Tutorial Letter 102/0/2020

Teaching Practice Placement Information & Forms

TPS3703

Year module

Department of Curriculum & Instructional Studies

This tutorial letter contains important information about your module.

BARCODE

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1. INTRODUCTION

Dear Student

We are pleased to welcome you to the teaching practice component of your professional development. Teaching practice is an integral and compulsory component of Initial Teacher Education Programmes. It is an accreditation requirement as mandated by the Minimum Requirements for Teacher Education Qualifications (MRTEQ).

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: 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

Corner of Justice Mohammed and Steve Biko streets, 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 which will be sent to your mylife email address teachprac@unisa.ac.za, please do not respond to this email. Kindly send your responses and the related teaching practice placement enquiries using your relevant workstation / country email addresses below.

Name		Contact		Email
TPO Coordinators				
Mr M Masango		012 484 1010		masanmr@unisa.ac.za
Ms B Mbuqe		012 481 2828		mbuqeb@unisa.ac.za
Workstation/ Provincial Coordinators				
Name	**Province**	**Contact**	**Skype Contact**	**Email**
Mr P Ramoba	**EC; FS & NW**	012 481 2805	Teachprac1	teachec@unisa.ac.za ramobpt@unisa.ac.za
Ms EN Maluleka		012 481 2885		malulen@unisa.ac.za
Name	**Province**	**Contact**	**Skype Contact**	**Email**
Miss Z Thole	**KZN North**	012 481 2929	Teachprac2	teachkzn@unisa.ac.za Tholezy@unisa.ac.za
Mrs L Moatlhodi		012 484 2841		mahlulp1@unisa.ac.za
Name	**Province**	**Contact**	**Skype Contact**	**Email**
Mr AL Mangwato	**KZN South**	012 481 2736	Teachprac2	teachkzn@unisa.ac.za Mangwal1@unisa.ac.za
Mr MM Malefo		012 481 2759		malefmm1@unisa.ac.za
Name	**Province**	**Contact**	**Skype Contact**	**Email**
Ms H Botha	**WC & NC**	012 481 2882	Teachprac3	teachnfw@unisa.ac.za Bothaec1@unisa.ac.za
Name	**Province**	**Contact**	**Skype Contact**	**Email**
Mrs L Mahanyele	**GP**	012 481 2891	Teachprac4	teachgp@unisa.ac.za mahanlb@unisa.ac.za
Mr P Vilankulu		012 481 2811		vilansp@unisa.ac.za
Name	**Province**	**Contact**	**Skype Contact**	**Email**
Miss N Ndhlovu	**LP & MP**	012 481 2730	Teachprac	teachlmn@unisa.ac.za ndlhonp@unisa.ac.za
Mrs N Monyaku		012 481 2822		Makhunr1@unisa.ac.za
Name	**Region/ Country**	**Contact**	**Skype Contact**	**Email**
Mr M Makhetha	**SADC & International**	012 484 1048	Teachinternational	teachsi@unisa.ac.za teachprac@unisa.ac.za; Makhemp1@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

5.1 The student (you) should have been compelled by the Registration System to complete an online DSAR25 form upon registration in the beginning of the year. Please contact TPO for verifying your school placement.

5.2 International students will select any school in South Africa during registration, then complete a DSAR27 placement form, indicating the correct school details in their country of residence.

5.3 The Teaching Practice Office extracts a list of students from the system according to the:

- Student number/Name
- Registered modules
- Province
- City/Town
- Name of school and school details
- Level/ Year of Study
- Period of Teaching Practice

The Teaching Practice Office communicates directly with the school by issuing a letter to the selected school to inform them about the student's intention to do teaching practice

5.4 The Teaching Practice Office assigns a supervisor to every student

5.5 As a confirmation of their school placement, students are then notified via SMS and *myLife* email account, stating the assigned supervisor. You will have to provide proof of the supervisor visit as part of your teaching practice assignments.

