting from exposure to weather elements;
- 3. PHYSICAL:** physical injuries such as muscular injuries, bruises, scrapes, cuts, sprains, dislocations, broken bones, and head, facial or dental injuries which might result from an accidental injury; illness resulting from food poisoning or parasites; and the possibilities of physical confrontations whether caused by myself or some other person or persons which result in injuries and/or death.

I accept and assume all such risks, dangers and hazards and the possibility of personal injury, death, permanent disability, damage to property or losses as a result thereof.

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY

In consideration of UNISA allowing me to participate in the field trip and all related activities, I agree as follows;

- 1. TO WAIVE ANY AND ALL CLAIMS** that I have or may have against UNISA, and their members, officers, employees, students, agents and independent contractors as a result of my participation in the field trip and all related activities;
- 2. TO RELEASE UNISA** from any and all liability from any loss, damage, injury or expense that I may suffer, or that my next of kin may suffer as a result of my participation in the field trip and all related activities due to any cause;
- 3. TO INDEMNIFY AND HOLD HARMLESS UNISA** from any and all liability for any damage including consequential damages to the property of UNISA, or personal injury to, any third party, resulting from my participation in the field trip and all related activities;
- 4. IN ENTERING INTO THIS AGREEMENT**, I am not relying on any oral or written representations or statements made by UNISA other than what is set forth in this agreement.

ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS AGREEMENT, I have executed this agreement voluntarily, and that this agreement is binding on my heirs, executors, administrators, representatives and myself.

Full names and Surname	ID number	Emergency contact	Signature

Signed this _____ day of _____, 20_____, at _____.

.....
Signature of person or Student

12 Attendance register of student Teacher at school

Please note that this register should be completed on a daily basis by the student and the school-based mentor. **The principal is expected to sign this register at the end of the Teaching Practice period and the register must be submitted, by the student, to the Teaching Practice Office.**

Student number:.....

Name of school:.....

Address:.....

Contact details:.....

E-mail:.....

Name and surname of mentor:.....

Name and surname of principal/HOD:.....

Week 1

Student number	Module	Grade	Student signature	Date	Signature of mentor	Date

Week 2

Student number	Module	Grade	Student signature	Date	Signature of mentor	Date

Week 3

Student number	Module	Grade	Student signature	Date	Signature of mentor	Date



Week 4

Student number	Module	Grade	Student signature	Date	Signature of mentor	Date

Week 5

Student number	Module	Grade	Student signature	Date	Signature of mentor	Date

Declaration by the school principal/HOD

I,, the Principal/Head of Department of the above school confirm that
 has attended/did not attend his/her full Teaching Practice period.

Date:

Signature:

School stamp

To return this register, please refer to the International / Provincial Teaching Practice Contact Details

13 FREQUENTLY ASKED QUESTIONS

The following are questions frequently asked by students who are registered for teaching practice modules:

- Can I arrange my own teaching practice?
Students must complete and submit a DSAR25 or DSAR27 form with the school stamp and principal's signature for the school of their choice. The form is included in this tutorial letter or can be obtained from the Unisa website or any Unisa registration office. The DSAR25 or DSAR27 form can also be found at the back of the College of Education's my Registration @ Unisa brochure.
- Can I do my teaching practice in a school where I am doing my internship?
Possibly; however, the Teaching Practice Office (TPO) may request that you be placed at another school to ensure that all the requirements for teaching practice are met.
- I will be relocating to China (or anywhere in the world, outside the borders of South Africa); may I do my teaching practice there?
Yes, all international (outside Republic of South Africa) students are allowed to do practicals in their own countries. You may only do your practicals in an English-speaking school because all assignments and workbooks must be completed in English.
- Will a Supervisor visit me during my teaching practice at a school?
Only students who have received the confirmation letters will be visited by a Supervisor. If you submitted a DSAR placement form but did not receive the confirmation letter, please contact the Teaching Practice Office.
- What procedure do I follow if I want to change the school where I am placed?
You should make enquiries directly to the relevant workstation coordinator as indicated for each province and country. Please refer to the table with contact details provided in this tutorial letter. Also, inform the current school about the changes.
- How many hours must I spend at the school on a daily basis?
You are required to start the school day with all the teachers and leave when they leave at the end of the school day
- What should I do if I want to transfer my teaching practice module to the following year?
Teaching practice has to be completed in the year of registration. Students may cancel their teaching practice modules through Student Admissions and Registrations. You will not receive any financial benefit from such a cancellation; and will remain liable for the full fees for the cancelled teaching practice module(s).
- Who should I contact if I experience problems with the academic content (e.g. Assignment 50) of my teaching practice module?
Direct all enquiries related to the academic content of your teaching practice module to the relevant lecturer. Refer to Tutorial Letter 101 for contact details.

- Who do I contact to find out if Unisa has received my teaching practice assignment/ Portfolio(s)?
You must keep track of your assignments/ Portfolios via myUnisa. You may also contact the Assignment Section. Please do not contact your Lecturer or the Teaching Practice Office. Refer to tutorial letter 101 for contact details.
- If I am in a non-English speaking country, must the assignment be in English?
Even if you are in a non-English speaking country, your assignments have to be done in English.
- Who must I contact if I did not receive my study material/ tutorial letters?
You must contact Despatch Department, e-mail address despatch@unisa.ac.za

14 IN CLOSING

The Teaching Practice Office wishes you all the best in your studies.