



eta

PROSPECTUS

2009

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Welcome

*If you are in possession of the **eta Prospectus**, you are probably a sport or fitness enthusiast and you are looking for the best means to help you realise your ambitions in these areas of your interest.*

*Thank you for showing interest in the **eta**. This booklet contains information that will assure you that you are steering towards the right direction by enquiring about the **eta**. The **eta** is an accredited provider, offering approved learning programmes that lead to national qualifications in fitness, sport and recreation.*

*The **eta** learning programmes are outcomes based and learning programmes are developed to meet the standards that are set for the national qualifications in sport, fitness or recreation. Being outcomes based means that students achieve practical competence that they can apply in their field of work in sport, fitness or recreation. National qualifications are designed by a Standards Generating Board (SGB). The sport SGB is a group of nominated industry experts and the qualifications that they develop are based on the needs of the South African industry. Qualifications are also benchmarked against those considered to be best practice overseas.*

*The **eta** is very passionate and enthusiastic about helping learners like you to become competent and successful in this field of sport and fitness. Thus, we encourage you to take time to read more about who we are, what we offer and most importantly how we can help you achieve your goals.*

We hope that you will find this Prospectus helpful. All our contact details are included. Please feel free to contact our regional campus nearest to you should you need further clarification.

We look forward to working with you every step of the way.

About eta

General

The **eta** was launched in 1983 to meet the education needs of fitness practitioners in South Africa. Since then it has developed into a respected national education provider, offering vocational learning programmes towards national qualifications in fitness, coaching science and sport management. It is now the leading provider of certificate and diploma courses in these qualifications in South Africa.

The **eta** is a national organization and has main campuses in **Cape Town, Durban, Johannesburg, Pretoria and Stellenbosch**. There is also a satellite campus in Bloemfontein which is linked to Durban as a main campus. Learning programmes are **full time** during a normal academic year at any campus or, outside of working hours (evenings and weekends) there are **part time** course. **eta** also provides a **Distance Learning** study option for those students who cannot manage to attend classes. Course duration for a diploma is two years and one year for a certificate.

Vision

The **eta** vision is to be the first choice accredited provider of education in sport, recreation and fitness in South Africa.

Mission

The **eta** provides accredited learning programmes in sport, recreation or fitness, which lead to registered national qualifications. The **eta** learning programmes will provide the following:

- 1. National qualifications:** All learning programmes lead to national qualifications.
- 2. Variety of learning options** Programmes are run full time, part time or distance learning. We also provide learning in the form of short courses, skills programmes or workshops.
- 3. Learning experience of Total immersion:** The campuses, staff, learning systems and learning materials are designed to provide a motivating and holistic learning experience. The students' experience on the **eta** premises is designed to create sufficient theoretical and practical learning opportunities in the classroom and outside for the student to gather evidence of competence and to enter the workplace.
- 4. Knowledge and skills:** Learning systems strive to be the best in the world at empowering students to convert theory from a textbook to competence in the field.
- 5. Employment opportunities:** Learning programmes provide graduates with the best qualification for improvement in their current employment, for job application or for starting their own practice in sports and fitness.
- 6. Self-improvement:** Learning programmes provide self-improvement through enhanced knowledge and applied skills.

Legalities and Compliance

Statement with reference to the Dept of Education

Exercise Teachers Academy (Pty) Ltd trading as eta is registered as a private higher education institution in terms of section 54(1) (c) of the Higher Education Act, 1997 (Act N° 101 of 1997), and Regulation 16(4)(a) of the Regulations for Registration of Private Higher Education Institutions, 2002, to offer its registered Programmes at the following sites of delivery: Cape Town, Durban, Johannesburg, Pretoria and Stellenbosch.

Legal Status: The Exercise Teachers Academy (Pty) Ltd is a registered private company and the business number is 2005/021935/07.

Accreditation: In accordance with Regulation 16 of the SAQA Act 58 1995, *Exercise Teachers Academy (Pty) Ltd* has Full Accreditation by THETA; accreditation number 613/P/000007/2004. In accordance with the requirements of the Higher Education Act 101 (1997), eta is provisionally accredited by the Council on Higher Education (CHE)

Membership: eta is a member of APPETD (www.appetd.org.za) which is national body representing the interests of private providers of education, training and development in South Africa. APPETD is recognised as an ethical body that works toward establishing and maintaining the highest standards of education and training throughout the industry.

Surety: In accordance with the requirements of the Dept of Education, eta is a member of the Marsh Vikella Fidelity Fund. This Fidelity fund ensures financial surety for its members. The purpose of the fund is to protect students in the event providers not meeting their obligations to students i.e. to deliver learning and assessment for their tuition fees.

The eta Qualifications



DIPLOMA: COACHING SCIENCE

The purpose of this learning programme is to meet the specific competency outcomes of the National Diploma in Coaching Science by providing theoretical and practical education plus in-the-field training and workplace experience in intermediate to advanced sport coaching.



DIPLOMA: FITNESS

The purpose of this learning program is to meet the specific competency outcomes of the National Diploma in Fitness by providing theoretical and practical education plus in-the-field training and workplace experience in fitness and specialist fitness training.



DIPLOMA: SPORT MANAGEMENT

The purpose of this learning programme is to provide education, practical training and work related experience to prepare students for work in the fitness and sport management industry regionally, nationally and internationally.



CERTIFICATE: COACHING SCIENCE

The purpose of this learning program is to meet the specific competency outcomes of the National Certificate in Coaching Science by providing theoretical and practical education plus in-the-field training and workplace experience in beginner to intermediate level sport coaching.



CERTIFICATE: FITNESS

The purpose of this learning program is to meet the specific competency outcomes of the National Certificate in Fitness by providing theoretical and practical education plus in-the-field training and workplace experience in fitness.

CERTIFICATE: SPORT MANAGEMENT

The purpose of this learning programme is to provide education, practical training and work related experience to prepare students for work in the fitness and sport management industry regionally and nationally.



