

## MODULE DESCRIPTIONS

### ACADEMIC LITERACY AND NUMERACY

This module equips students with essential academic literacy and numeracy skills for tertiary education. Students will develop practical strategies to enhance reading and writing abilities, learning to deconstruct and construct logical, well-formulated texts. The module covers plagiarism prevention and proper referencing techniques. Additionally, it focuses on building confidence with numbers and operations, introducing basic data analysis and probability concepts. Students will learn to represent findings through appropriate visual formats to supplement academic texts, reports, and presentations, providing comprehensive foundational skills necessary for academic success.

### BASIC EDUCATION IN SOUTH AFRICA

This module introduces students to South Africa's public basic education policies and statutory frameworks. It provides an overview of schooling phases including Early Childhood Care and Education (ECCE), Pre-School, Foundation, Intermediate, Senior, and FET phases, defining each with corresponding grades and age groups. Students explore learning areas, subjects, and the education assistant's role across different phases and classrooms. The module examines children's developmental stages, attributes, skills, and educational milestones, identifying specific needs and support requirements for each age group. Students develop understanding of phase-specific requirements through CAPS documents, relating these to their responsibilities as education assistants regarding emotional support, educational needs, classroom management, teacher assistance, discipline, and addressing learning barriers.

### DIGITAL LITERACY AND ICT IN THE CLASSROOM

This module comprises two interconnected sections developing essential digital competencies for tertiary education. Part A focuses on Information Administration Systems, providing online MS Office training with simulated tasks, integrated feedback, and practical assignments to build foundational computer literacy skills. Part B enhances digital literacy by applying these skills in educational contexts, using MS Word, Excel, and PowerPoint for classroom administration, data visualisation, material creation, and presentations. The module emphasises technologically assisted learning, covering email communication, electronic platforms, and internet research skills. Students learn to select, verify, and evaluate online information sources while exploring creative applications of electronic resources to support effective teaching, learning, and administrative tasks in educational environments.

### EDUCATION ASSISTANCE 1

This is the first of two modules focused on Education Assistance. The module defines the education assistant's classroom roles and responsibilities across diverse South African learning environments, from pre-school to secondary levels in township, rural, and urban settings under varying socio-economic conditions. Students explore the assistant's supportive role working under teacher supervision to aid instruction, support learners, ensure safety, maintain discipline, and manage classrooms. The module introduces basic learning approaches, contrasting teacher-centred versus learner-centred methodologies while demonstrating the assistant's responsibilities in learner-centred environments. Students develop classroom management strategies to create conducive learning environments and complete administrative duties supporting teachers across all age groups and grades. The module examines potential problems, developing learner support strategies, addressing overcrowded classroom challenges, and implementing effective discipline and learner management techniques.

### EDUCATIONAL ASSISTANCE 2

This is the second of two modules focused on Education Assistance and serves the vocational nature of the programme. It complements the theoretical modules in the programme, and offers opportunities for observation, practical demonstrations, and the development of practical skills for education assistance. This module demonstrates the administrative role of the education assistant, and showcases various administrative duties expected from teachers and schools. It furthermore demonstrates a selection of practical scenarios/cases that requires from the education assistant to support learners during activities in the classroom and or school-related activities, prepare a classroom for lessons, and/or identify potential problems and act to ensure the health and safety of learners. Students will be expected to participate in practical demonstrations, observe case-based scenarios and/or videos, presentations, and simulated activities.

### INCLUSIVITY & DIVERSITY IN THE SOUTH AFRICAN CONTEXT

The purpose of this module is to introduce students to diversity, inclusion, and barriers to learning and development in the South African context, and to develop an understanding of basic theoretical perspectives, discourses and challenges related to diversity, inclusive education and learning support. Students become acquainted with the key policies and guidelines related to diversity and inclusive education. Students develop an understanding of types of barriers to learning and learn the importance of early identification of common barriers to learning. The module aims to develop skills that will enable potential education assistants to support teachers, by demonstrating how to create and manage an enabling inclusive learning environment, with sensitivity towards diversity and culture.