



Centre for
Creative
Education

GENERAL INFORMATION
FOR STUDENTS
BACHELOR OF EDUCATION
IN FOUNDATION PHASE TEACHING

January 2020

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CONTACT DETAILS

Street Address: McGreggor House, 4 Victoria Road, Plumstead 7800
Postal Address: PO Box 280, Plumstead 7801
Telephone: 021 – 797 6802
Fax Teacher Educ.: 086 – 619 6760 (Fiona’s office)
Fax Centre: 021 – 797 7095
Website: www.centreforcreativeeducation.org.za
Email B.Ed faculty: fiona@centreforcreativeeducation.org.za
Email CCE: info@centreforcreativeeducation.org.za

CONTACTING STAFF MEMBERS

All queries to staff members are to be sent by email. Please do not phone staff members at home or on mobile phones, and do not use WhatsApp or other social media to contact staff members unless by specific arrangement or in very urgent circumstances.

You are welcome to email these staff members directly:

Helen Stotko (Man. Director)	helen@centreforcreativeeducation.org.za
Joshua Langenhoven Clark (FoH)	admissions@centreforcreativeeducation.org.za
Celia Conradie (Bookkeeper)	celia@centreforcreativeeducation.org.za
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Joy Levin (Lecturer)	joy@centreforcreativeeducation.org.za
Marlin Echard (Admin/Librarian)	marlin@centreforcreativeeducation.org.za
Submissions (see page 6)	submissions@centreforcreativeeducation.org.za

BANK DETAILS

Centre for Creative Education
Account No: 071793046
Bank: Standard Bank, Plumstead, branch 025409, SWIFT: SBZAJJ

RUBICON

Rubicon is the Centre’s on-line system through which students can follow their incoming results, including the lecturers’ comments on assessment tasks, as well as end-of-year reports. Rubicon is also able to display messages to groups of users, for instance all students

attending a specific study unit. Messages can contain attachments. Timetables can be viewed and there is also a download section, where students can find a wide variety of information, forms, policies and further resources.

Students will receive a username and password and can enter Rubicon through a link on our website. Ignore the warning about a missing certificate!

ACADEMIC GUIDELINES

On Rubicon, in the downloads section, a number of helpful documents can be found, such as:

- CCE policies (e.g. Assessment, Complaints, Non-discrimination)
- An overview map and course outlines of the B.Ed. programme
- Guidance and Expectations regarding assignments
- Advice on the process of studying
- An article describing the professional development needed in a teacher
- How to reference work that is not your own (Harvard system)

COLLEGE AND FACULTY RULES

Attendance

- Students are expected to be punctual in arriving for lectures. Punctuality is regarded as an essential professional attitude of the teacher-to-be and will play an important role at the time the Centre is asked to give references for job applications. The register is taken at the start of each session. Students arriving late may be allowed to join, but their partial attendance is reduced by a penalty of 20%.
- Students are expected to aim for 100% attendance. A minimum of 90% (in some cases 80%, see below) is required for each module. Insufficient attendance will result in reduction of the marks obtained for the module, calculated pro rata as how far the attendance dropped below the prescribed minimum.
- The 10% leeway in the attendance requirement aims to cover all reasons for students' absence, such as illnesses, religious festivals, bereavement, family commitments, transport problems, etc.
- A doctor's certificate can be submitted to support genuine medical reasons for absence. On the basis of this or other evidence, the standard minimum of 90% is lowered to 80%. Other exceptions can only be made, as a discretionary decision and on an individual basis, by the faculty.
- Students are asked to make doctor, dentist and clinic appointments outside of Centre hours.

- For each occasion of missing classes (e.g. missing a day, arriving late, leaving early) it is the student's responsibility to inform CCE by entering a notification on Rubicon. This can be done in advance or in retrospect. A doctor's certificate can be uploaded.
- If students have missed a lesson, it is their own responsibility to find out about any information, hand-outs, assignments, etc. given out at that lesson and to catch up notes, etc.
- On Public Holidays, classes are cancelled unless specifically announced otherwise.
- Students are expected to attend and show involvement in festivals, outings and other Centre events. Records of such will be kept and considered.
- Timetables are subject to change and lessons may be cancelled or rescheduled as deemed necessary.