Details of the Qualifications

QUALIFICATION	DIPLOMA: COACHING SCIENCE (ID 21891) (NQF – Level 5, 247 Credits, 2 Year Learning Programme)
COURSE DESCRIPTION & OPPORTUNITIES	<p>The course provides theoretical and practical education plus in-the-field training for sport coaching of intermediate to advanced level performers. This ensures that students have sufficient theoretical and practical education to achieve the National Diploma in Coaching Science. The programme prepares students to work as sport coaches in their chosen specialisation in schools, clubs or provinces – both nationally and internationally.</p> <p>Through the process of facilitated learning in outcomes based education, students should be able to achieve the assessment criteria of the national qualification. A qualifying student will be able to:</p> <ul style="list-style-type: none"> • Coach at least one chosen sport to performers at intermediate to advanced level. • Provide advice on advanced fitness conditioning, sports specific testing, sports nutrition and the use of ergogenic aids, sport psychology and advanced programmes that support sport performance. • Display appropriate coaching, communication and mentoring skills to assist performers with their planning and motivation towards their sport goals. • Assist athletes to develop the mental skills required for the competition of their chosen sport. • Demonstrate entrepreneurial skills and the ability to run their own sport business. <p>Specialisations: See Coaching Science Certificate Info Sheet for 1st year options. In the 2nd year, the student has two choices: (1) a second Sport Federation Level 1 course or (2) a Sport Federation’s Technical Officiating course. Sport Federation courses are <u>not</u> included in the course fees</p>
COURSE MODULES	<p>1st year:</p> <ol style="list-style-type: none"> 1. Operating a PC; Plan & conduct research; Values and Ethics; Operate as a Coach 2. Applied Anatomy & Biomechanics 3. Sport & Exercise Physiology; Training Methods 4. Screening; Assessment and Fitness Testing 5. Growth & Development 6. Nutrition; Sport psychology; Planning Practice Sessions; Sport Skills; Coaching Beginner Sport 7. Social issues, Diversity & Equity; Special Needs & Disabilities; Coaching Disability Sport. 8. HIV & AIDS; Safety and Risk Management 9. Personal Organisation; Team work; Workplace Communication; Organise & Administer Sport; Team ethics, Team management and logistics. <p>2nd year:</p> <ol style="list-style-type: none"> 1. Mentoring; Personal Growth & Development 2. Mental Skills 3. Advanced sport and exercise physiology 4. Anatomical and biomechanical analysis for sport 5. Nutrition, Eating Problems/Disorders; Sport nutrition & Ergogenic Aids; Screening, Assessment & Testing for Sport; Periodisation of Training; Sport Fitness Conditioning 6. Talent Identification & Development; Skills & Tactics for Sport; Coaching Intermediate & Advanced Performers. 7. Sport Injuries; Communicable Disease, Chronic Diseases of Lifestyle & Health Management 8. Organisation of sport in SA, Workplace Data Systems 9. Entrepreneurship & Business Management

<p>QUALIFICATION</p>	<p>DIPLOMA: FITNESS (ID 21890) Exercise Specialist; Special Populations (NQF – Level 5, 247 Credits, 2 Year Learning Programme)</p>
<p>COURSE DESCRIPTION & OPPORTUNITIES</p>	<p>This course provides theoretical and practical education along with relevant specialised fitness training. Qualifying students are able to work locally or overseas as an Exercise Specialist working with healthy non-risk special populations, specifically, pregnancy, children & youth and older adults & increased risk. Qualifying students are able to:</p> <ul style="list-style-type: none"> • Design and implement physical activity programmes for apparently healthy special populations* (Pregnancy, Children & Youth as well as Older Adults & Increased Risk & athletes) • Screen, assess and monitor health related fitness programmes, without direct supervision for these special populations. *Range: Apparently healthy special populations, asymptomatic and without apparent risk (see ACSM guidelines and risk stratification). • Provide advice on stress management, nutrition and lifestyle and display communication and lifestyle counselling skills that assist clients in making healthy lifestyle choices.
<p>COURSE MODULES</p>	<p>1st Year:</p> <ol style="list-style-type: none"> 1. Operating a PC; Plan & conduct research; Values and Ethics; Legal & Professional Issues 2. Applied Anatomy & Biomechanics 3. Sport & Exercise Physiology; Training Methods 4. Screening; Assessment and Fitness Testing; Motivation & Communication, Designing Exercise Programmes 5. Social issues, Diversity & Equity; Special Needs & Disabilities 6. Lead & Instruct Exercise Specialisation (personal training plus one other specialisation) 7. Nutrition; Wellness & Lifestyle 8. HIV & AIDS; Safety and Risk Management 9. Personal Organisation; Entrepreneurship & Business Management; Team Work, Workplace Communication, Fitness Facility Maintenance. <p>2nd year:</p> <ol style="list-style-type: none"> 1. Mentoring, Personal growth & development 2. Lifestyle Coaching, Nutrition & eating disorder 3. Exercise & pregnancy: Exercise physiology; Anatomy & Biomechanics; Nutrition; Screening, Assessment & Testing; Designing, Implementing and Teaching Fitness Classes. 4. Exercise for children and youth: Exercise physiology; Anatomy & Biomechanics; Nutrition; Screening, Assessment & Testing; Designing, Implementing and Teaching Fitness Classes. 5. Exercise for older adults and increased risk: Exercise physiology; Anatomy & Biomechanics; Nutrition; Screening, Assessment & Testing; Designing, Implementing and Teaching Fitness Classes. 6. Common Injuries; Communicable Disease, Chronic Diseases of Lifestyle & Health Management 7. Public Speaking

