

Tutorial Letter 102/0/2023

**Guidance, Counselling and Life Skills
Development**

GCS1501

Year Module

Department of Psychology of Education

This tutorial letter contains important information about your module.

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Dear Student

This tutorial letter (Tutorial Letter 102) contains the assessment task for the module Guidance, Counselling and Life Skills Development (GCS1501), which forms part of the Higher Certificate in Education (HCert Ed) qualification.

1 INTRODUCTION

To be successful in completing this module, you must begin your studies early in the year and prepare your assessments carefully and on time, because you will not receive any extension for the assessment deadlines. As your lecturers, we will do our best to help you succeed in your study of this module. The late delivery of study material will not be accepted as an excuse for the late submission of assessments because, upon registration, all the study materials are available online via myUnisa. We expect you to contact your regional Unisa office to assist you if you have trouble downloading your official study material.

In this tutorial letter (Tutorial Letter 102), you will find the assessments for the module GCS1501 (Guidance, Counselling, and Life Skills Development). This tutorial letter (Tutorial Letter 102) must be read in conjunction with Tutorial Letter 101.

2 LECTURERS AND CONTACT DETAILS

You are most welcome to contact us **via e-mail** if you have any **academic problems** with your studies or assessments. Please activate your Unisa myLife e-mail account since important information about this module will be sent to your myLife e-mail account and NOT to your private e-mail account. Always remember to mention your **module code** and **student number** in all correspondences.

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3 ASSESSMENTS

The module GCS1501 has been designated as a **continuous assessment** module which means that **NO EXAMINATION WILL BE WRITTEN**. Since there is no examination or portfolio for this module, (a portfolio is an alternative to a venue-based examination), all four assessments are compulsory. All **FOUR compulsory** assessments must be submitted **online** via the myUnisa platform. Assessment due dates will be made available to you on the landing page of the myUnisa site for this module. Log onto the myUnisa site for this module to obtain more information on the due dates for the submission of your assessments.

The following assessments are continuous assessment tasks. The first assessment (assessment 01) is a **compulsory** Multiple Choice Question quiz which is only available online. Assessment 05 is included as an alternative assessment opportunity in case you cannot submit any of the assessments (assessments 02-04), due to a valid reason that is beyond your control, and for which you will be required to submit proof. Each assessment counts 25% towards the final mark for this module GCS1501.

3.1 Declaration (compulsory)

The under-mentioned declaration must accompany written assessments. Your assessment will be cancelled and returned unmarked if you do not include a fully completed and signed declaration form.

I (full names):

Student number:

Module code:

Declare that...

1. I understand what plagiarism entails and am aware of the University's policy in this regard.
2. I declare that this assessment is my own, original work. Where I used someone else's work, whether a printed source, the internet or any other source, I give the proper acknowledgement and include a complete reference list.
3. I did not use another current or previous student's work, submitting it as my own.
4. I did not allow and will not allow anyone to copy my work with the intention of submitting it as his or her own work.

Signature

Date:

3.2 ASSESSMENT 02

This assessment consists of **THREE (3)** compulsory questions that add up to 25 marks.

QUESTION 1

(10 MARKS)

Define the following concepts in your own words. Write two (2) different facts to explain each term (for 1 mark each) in order to earn the full mark allocation for each concept. The term “own words” does not mean writing your own opinion. You need to paraphrase/reword the study guide by using your own words. The answer must be factually correct. **No marks will be allocated for cutting/copying and pasting from the study guide and/or any other source.**

- 1.1 Model (2)
- 1.2 Memory techniques (2)
- 1.3 Creative thinking (2)
- 1.4 Pomodoro technique (2)
- 1.5 Cultural awareness (2)

RUBRIC FOR MARK ALLOCATION

CRITERIA	MARK ALLOCATION	TOTAL MARK
Correct explanation in own words	1 x 2 (2 marks for each correct explanation/fact)	10
TOTAL		10

QUESTION 2

(9 MARKS)

Time management and planning are life skills that are important for helping people to achieve their goals. It is important to start planning from the beginning of the year and arrange how to use your time effectively. Furthermore, planning includes setting your goals and priorities for the year, active time management and monitoring.

- 2.1 Explain the meaning of time management. (2)
- 2.2 Briefly discuss the benefits of using time management skills for your studies. (2)
- 2.3 Discuss the value of time management in helping to achieve goals in the world of work. (5)

RUBRIC FOR MARK ALLOCATION

CRITERIA	MARK ALLOCATION	TOTAL MARK
2.1 Correct explanation of the term/concept in your own words	1 x 2 (1 mark for each correct explanation/fact)	2
2.2 Accurate discussion of the benefits of using time management skills for your studies	1 x 2 (1 mark for each point)	2
2.3 Clear discussion explaining the value of time management in helping to achieve goals in the world of work	1 x 5 (1 mark for each correct answer)	5
TOTAL		9

QUESTION 3

(6 MARKS)

Open distance learning (ODL) presents its own particular challenges for teaching and learning. Unisa has systems in place to help students to achieve success in their academic work. Examples of this are the e-Tutor system and counselling services. Think of the list of educational issues that you may have to deal with in an ODL university. Reflect on your life until now and answer the following questions.

- 3.1 Describe the kind of challenges you have faced, and why you experienced these challenges. (2)
- 3.2 Do research on the myUnisa website and mention two (2) support systems that Unisa provides to assist you with the challenges you mentioned in your answer to question 3.1. Visit <http://www.unisa.ac.za/sites/myunisa/default/Learner-support-&-regions/Learner-Support> to see all of the support services that Unisa offers to its students. (2)

3.3 Who would you ask assistance from if you were struggling to understand the content of the study guide or any of the assessments? (2)

RUBRIC FOR MARK ALLOCATION

CRITERIA	MARK ALLOCATION	TOTAL MARK
3.1 Describe the kind of challenges you faced, and why you experienced these challenges	1 x 2 (1 mark for each clear explanation, and 1 mark for an explanation of why you experienced the challenges)	2
3.2 Naming two relevant support systems that Unisa provides for the challenges mentioned in answer 3.1	1 x 2 (1 mark for each relevant support system)	2
3.3 Relevant answer on whom to contact for assistance	1 x 2 (1 mark for each relevant answer)	2
TOTAL		6

TOTAL = 25 marks (100%)

4 IN CLOSING

Please contact your lecturers and e-tutors if you encounter any academic problems.

We wish you success with your studies!

Dr MM Moseki

Primary lecturer for GCS1501

Dr S Ntshangase

Secondary lecturer

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