

Policy Reference	PP Timetables, year planning	Year	2012
Version	Version 5	Replaces	Version 5
Type of policy	Academic policy		
Last update	December 2010 no change for 2012		
This policy replaces	PP Timetables, year planning 10		
Name change from	Not applicable		
Name change to	Not applicable		
Linked Strategy/Plan	Academic Strategies (Teaching and learning strategy)		
Documentation linked to this policy	Timetables		
Database	Implementation Plans		
Responsibility for policy implementation	Development: Centre for Academic Development and Quality Assurance (CADQA) Academic Head implements policy in each region		

PURPOSE

This policy provides the rules and guidelines around the planning of timetables for full time and part time courses that are run in each region.

POLICY

This policy defines the controls regarding the following:

1. National Calendar
2. Total Immersion and planning
3. Implementation plans
4. Activity Sessions
5. Timetable planning
6. Academic weeks
7. Class scheduling
8. Planning for regional events

1. National Calendar

- 1.1 The National calendar provides an academic year planner.
- 1.2 The National Calendar, Implementation Plan and course timetables follow the course teaching and assessment framework that is set out in the **Teaching and Learning Policy**

2. Total Immersion and planning

The **Teaching and Learning** calls for a Total Immersion philosophy in terms of our teaching and the students' learning. To this extent, **eta** provides learning in the following ways:

- 2.1 Theory learning in the classroom which provides an environment for foundational knowledge and comprehension.
- 2.2 Practical learning i.e. in the gym, on the sports field, at sport events, through outreach programmes which provides an environment for application and analysis.

- 2.3 Through activity sessions for fitness and sport which are compulsory sessions for all students who attend **eta** courses. The ethos is that **eta** students are fit and practice sport at whatever intensity is relevant for their level of fitness or ability. This would like this principle of integrity to be inculcated into the students and their faculty.
- 2.4 Additional to the learning is **voluntary field work** which is organised by the Learning programme Manager. Students may be recruited for part time work, after classes, which they organise themselves. This should not be done before the second semester for 1st year students and can be done during the 2nd year for 2nd year students. Whilst we would prefer students to wait until they are qualified with their diploma before they are employed in the field, it does seem that an element of field work is beneficial for students learning.

3. Implementation plans

- 3.1 The Academic Strategy informs the **Implementation Plan**.
- 3.2 CADQA sends the Implementation Plan to regions by 1st December each year.
- 3.3 All regions are required to adhere to this Implementation Plan when planning their Course Timetable.
- 3.4 The Implementation Plan provides a framework for the Course Timetable which is populated by each region from the Implementation Plan.
- 3.5 All assessment dates are the same nationally.
- 3.6 The Implementations Plan provides a *guideline* for the amount of hours to be allocated to the teaching of each module (theory and practical).
- 3.7 In the Implementation Plan's **module** row, each of the following elements are listed with the relevant total of contact hours for each one: *All the Modules, Mentoring, Activity sessions, Induction and overview, Assessment overview and planning, Portfolio review and assessment preparation, Events (Fridays at the end of term) and Summative Assessment activities (assessment week)*.
- 3.8 As well as the above, *Assessment marking (for assessors) and Moderation of assessment (REG)*, and finally, at the end, *Moderation NAT*. All the planning is in the Implementation Plan with hours allocated for each in the column headed *Full time class hours (on campus)* and then *Part Time class hours (on campus)*.
- 3.9 These guidelines must be followed to ensure that all the elements of learning are included in the timetable. *Part time or full time classes should not run on long weekends that include public holidays*.

4. Activity Sessions

All students participate in activity sessions. Recommended planning is as follows:

Term	Applied practical	Sport and fitness activity
1	1 hour per week of industry exposure led by facilitator, new trend equipment such as bands, balls, power plate	2 - 3 hours a week basic general fitness teaching specialisations to promote them
2	2-3 hours per week of applied practical, concentrating on technique and execution	Activity sessions ensure application of technique and execution of different modalities. Facilitators can bring in naturally

		occurring evidence and use the sessions for assessment
3	2-3 hours per week of applied practical, ensuring technique and execution but bringing in teaching, communication and instructing skills	Activity sessions are done ensuring application of technique and communication skills for instructing and leading Facilitators can bring in naturally occurring evidence and use the sessions for assessment
4	1 -2 hours per week applied practical with focus on students doing the teaching and leading;	2 hours of students teaching classes or sections of sport and fitness classes Facilitators can bring in naturally occurring evidence and use the sessions for assessment

5. Timetable planning

5.1 Timetable planning must follow the order of the Implementation Plan

5.2 The timetable template is supplied by CADQA.

5.3 The Course Timetable must be used to guide the planning of dates for teaching, assessment and moderation in each region

5.4 Course Timetables are printed for students and for staff.

5.5 Copies of timetable are placed on the campus notice boards.

5.6 If timetables are changed, the lecturer informs the students in good time and provides them with copy of the new Course Timetable.

5.7 The teaching times should clearly indicate start time, breaks, and the end time for that day.

5.8 The teaching period may be 45-50 minutes but be in a sequence of two consecutive blocks, e.g. have a 5-10 minute relief time within the same period.

5.9 Each period should end 10 minutes before the start time of the next period to allow time for movement between classes or gathering of teaching resources necessary for the next session.

5.10 Special sessions like workshops may require more time scheduling, the time length must be clear in the timetable.

5.11 Lecturing days may include Mon – Sat depending on the teaching needs.

5.12 Part time classes normally take place in the evenings during the week and or Saturdays.

5.13 The compiling of the Course Timetable goes hand in hand with the planning of the teaching resources needed for each course.

5.14 A copy of the regional Timetable is sent to CADQA once completed.

5.15 Once the **eta** website is completed, course timetables can be uploaded to each campus page on the **eta** website.

6. Academic weeks

6.1 The academic weeks for full time courses are 31 weeks for delivery PLUS 4 weeks for assessment (total of 35 academic weeks including assessment and moderation).

6.2 For part time courses, 20 weeks are allocated for delivery. Further 12-weeks are allocated for completion of PoE and assessment is another 2-weeks.

7. Class scheduling and class planning

- a) CADQA provides guidelines on classroom scheduling but each campus will have its own unique operational requirements in terms of which course runs in which classroom and on which day.
- b) The minimum amount of hours indicated on the Implementation Plan must be adhered to.
- c) Regions can give more hours to learning sessions and activities but not less. When weather impacts on outside activity sessions (too hot or wet), facilities should be arranged to ensure that the activities still take place.

8. Planning for regional events

Events to be planned into regional calendar ad timetable

The following websites should be accessed each year by regions so that timetable planning can consider and plan for local sport events in terms of student participation and field work learning

South Africa.info

<http://www.southafrica.info/about/sport/>

Adventure sports calendar

<http://www.adventurecalendar.co.za/>

Outdoor events

<http://www.ndorfin.co.za/>

Different sporting events

<http://www.eventsnow.co.za/resultList.php?task=search&searchKeyword=&searchStartDate=&searchEndDate=&searchProvince=&searchCategory=22&p=1>