<p>QUALIFICATION</p>	<p>DIPLOMA: FITNESS (ID 21890) Sports Conditioning Trainer (NQF – Level 5, 247 Credits, 2 Year Learning Programme, Full Time, Part Time or Correspondence)</p>
<p>COURSE DESCRIPTION & OPPORTUNITIES</p>	<p>This course provides theoretical and practical education along with relevant specialised fitness training. Qualifying students are able to work locally or overseas as a Sports Conditioning Trainer, working with healthy non-risk clients or athletes wishing to improve their sport performance. Qualifying students are able to:</p> <ul style="list-style-type: none"> • Design and implement physical activity programmes for apparently healthy special populations* (Athletes). Screen, assess and monitor health related fitness programmes, without direct supervision for these special populations. *Range: Apparently healthy special populations, asymptomatic and without apparent risk (see ACSM guidelines and risk stratification). • Provide advice on stress management, nutrition and lifestyle and display communication and lifestyle counselling skills that assist clients in making healthy lifestyle choices.
<p>COURSE MODULES</p>	<p>1st year:</p> <ol style="list-style-type: none"> 1. Operating a PC; Plan & conduct research; Values and Ethics; Legal & Professional Issues 2. Applied Anatomy & Biomechanics 3. Sport & Exercise Physiology; Training Methods 4. Screening; Assessment and Fitness Testing; Motivation & Communication, Designing Exercise Programmes 5. Social issues, Diversity & Equity; Special Needs & Disabilities 6. Lead & Instruct Exercise Specialisation (personal training plus one other specialisation) 7. Nutrition; Wellness & Lifestyle 8. HIV & AIDS; Safety and Risk Management 9. Personal Organisation; Entrepreneurship & Business Management; Team Work, Workplace Communication, Fitness Facility Maintenance. <p>2nd Year:</p> <ol style="list-style-type: none"> 1. Mentoring, Personal growth & development 2. Lifestyle Coaching, Nutrition & eating disorder 3. Advanced sport and exercise physiology 4. Anatomical and biomechanical analysis for sport 5. Nutrition, Eating Problems/Disorders; Sport nutrition & Ergogenic Aids; Screening, Assessment & Testing for Sport; Periodisation of Training; Sport Fitness Conditioning 6. Talent Identification & Development; Skills & Tactics for Sport; Coaching Intermediate & Advanced Performers. 7. Sport Injuries; Communicable Disease, Chronic Diseases of Lifestyle & Health Management 8. Public Speaking

<p>QUALIFICATION</p>	<p>DIPLOMA: SPORT MANAGEMENT (NQF – Level 5, 240 Credits, 2 Year Learning Programme)</p>
<p>COURSE DESCRIPTION & OPPORTUNITIES</p>	<p>The purpose of this learning programme is to provide education, practical training and work related experience to prepare students for work in the fitness, recreation or sport management industry regionally, nationally and internationally.</p> <p>In their first year, students learn how to plan implement and organise a sport tournament or event, handling volunteers, managing athletes and organising spectators. The full 2-year course also covers the following:</p> <ul style="list-style-type: none"> • Business and finance management • Athlete PR and media management • Governance in sport and sport sociology. • Sport administration • Sport marketing including sponsorship packaging, customer care and sport tourism. • Athlete development and sports law • Lifestyle and Risk management, which includes aspects of exercise, nutrition and health management <p>Graduates will be able to assume job responsibilities as a sport or a fitness manager in schools, clubs and private institutions in a range of areas, which includes, but are not limited to event management, sport team management, outdoor adventure and recreation, sport, fitness, park and recreation, as well as disability sport.</p>
<p>COURSE MODULES</p>	<p>1st Year:</p> <ol style="list-style-type: none"> 1. Screening skills for physical activity: Principles of physical activity; Personal growth & development; Risk Screening 2. Sport sociology: Diversity & equity; Applying sport sociology 3. Business & Finance Management: Business management; Finance management; Business Communication; Principles of Marketing; Customer Care 4. Sport Event Management: Planning events; Organising & Administering Events, Managing Volunteers; Health & Safety 5. Facility Management: Governance in Sport; Sustainable Sport Organisations; Managing a Sport or Recreation Facility; Facility Maintenance 6. Managing special needs in Sport: HIV in sport, Managing participants with Disabilities 7. Team management & Logistics: Team ethics, Team management and logistics, Athlete public relations and media liaison. <p>2nd Year:</p> <ol style="list-style-type: none"> 1. Talent Identification and development: Mentoring in the workplace; Workplace Coaching; Talent identification and development; Sport Science Support Services 2. Leadership: Business and emotional intelligence; Leadership; Team Building; Social Responsibility Programmes. 3. Wellness Programmes: Project Planning: Corporate Wellness programmes 4. Sports marketing, sponsorships and Public relations: Operating in International Sport; Sport statistics; Sport Marketing; Public relations 5. Sport tourism: Designing a sport tourism programme 6. Sport law and athlete representation: Legal & Professional Issues; Sport law; Athlete representation; Negotiation skills and conflict management.

<p>QUALIFICATION</p>	<p>CERTIFICATE: COACHING SCIENCE (ID 21499) (NQF – Level 5, 120 Credits, 1 Year Learning Programme)</p>
<p>COURSE DESCRIPTION & OPPORTUNITIES</p>	<p>The course provides theoretical and practical education plus guidelines for practical training for sport coaching of beginner to intermediate level performers. This ensures that students have sufficient theoretical and documented practical training to achieve the National Certificate in Coaching Science. The programme prepares students to work as sport coaches in schools, clubs or with special projects in sport. Through the process of facilitated learning in outcomes based education, students are able to achieve the assessment criteria of the national qualification. A qualifying student should be able to:</p> <ul style="list-style-type: none"> • Coach sport to performers at beginner to intermediate level. • Provide advice on fitness conditioning programmes that support the sport performance of beginner to intermediate level performers. • Display appropriate communication and coaching skills to assist performers with their planning and motivation towards their sport goals. • Provide advice to performer to develop the mental skills required for the competition of their chosen sport. • Create support structures within the community relative to the sport. • Participate in the development of sport for individuals and for the community. <p>Specialisations: Students are provided with learning materials for two selected specialisations (one summer and one winter sport) which enable them to coach the basic sport skills. eta offers rugby, football, hockey, cricket and netball. In addition students are recommended to complete a sport specific coaching course with the Federation of their choice. Sport Federation courses are <u>not</u> included in the eta course fees.</p>
<p>COURSE MODULES</p>	<ol style="list-style-type: none"> 1. Operating a PC; Plan & conduct research; Values and Ethics; Operate as a Coach 2. Applied Anatomy & Biomechanics 3. Sport & Exercise Physiology; Training Methods 4. Screening; Assessment and Fitness Testing 5. Growth & Development 6. Nutrition; Sport psychology; Planning Practice Sessions; Sport Skills; Coaching Beginner Sport 7. Social issues, Diversity & Equity; Special Needs & Disabilities; Coaching Disability Sport. 8. HIV & AIDS; Safety and Risk Management 9. Personal Organisation; Team work; Workplace Communication; Organise & Administer Sport; Team ethics, Team management and logistics.