NB: ACTIVATE YOUR *myLife* EMAIL ACCOUNT AS SOON AS YOUR REGISTRATION HAS BEEN CONFIRMED

5.6 The confirmation information will contain the following:

- Student name/number
- Module/modules registered
- Name of selected school
- City/Town
- Province
- Level/Year of study
- Periods of Teaching Practice e.g. 3 weeks in March and 2 weeks in June

5.7 You must start your practical teaching (as stipulated period and complete your Portfolio/Assignment accordingly and submit on the scheduled dates

5.8 The supervisor also receives the list of students to provide support and assessment as well.

5.9 The supervisor also contacts the student regarding a school visit-date and time and confirm it with school principal.

5.10 You may also contact the supervisor if the supervisor has not contacted you

5.11 Consult Tutorial Letter 101 for specific Portfolio/ Assignment submission dates.

5.12 Kindly complete your school based practical assignments and submit on or before due dates.

5.13 You must submit the teaching practice portfolios assignments 50 & 50 two weeks after you have completed your teaching practice at the school of placement. For more information on assignments, kindly contact your Module Lecturer.

Registering for more than one teaching practice module

- No student can register more than one teaching practice module per year. Only special cases will be considered for those students who are only caring over their teaching practice module from the old qualification.

Teaching practice Quality Assurance

- Quality assurance is an important component of Teaching Practice and will be done to ensure that all students comply with TP requirements.

SACE registration by student teachers

- All Student Teachers need to Register with South African Council for Educators (SACE). This is the requirement if you will be doing Teaching Practice. For registration requirements and guidelines, please follow the link and click under “registration” https://www.sace.org.za/

6. SCHEDULE FOR TEACHING PRACTICE BLOCK

The tables below indicate how TP blocks will be done for each of the B.Ed. modules. Students are advised to adhere to their relevant TP block period/s for each of the following B.Ed. modules.

6.1 First year modules or Level 1 (TPS2601; TPN2601 & TPF2601)

Session	Duration	Year/Level	Activity	Period
1	5 weeks	1st Year	Observation	July/August

6.2 Second year modules or Level 2 (TPS2602; TPN2602 & TPF2602)

Session	Duration	Year/Level	Activity	Period
1	3 weeks	2nd Year	Observe & Teach	February/March
2	2 weeks	2nd Year	Teach	May/June

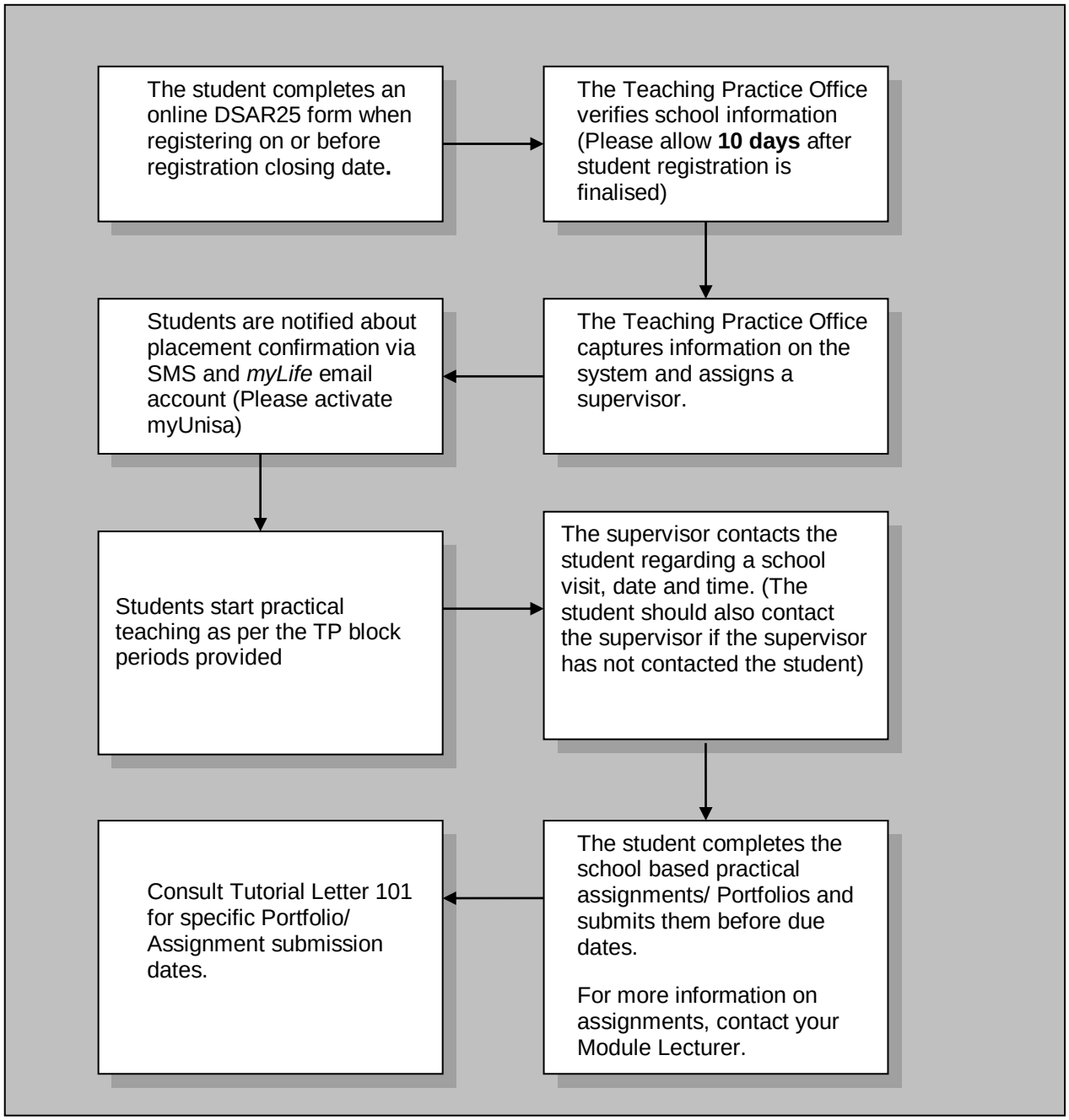
6.3 Third year Modules or Level 3 (TPS3703; TPN3703 & TPF3703)