<p>QUALIFICATION</p>	<p>CERTIFICATE: FITNESS (ID 23374) (NQF – Level 5, 137 Credits, 1 Year Learning Programme, Full Time, Part Time or Correspondence)</p>
<p>COURSE DESCRIPTION & OPPORTUNITIES</p>	<p>This course provides theoretical and practical education along with relevant fitness related field training. Qualifying students are able to work as Fitness Practitioners (Personal Trainers or Group Fitness Trainers) in the health and fitness industry locally or overseas.</p> <p>A qualifying student will be able to:</p> <ul style="list-style-type: none"> • Design and implement physical activity programmes for apparently healthy individuals or groups*; as well as screen, assess and monitor health related fitness programmes, without direct supervision. • Promote and provide safe and effective physical activity participation to meet participant/s fitness requirements. In addition, this qualifying student will have the knowledge for appropriate referral to other health care providers. • Further their own personal growth, their learning and be able to establish a career within the fitness and/or associated industries. <p>Specialisations: All graduates qualify as Personal Trainers. Students also choose an additional specialisation of Aerobics or Spinning which is included in their course fees, the Pilates specialisation has an additional fee. Please check course fees for different prices.</p>
<p>COURSE MODULES</p>	<ol style="list-style-type: none"> 1. Operating a PC; Plan & conduct research; Values and Ethics; Legal & Professional Issues 2. Applied Anatomy & Biomechanics 3. Sport & Exercise Physiology; Training Methods 4. Screening; Assessment and Fitness Testing; Motivation & Communication, Designing Exercise Programmes 5. Social issues, Diversity & Equity; Special Needs & Disabilities 6. Lead & Instruct Exercise Specialisation (personal training plus one other specialisation) 7. Nutrition; Wellness & Lifestyle 8. HIV & AIDS; Safety and Risk Management 9. Personal Organisation; Entrepreneurship & Business Management; Team Work, Workplace Communication, Fitness Facility Maintenance.

<p>QUALIFICATION</p>	<p>NATIONAL CERTIFICATE: SPORT MANAGEMENT (ID 60309) (NQF – Level 5, 120 Credits, 1 Year Learning Programme, Full Time, Part Time or Correspondence)</p>
<p>COURSE DESCRIPTION & OPPORTUNITIES</p>	<p>This learning programme provides education, practical training and work related experience which prepares students for work in the field of sport. Graduates will be able to work in schools, clubs or private institutions in a range of areas which include but are not limited to event management, fitness facility management, sport clubs or recreation facilities management, Team Management. On completion, qualifying students are able to:</p> <ul style="list-style-type: none"> • Promote principles of good governance in sport organizations and structures to support operational sustainability. • Organize and establish a sport organization or structure in order to enhance operational effectiveness. • Maintain operations in a sport organization or structure. • Plan, coordinate and implement sport tournaments and/or events. <p>The course also covers business and finance management, athlete PR and media management as well as sport sociology. Students also learn how to provide a safe environment for events and activities related to the sport and fitness industry.</p>
<p>COURSE MODULES</p>	<ol style="list-style-type: none"> 1. Screening skills for physical activity: Principles of physical activity; Personal growth & development; Risk Screening 2. Sport sociology: Diversity & equity; Applying sport sociology 3. Business & Finance Management: Business management; Finance management; Business Communication; Principles of Marketing; Customer Care 4. Sport Event Management: Planning events; Organising & Administering Events, Managing Volunteers; Health & Safety 5. Facility Management: Governance in Sport; Sustainable Sport Organisations; Managing a Sport or Recreation Facility; Facility Maintenance 6. Managing special needs in Sport: HIV in sport, Managing participants with Disabilities 7. Team management & Logistics: Team ethics, Team management and logistics, Athlete public relations and media liaison.

Accreditation status of each programme

eta is approved **THETA** to offer learning programmes for the following qualifications:

1. National Certificate: Fitness, NQF level 5
2. National Certificate: Coaching Science, NQF level 5
3. National Diploma: Fitness, NQF level 5
4. National Diploma: Coaching Science, NQF level 5
5. National Certificate: Sport, Recreation & Fitness Leader, NQF level 4 (learnerships only)
6. The National Certificate: Sport or Fitness Management has been revised by the SGB and registered on the NQF
7. The National Diploma: Sport or Fitness Management has been revised by the SGB and should be registered on the NQF for 2009

The CHE (Council for Higher Education) has evaluated the **eta** programmes which have been accredited and **eta** is therefore registered with the Dept of Education.

At the time of going to print, **eta** had uploaded their programmes to the SAQA site and these should be available by 31st March 2009

Statement on International Comparability

All the **eta** qualifications are internationally benchmarked against qualification frameworks in Australia, Canada, Great Britain and New Zealand. Comparisons are also made with those offered in the USA and show substantial degrees of similarity. This similarity allows for portability and easier access for recognition of the SA qualifications and Unit Standards to other international institutes and practice.

Language Policy and Mode of Instruction

1. English language is the medium instruction for all learning at the **eta**.
2. The use of English as the medium of education is to ensure an environment of consistency and one where learners and educators are all using the same language.
3. Second language English learners can ask for help with assessment preparation to ensure that they understand the requirements of the assessment and the assessment instrument.

Rules relating to assessment, academic credit accumulation, progression and qualification

Assessments

Our success as a provider can only be measured in the achievements of our students, with the main outcome being a goal of 100% achievement for students who have participated fully in class, in activities and in assigned projects. At the same time, we wish to see students who not only achieve academically but who are also highly competent in the workplace. To this end, we aim for 80% class attendance which enables assessors to work closely with students who may need coaching and remediation and assisting students to achieve their pass. This should translate in to high levels of employer satisfaction with our graduates.