Session	Duration	Year/Level	Activity	Period
1	3 weeks	3rd Year	Observe & Teach	March/April
2	2 weeks	3rd Year	Teach	July/August

6.4 Fourth year Modules or Level 4 (TPS3704; TPN3704 & TPF3704)

Session	Duration	Year/Level	Activity	Period
1	3 weeks	4th Year	Observe & Teach	April/May
2	2 weeks	4th Year	Teach	August/September

7. TEACHING PRACTICE PLACEMENT PROCEDURES



8. 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.

Bachelor of Education: Intermediate Phase				
Module code	**Duration**	**Guidelines**	**Year / Level**	**Applicable TP Block Period**
TPN2601	5 weeks	For this module, *you are required to complete 5 weeks (25 full school days) of observation* at a school with Grades 4-6 pupils.	1st	July/August
TPN2602	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.	2nd	3 Weeks - February/March 2 Weeks - May/June
TPN3703	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.	3rd	3 Weeks - March/April 2 Weeks - July/August
TPN3704	5 Weeks	For this module, *you are required to complete 5 weeks (25 full school days) of practical teaching experience* at a school with Grades 4–6. This will comprise of observation and teaching of the Economic and Management Sciences (EMS) in the Senior Phase	4th	3 Weeks - April/May 2 Weeks - August/September
Bachelor of Education: Senior Phase & FET				
Module code	**Duration**	**Guidelines**	**Year / Level**	**Applicable TP Block Period**
TPS2601	5 weeks	For this module, *you are required to do 5 weeks (25 full school days)* of observation for any Senior Phase (Grades 7-9) and Further Education and Training Phase (Grades 10-12) subjects.	1st	July/August
TPS2602	5 weeks	For this module *you are required to do 5 weeks (25 full school days)* of teaching for Senior Phase (Grade 7-9) school subject.	2nd	3 Weeks - February/March 2 Weeks - May/June
TPS3703	5 weeks	For this module, *you are required to do 5 weeks (25 full school days)* of supervised teaching for the first Further and Training Phase (Grades 10-12) subject.	3rd	3 Weeks - March/April 2 Weeks - July/August
TPS3704	5 weeks	For this module *you are required to do 5 weeks (25 full school days)* of supervised teaching for second Further Education and Training (Grades 10-12) subject.	4th	3 Weeks - April/May 2 Weeks - August/September

Post Graduate Certificate in Education: Intermediate & Senior Phases		
Module code	**Duration**	**Guidelines**
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.
Post Graduate Certificate in Education: Senior Phase & FET		
Module code	**Duration**	**Guidelines**
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.