The purpose of the **eta** Assessment & Moderation Strategy is to ensure that the direction, ethos and values articulated in the **eta** Strategic Plan are translated in to a standardised quality of assessment of all **eta** students in all sites of delivery. This strategy indicates the guiding principles for assessment development, assessment processes, assessment management and record keeping.

This strategy explains the processes that go in to the design, development and management of assessment, including formative and summative assessment methods, assessment instruments and relevant qualified staff needed to carry out assessment. The strategy is linked to the Learning Programme Strategy; both documents provide important structure for the **eta** sport, coaching, fitness and recreation learning programmes and their assessment processes. The Assessment & Moderation strategy should be the vehicle through which the **eta** Quality Management System (QMS) is expressed.

File references are provided at the end of the document as well as policies that support this document.

Assessment Methods

Assessment methods vary according to the requirements of the qualification and the Exit Level Outcomes and the knowledge or skills required. Assessment methods range from the following:-

- Written tasks
- Multiple choice tests
- Assignments
- Practical Projects
- Applied case studies
- Practical demonstration

- Simulations
- Role plays
- Portfolios of Evidence

Methods for building portfolios are reviewed regularly and we will provide guidelines on how to develop Portfolios of Evidence (PoE). During their learning on course students will learn how to compile their PoE in preparation for their assessment.

Summative assessment guidelines are provided in the Assessment Guide. Reviews of assessment methods and assessment instruments are carried out at the end of year and input is encouraged from the students, facilitators and the assessors.

Assessment for RPL candidates

RPL and related assessment is designed in a separate **RPL Assessment Strategy**. **RPL assessment guides** will support the candidates and the assessors. **RPL strategies** have been completed and submitted to THETA. To guide the Assessor, the RPL strategy and the Assessment Guide can be utilized. **eta** will hold quarterly RPL workshops for aspiring candidates from 2006.

Assessment: Special Needs

The strategy provides for a policy for special needs. Whilst we may not be fully equipped to cater for every special need, we operate on the premise that we will endeavour to meet special needs wherever it is operationally possible. In the event that we do not have the expertise e.g. with learning difficulties, we will co-opt the student to bring in their support structures or personnel who can assist our staff to cater for special need.

The strategy has helped us to develop a policy to ensure that we cater for special needs. Candidates with special needs have been considered in the assessment plan and the management of students and candidates with special needs is catered for in the policies for assessment and policies for moderation. Assessors can check the policy for guidelines.

Academic Credit Accumulation, Progression & Qualification

1. The credit value of certificates is a minimum of 120 and diplomas a minimum of 240 credits.
2. Each qualification is made up of Modules (which lead to Unit Standards). Each module has its own credit value.
3. Students complete their modules and continuous assessment is conducted for each cluster of modules that lead to specific learning outcomes. Should a student not complete their

entire qualification, they should be able to achieve credits for learning that they have completed, as long as they have met the assessment criteria.

Appeals of Assessment

1. All students have the right to appeal assessment results, following moderation and receiving of their complete assessment results.
2. Appeals must be lodged in writing by the student and must be within 2-weeks of receiving final results.
3. Appeals can only be lodged following complete summative assessment and a submission of any missing evidence.
4. Queries or concerns regarding summative assessment should be discussed with the relevant Learning Programme Manager.
5. Students wishing to query formative assessment results should contact their LPM.

Certificates

1. **eta** Certificates are issued once the student account is settled and records of achievement have been loaded on the **eta** DB Results as well as to the **THETA** web based system.
2. THETA is the Education and Training Quality Assuror of providers in the sport and fitness sector and **eta** falls under their jurisdiction. THETA is therefore responsible for the issue of their qualification document.

Admission Requirements and Recognition to Prior Learning

Admission criteria to eta

The requirement for admission to an eta Diploma or Certificate is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 3 (Moderate Achievement, 40-49%) or better in four recognised NSC 20-credit subjects.

Applicants who have completed Life Science subjects and or the following subjects are likely to cope with the exercise science element of the coaching science and the fitness courses:

- o Biology and or other science subjects
- o Consumer Science (previously home economics) – this subject includes nutrition, and elements of biology
- o Life Orientation is not examined but student must have achieved a minimum of 50% in their overall mark for this subject.
- o Math literacy is acceptable i.e. students do not have to have done mathematics
- o Additionally, a comprehensive understanding and literacy in English is required as the course work is in English and there is a large component of written assignments in the assessment.

Additional information required

Applicants must write a motivation letter so that eta can evaluate their current competence and commitment. Should applicants not meet the minimum criteria, they may be recommended for tests (at their own expense). These could include aptitude tests, literacy, reading skills, numeracy, reasoning skills and studying skills.

Recognition of Prior Learning (RPL)

General Information:

Important: All RPL candidates must attend an RPL workshop. It is not always possible to carry out one-on-one interviews for RPL. RPL workshops are scheduled in each region in the **eta** calendar and these dates can be given to you on request.

RPL candidates will fall in to the following categories:

CATEGORY 1:

Candidates wishing to enter learning programmes; these candidates have done *some* prior learning that is relevant and can be recognized e.g. an old **eta** course and qualification. They may wish to be exempt from modules that they have already completed. This type of candidate needs to attend remaining modules to complete their learning. In this instance, they would be exempt from learning certain sections and would pay the relevant fee, which

exempts them from modules that they have already learned. In this instance, the candidate completes the modules required, pays the relevant course fee with modules exempted *but is still assessed against the whole qualification.*

If the candidate's previous study was **MORE than 3-years prior to their application**, they must complete an entrance exam. This exam will be a knowledge test with questions that are relevant to the course. Summative assessment will follow, once modules have been attended.

If the candidate's previous study was **LESS than 3-years prior to their application**, their previously completed module will be recognised and they will not have to repeat the modules. They will however be summatively assessed against the whole qualification.

CATEGORY 2:

Candidates who want recognition of any prior learning to achieve a full qualification.

These candidates require their prior learning (either formal or informal) to be recognized; these candidates do not wish to complete any studies but require assessment of their evidence so that they can achieve the full qualification (certificate or diploma). It is possible that these candidates may need to do some studying and may find that they need to attend some modules. The RPL fee would be charged unless the cost of the required modules exceeds the RPL fee.

In both instances above, the RPL candidate will be assessed against the assessment criteria of the whole qualification. Where learning is required, the entire Learning & Assessment Guide should be applied. Where assessment of RPL is required, evidence checklists and an RPL Assessment Guide should be followed.

CATEGORY 3:

eta students who did not complete their course (this also applies to any other colleges).

Students who did not complete their **eta** course and who think they are eligible for RPL, must have attended a minimum of 60% of their previous course and have successfully completed at least 50% of their summative assessments. Students who did not attend the required amount or who have done insufficient assessment are not eligible for RPL and must either re-register to attend a course again and pay the full course fees or, if applicable, they must attend modules that are outstanding (their modules attended can be recognized).

Students can only apply for RPL if they studied with **eta** within 3-years of applying for RPL e.g. a student wishing to be assessed in 2008 must have studied with **eta** after 2005.



Candidates who studied with **eta** before the 3-year period are only eligible for RPL if they have worked in the industry since their course and have had a chance to learn more in the workplace.

No other options for RPL are available unless candidates fall in to any of the above categories.

Registration

To be registered as a student at the **eta** you must follow the next steps:

1. Complete and sign the **eta** registration form with the following supporting documents attached:
 - a. A copy of your ID book or passport
 - b. 2 ID photographs
 - c. A copy of a study permit if (only if you are a foreign student)
 - d. Your last school results or certificate
2. Payable on submission of this form is a non-refundable registration fee of R500
3. Ensure that your form is completed correctly and thoroughly.
4. To access the **eta** form please visit the campus nearest to you or visit our website: www.exerciseacademy.com and fill a registration form of the region you wish to enroll in.

Enrollment status

1. Your enrollment status will be confirmed in an official letter of admission.
2. You will be required to sign the student code of conduct.

Student Support Services

1. Administrative services are available during office hours.
2. Academic support is available during the course timetable
3. Private academic support sessions can be booked with faculty.
4. Internet access is available during administrative hours.
5. Campuses have a subject specific library available to them.
6. Students will be provided with the prescribed material for their course, as part of their pre-paid academic pack and learning resource.

Rules and Code of Conduct

1. Personal Details

Students are requested to ensure that all their personal details are accurate in content and spelling for certification and contact purposes. At the beginning of the course a database printout of all students' details is distributed in the class and for each student to confirm his/her details. Students changing surnames during the course should advise the office immediately to ensure that certificates are issued with the correct details. A fee of R100.00 will be charged for re-issue of certificates where names are incorrect due to failure to inform the office. Any changes to contact or address details must be communicated immediately to the **eta** office.

2. Student Cards

Student cards will be printed once the personal details have been confirmed and student numbers allocated. Students must keep the student card with them at all times for access to venues and exams and to check result lists. Students are encouraged to memorise their student number as it will be requested on all forms and documentation submitted to the office.

3. Code of Conduct

All students sign a code of conduct – one copy is given to the student and the second copy is kept on the student file. Please check with the office to ensure that you both have a copy.

4. Class attendance and timekeeping on Campus

80% attendance is required otherwise there is insufficient Continuous Assessment (CASS) and formative assessment evidence. Class registers are taken at each class and class attendance is noted in the quarterly reports. Students must be punctual for classes and practical sessions.

5. Timetables for Students on Campus

A provisional timetable is provided for each course. Students are provided with a timetable at the start of their course and are asked to familiarize themselves with this. Updated timetables will be distributed periodically as needed and last minute changes will be noted on the student notice board and classroom doors/board. Unfortunately changes in venues and lecturers are inevitable, but we strive to keep changes to the minimum and inform students in good time. It is the responsibility of the student to read the notices and to ensure that they are up to date with their timetable.

6. Exams, Tests and Assessment Rules

Punctuality is essential for all assessments, exams or tests. Students arriving late may not be able to write and will need to apply for a supplementary exam.

7. Assessment

There are different assessment methods, depending on the outcomes and assessment criteria of each unit standard or qualification. Assessment activities may range from multiple choice tests or question papers, written assignments, class tasks, practical assessments, work place assessments, projects or case studies. Assessment can occur naturally and could be in the form of class tests, assignments or work done throughout the year plus any evidence needed for final assessment.

8. Late Assignments and Tasks

Late assignments and tasks, which, are in by the due date, will go in to the following batch for marking. Students who are continuously late with hand-ins risk falling behind with their marking and not graduating on time. This policy will be strictly adhered to because late assignment inconvenience the assessor and incur extra costs for the **eta**. As there is no cost charged for late assignments, the time penalty will be applied.

9. Supplementary Assessment

Assessment activities may need to be repeated by those student's not achieving criteria in a summative assessments i.e. **if the work is of a poor standard**. In this event, students must re-do assessment tasks during the following assessment weeks in the academic calendar.

Supplementary assessment activities will be charged for if students need to repeat **summative assessment activities more than twice**. Check in the Policies and Procedures for supplementary assessment costs.

10. Further evidence required for summative assessment

If evidence is insufficient for a final judgement to be made, students may be asked to submit further evidence so that assessment judgements can be finalised. Students will be allowed one opportunity for submission of further evidence for completion of summative assessment at no extra cost.

Should students fail to submit their evidence by February (for full time and part time 1st term students) or July of the following year (for part time 2nd term students), they will have to book and pay for re-assessment.

NB: Students needing summative assessment after their second submission will have to repeat modules for which they are not achieving criteria. The relevant module fee will be charged.

11. Full Details of Results

Ongoing assessment results will be made available to students during portfolio review sessions or on dates indicated on the regional **eta** course timetable.

Results for assessments are usually made available 14 days after the date of the assessment activity. Results are not given verbally.