9. ANNEXURE A- GUIDELINES FOR THE SCHOOL & STUDENT TEACHER

9.1 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.

9.2 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.

9.3 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.

9.4 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

9.5 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 must please refrain from using a cell phone during class time.
- The student must avoid eating bubble gum in the class or on the school grounds.

- 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/he 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

10. DSAR27: PLACEMENT FORM

This teaching practice form is applicable to students registered as International students

UNISA student number								

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

SECTION A:

Which modules are you registered for? Mark with a cross.	PCF410X	PFC104T	PTEAC1X	TPN3704	TPS3704	TPF3704
				TPN3703	TPS3703	TPF3703
			PTEAC2Y	TPN2602	TPS2602	TPF2602
				TPN2601	TPS2601	TPF2601
Country						
Name of school where you intend to do your practical			Are you employed by the school?		Yes	No
City/ Town						
Contact details of school	Tel: …… E-mail: ……..					
Mentor teacher's details Title & initials: ……..…….. Surname: ……..…… Contact (cell): ……..…….. E-mail: ……..……	Please tick you teaching practice month and write the date below. Feb Mar Apr May Jun Jul Aug Sep Please indicate specific dates: From: …… To: ……				School stamp if school confirms they can accommodate you.	

SECTION B:

Which modules are you registered for? Mark with a cross.	PCF410X	PFC104T	PTEAC1X	TPN3704	TPS3704	TPF3704
				TPN3703	TPS3703	TPF3703
			PTEAC2Y	TPN2602	TPS2602	TPF2602
				TPN2601	TPS2601	TPF2601
Country						
Name of school where you intend to do your practical			Are you employed by the school?		Yes	No
City/ Town						
Contact details of school	Tel: …… E-mail: ……..					
Mentor teacher's details Title & initials: ……..…….. Surname: ……..…… Contact (cell): ……..…….. E-mail: ……..……	Please tick you teaching practice month and write the date below. Feb Mar Apr May Jun Jul Aug Sep Please indicate specific dates: From: …… To: ……				School stamp if school confirms they can accommodate you.	

School principal's signature: …….. Date: ……

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

Please include your student number and the name of the form (DSAR27) in the subject line of the e-mail.

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**. <u>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</u>.**

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

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**. <u>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</u>.**

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 skip doing teaching practice at the school?
  No, the teaching practice is compulsory to all students doing the teaching practice module/s.

- Can I arrange my own teaching practice?
  Students must complete the online DSAR25 placement form during registration; the office will make the necessary arrangements for placement at the chosen school.

- I'm an International student, can I do teaching practice in my Country?
  Yes, please complete the DSAR27 placement form indicating your choice of school.

- I will be relocating to China (or anywhere in the world, outside the borders of South Africa); may I do my teaching practice there?
  No, you need to do teaching practice in your country of registration.

- Can I do my teaching practice in a school where I am doing my internship/teaching?
  Yes, provided you adhere to the relevant phases/ age groups and school subjects according to your TP module registration requirements.

- Will a Supervisor visit me during my teaching practice at a school?
  Yes, you will be visited by a Supervisor (only applicable to students doing TP in RSA & SADC).

- Will a Supervisor visit me during my teaching practice at a school? (International student)
  The TPO will make arrangements with the school and communicate accordingly

- 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 spend the entire school day at the school.

- What should I do if I want to transfer my teaching practice module to the following year?
  Teaching practice must 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 (Refer to Tutorial Letter 101 for contact details). Please do not contact your Lecturer or the Teaching Practice Office.

- 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**

- What should I do if I want to be exempted from doing Teaching practice?
  Please contact the RPL office for more information: rpl@unisa.ac.za

14. IN CLOSING

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