Assessors have been requested not to give any indication of results without checking student account status. It is the policy of **eta** to withhold results of individual students who have not paid their course fees. Completion of the full summative assessment criteria must be met for a student to obtain their final overall achievement of results.

12. Cheating and Plagiarism

Cheating is wrong and any student found cheating in tests or exams will be dismissed from the exam or test immediately. Their test or exam papers will not be marked and the student will have to attend a disciplinary hearing.

Plagiarism is another form of cheating and students must complete and sign a plagiarism declaration form and include this with projects or assignments. Portfolios will not be assessed if this declaration is excluded.

To avoid suspicion of plagiarism, students must include any preparation or rough work which precedes a final assignment. In this way, the assessor can see how the assignment developed and where the work has come from. **Where relevant, projects must include bibliographies and references.**

During normative assessment (which takes place during the *process* of learning), students work together, share information and learn from each other in the process. This is not cheating but is an essential part of group learning and team work.

13. Theft or Damage to Property

The **eta** is not responsible for theft of a student's property or damage to a student's person or property during the course. The **eta** is not liable for damage to facilities and equipment as a direct result of a student's negligence or vandalism by others. Students are respected as mature adults and held responsible for their actions.

Regulations and Discipline Management

1. Any learner found guilty of a transgression of any rule(s) or guilty of misconduct may be subject to disciplinary measures to be determined by the Principal, as a result of which a learner may be suspended. In the event of such suspension the learner will not be released from his/her commitment to **eta** as laid down in the Registration contract.
2. Attendance of the learning programmes, field work, assessment preparation and assessment feedback sessions are to be regarded as compulsory. Should a learner be unable to attend such, the learner is unlikely to achieve the criteria required for competence. In the event of illness the learner must notify the **eta** on their return.
3. Any appointment required with any of the **eta** management is to be booked at a mutually agreed time, with the **eta** reception.
4. Students on payment plans must ensure that they keep up to date with course fees in terms of the Registration contract.

Definition of Misconduct

A learner will be guilty of misconduct if he/she:

1. *Intentionally or negligently, disobeys or challenges, attempts to disobey or challenge, or assists, encourages or persuades any other person to disobey or challenge, a code, regulation, rule or instruction of **eta**.*
2. *Steals, unlawfully appropriates, uses or misuses, destroys, damages or alienates property of **eta** or of a staff member or of a fellow-learner or of any other person, or uses or handles such property in a way that is or may be prejudicial.*
3. *While on or in **eta** premises, is found to be in possession of a dependence producing drug without a medical prescription, or uses or is under the influence of such drug.*
4. *Introduces intoxicating liquor to or in **eta** premises without the consent of the Principal or a person authorised by him/her, or abuses intoxicating liquor and /or is under the influence of such liquor while on or in **eta** premises.*
5. *Refuses or fails to comply with a lawful instruction or request of any official body or staff member of **eta** or acts contrary to such instruction or request.*
6. *Affixes, distributes or displays a banner, placard, notice, circular, letter or pamphlet on or in **eta** premises without obtaining the written permission (which may be conditional) of the Principal or a person authorised by him/ her.*
7. *Without official authorisation brings onto or stores on or in **eta** premises a firearm or other dangerous weapon, or fuel that cannot reasonably be shown to be required for the operation of a motor vehicle, or explosives, or allows, or arranges for the foregoing to be brought onto or stored on or in such premises.*
8. *Arranges, organises, instigates, holds or participates in a political protest or demonstration on or in **eta** premises.*

9. *Behaves in a threatening, insulting, improper or unbecoming way towards an office-bearer or member of a managerial body of **eta** or a staff member, a fellow-learner or any other person.*
10. *Knowingly makes a false or erroneous statement to any staff member or intentionally provides materially false information to anyone outside **eta** about **eta**.*
11. *Arranges an assembly on or in **eta** premises without obtaining the prior written consent of the Principal or a person authorised by him /her, or attends a gathering prohibited by the Principal.*
12. *Behaves in a violent, disorderly, improper or unbecoming way on the premises of **eta** or in the immediate vicinity of **eta**.*
13. *Collects money or offers goods for sale or advertises goods on or in **eta** without the permission of the Principal or a person authorised by him/her.*
14. *Behaves in any other way that leads to or may lead to the consequences described below, if such consequences were or could be reasonably have been foreseen at the time when such behaviour occurred. Behaviour as a result of which:*
 - (a) ***eta's** good name is or may be prejudiced*
 - (b) *the maintenance of order, discipline and security at **eta** is or may be prejudiced or jeopardised*
 - (c) *The process of tuition, research and administration, and general **eta** activities are or may be prejudiced or jeopardised.*

Finance

Payment for Tuition

1. The registration fee is payable upfront to secure your place on the course and is **non-refundable**. The registration fee is deducted from the total course fee.
2. The course deposit at 25% is payable within the 30 day period **before** the commencement of the course and is deducted from the total course fee.
3. The total course fee is due once the course commences and your account must be settled in full within 30 days of course commencement to avoid legal action being taken to obtain outstanding fees.
4. The **eta** does **not offer** payment plans, students are therefore recommended to obtain a student loan from a financial institution for their study costs.
5. The application **fees can be transferred** to a **different course** in the same year (e.g. changing from Fitness Certificate to a Coaching Science Certificate or changing from term 1 part time to term 1 part time)
6. If a student registers for a 2-year diploma, they **pay one registration fee** and pay the course fees applicable for each year, at the time they registered.
7. If a student has registered (and paid) for one course in a region and takes an extra course in that region (or also on Distance Learning) **in that same year no additional registration fee is charged.**
8. Students who register and attend in one year (e.g. fitness certificate) and then elect to continue for a second year (e.g. fitness diploma or complete a different certificate) must **pay a second application fee** plus the new course fee for that year.
9. Students who register pay in full and attend for the full duration of their course (1 or 2 years), who do not complete all assessment criteria and wish to repeat some or all of their subjects in a following term or year, must pay **a new registration fee of R500 plus the module and/or assessment fee** applicable at that time.
10. Refer to the price list at the end of this document for full details.

Refunds for campus students

1. Registration fee and resource pack fee are **NOT refundable**.
2. Students are granted a '7-day cooling-off' period on course fees balance from date of commencement of the course during which time they may inform the **eta** in writing that they wish to cancel their enrolment.
3. Within the cooling off period, only the balance of course fees will be refunded. The registration fee and deposit are non-refundable.
4. After the 7-day cooling-off period, no refunds will be considered and students are liable for payment of full course fees.
5. No refunds will be granted after the cooling off period

Refunds for Distance learning students

1. Registration fees and resource pack fees are non-refundable. If an enrolled student cancels within 7 days of receipt of the course material, a 10% cancellation fee will be deducted from deposits or course fees paid and the balance of fees will be refunded.
2. After the 7-day cooling-off period, no refunds will be considered and students are liable for payment of full course fees.
3. No refunds will be granted after the cooling off period

Refund on Tuition Discontinuation

A minimum of 15 registered students is required for any course to run. The **eta** has the right to cancel tuition of any course offered, on the basis of insufficient demand.

Registration fees or course fees paid in advance will be refunded in full should a course have to be cancelled due to insufficient demand.

ELECTIVES

Fitness

For the National Certificate students may choose between two electives. These are:

1. **Lead & Instruct Exercise to Individuals or Groups** with two specialisation options of **Personal Training** or **Pilates**.
2. The alternative elective is **Lead & Instruct Exercise to Music** with two specialisation options of **Aerobics** or **Spinning**. Students can choose their elective path and their specialisation. There is no extra cost EXCEPT for **Pilates**; which is **R1 500** more.
3. Students studying the **National Diploma** can choose one elective and its specialisation in their first year and in their second year select either the elective **Exercise Specialist**, which includes three specialisations of **Exercise for Pregnancy**, **Exercise for Children** and **Exercise for Older Adults & Increased Risk**.

4. The alternative elective in the diploma is **Sport Conditioning Specialist** with the specialisations of **Periodisation** and **Sport Fitness Conditioning**.
5. There is no extra charge for these electives in the 2nd year. If students wish to take both electives, there will be an additional **R 1000.00** in their second year.

Coaching Science

1. Students studying the **National Certificate** will do the elective **Coach Sport beginner to intermediate level**.
2. Students studying the **National Diploma** may continue with their chosen specialisation in the 2nd year but the elective will be Coach from intermediate to advanced level.
3. Student may undertake any other sport federation's course at their own cost. If they wish to do a sport federation's course, this will be at their own cost. Each federation has their own course fees.

Sports Management

There are no chosen electives for this programme. Facility management is the elective for the certificate or first year of the diploma and Team Management is the elective for the diploma in the 2nd year.

Additional costs for re-assessments

The **eta** course costs include assessment and one additional re-assessment following final summative assessment. Any additional assessments must be paid for. See the **Fees: Additional costs** for details.

Emergency Management

Level 1 First Aid & CPR Certification (cost to be advised). The **eta** regional campus will arrange a course at the campus once a year and students can take this at their own cost.

This qualification is required for employment and for insurance purposes

Management

Region	Name	Position
National	Linda Halliday	Managing Director
National	Steve Harris	General Director
National	Paul Laemmle	General Manager
National	Glennis Harris	National Academic Manager
Cape Town	Sally Lee	Regional Manager
Distance Learning	Estelle van Oudtshoorn	Regional Manager
Durban	Wessel Dippenaar	Regional Manager
Johannesburg	Peter Jon Davidson	Regional Manager
Pretoria	Wian de Wet	Regional Manager
Stellenbosch	Jaco van Rensburg	Regional Manager

How to get in touch with us

1. The **eta** regions may differ in weekly office hours, please contact the regional office directly for more details. Please see page
2. All **eta** telephones have voice-mails. If the lines are busy, the voicemail will be on. Always leave a detailed message and your call will be returned within 24 hours.
3. The **eta** website is www.exerciseacademy.com
4. Alternatively send an e-mail to info@etasa.co.za.

Addresses and Contact Numbers

Cape Town Region:

Physical Address: WPCC Sports Center, Avenue de Mist, Rondebosch, Cape Town.
Postal Address: P.O. Box 694, Rondebosch, 7701
Telephone: (021) 671 1060
Fax: (021) 671 4813
E-mail: capetown@etasa.co.za

Durban Region:

Physical Address: Pinetown Boys High School, 18 Prospect Road, Cowies Hill, Pinetown,
Postal Address: P.O. Box 30666, Mayville, 4058.
Telephone: (031) 701 8921
Fax: (031) 701 9606
E-mail: durban@etasa.co.za

Johannesburg Region:

Physical Address: Randburg Sports Complex, Malibongwe Drive, Randburg
Postal Address: Postnet Suite 254, Private Bag X844, Silverton, 0127
Telephone: 011 807 2079
Fax: 011 807 1503
E-mail: johannesburg@etasa.co.za

Pretoria Region:

Physical Address: Sax Building, Southdown, John Vorster Road, Centurion, Pretoria
Postal Address: Postnet Suite 254, Private Bag X844, Silverton, 0127.
Telephone: 082 782 9763
Fax: 086 506 4788
E-mail: pretoria@etasa.co.za

Stellenbosch Region:

Physical Address: The Vineyard Center, Cnr Adam Tas & Devon Valley Roads
Postal Address: Postnet Suite 278, Private Bag X5061
Telephone: (021) 886 7513
Fax: (021) 886 7519
E-mail: stellenbosch@etasa.co.za

Distance Learning:

Physical Address: WPCC Sports Center, Avenue de Mist, Rondebosch, Cape Town.
Postal Address: Private Bag X18, Suite 330, Rondebosch, 7701.
Telephone: (021) 674 7512
Fax: (021) 674 7513
E-mail: distancelearning@etasa.co.za

National Office:

Physical Address: WPCC Sports Center, Avenue de Mist, Rondebosch, Cape Town.
Postal Address: P.O. Box 694, Rondebosch, 7701.
Telephone: (021) 683 8642
Fax: (021) 683 3515
E-mail: info@etasa.co.za