Assignments and Portfolios

- Assignments, portfolios, etc. have to be submitted before or on the due date, in a Quotation Folder, with the prescribed form signed by the student, and stapled on top. Failing this, the assignment will be returned to the student, which may result in not meeting the due date and therefore reduction of marks (see rules below).
- Assignments are usually due on a Tuesday at 11am, enabling students to do final edits and/or printing on Monday afternoon. Work submitted after 11am will be regarded as submitted the next day.
- Absenteeism related to being busy finishing assignments is regarded as very unprofessional and will lead to a penalty of 5% per day (or part thereof) for students who are not fully present on the Monday and Tuesday before a submission is due.
- Assignments may be due on the first Tuesday after the closing of a study unit, which means one weekend of spare time to complete unfinished tasks, or on the next Tuesday (with an extra week in between) or any other date. Due dates are chosen by the Faculty and although we try to avoid several pieces of work due on the same date, this cannot always be avoided. Students are expected to plan ahead and manage their time.
- As from the second year of the programme, assignments must be submitted in a word-processed format, unless specifically instructed otherwise.
- A deposit box is available in which assignments must be dropped off. This box is emptied daily, and work received is dated and signed for.
- Assignments too big or too delicate to be deposited in the box can be hand delivered to the academic administrator, provided an arrangement to this extent has been made at least 1 working day before the due date. It is each student's responsibility to ensure that the assignment is signed off on a form acknowledging that the work has been received and on which date.
- Only if the student is unable to deposit the assignment in the box (or arrange for this to be done), can the assignment be sent in by email or fax in order to meet the due date. The only email address for this purpose is

submissions@centreforcreativeeducation.org.za and the only fax number is **086 – 619 6760** (Fiona’s office). A hard copy of the assignment must still be submitted as soon as possible.

- Assignments submitted to anyone else or in any other way than described above will be regarded as not received.
- Work received later than the due date will be marked, provided the work is received within two weeks. For each working day of the late submission, the marks obtained for the assignment will be reduced by 5%.
- Work received more than 2 weeks late may be considered for the DP (duly performed) status. If the work appears to meet the general requirements, the DP status will acknowledge the work as done, so that the student may proceed on the programme. The numerical value of the DP, however, will stay below 50% and can only be balanced with other course work or exam results.
- Neither lecturers, course leaders, nor other Centre staff are in a position to waive the late submission fee or to grant extensions. Doctor’s certificates will also not waive due dates. Requests relating to highly exceptional circumstances can be considered by the Faculty meeting. Submit such a request in writing, but email is acceptable.
- Marked assignments will be returned to students in their pigeonholes. The Centre cannot be held responsible for loss of documents. Students wishing to collect their marked assignment rather than having it posted can attach a notice to their work, after which a message in their pigeonhole will inform them when work can be collected.
- The Centre is unable to give an estimate of the time needed for students’ work and examinations to be marked, as this very much depends on the workload experienced by lecturers and assessors.
- Should an assignment not reach the required minimum standard, a lecturer may allow a student to re-work the assignment or sections of it. This will only be allowed if, in the opinion of the lecturer, the student has shown a high level of commitment to completing the assignment. A due date will be stipulated for re-submission, failing which the late submission policy will apply.
- Resubmitted work will only be marked up to the level of a pass (50%). In case the first attempt was submitted late, the late submission penalty will also be applied to the resubmission. A pass is then only achieved if the quality of the work allows for the late submission penalty (e.g. if the penalty is for 3 days, the work needs to be regarded as 65% or more).
- Students are expected to keep copies of all assignments submitted for marking.
- Students are required to keep all course work and marked assignments for the duration of the programme, and to re-submit this work in cases of re-evaluation, external assessment, etc.

Grading of marks

Grading is used in most study units, on the following scale:

Exceptional	90-100%	Pass
Excellent	80-89%	
Very Good	70-79%	
Good	60-69%	
Satisfactory	55-59%	
Just Satisfactory	50-54%	
Not yet satisfactory	40-49%	Fail
Unsatisfactory	30-39%	
Very unsatisfactory	20-29%	
Poor	10-19%	
Very poor	0-9%	

Examinations, Tests and Presentations

- If study units are partially assessed through examinations, the weighting of the exam result counts for 40% of the course mark, unless otherwise specified in the programme description.
- Students must pass the examination component of a study unit, to be eligible for a pass of the unit (subject to other course work results).
- Students who have not reached the pass mark for an examination, will be given one opportunity to re-write the relevant exam, under the condition that the student has achieved a pass for the course work of the study unit. To register for a supplementary exam, students need to submit a written request at least a month before the date of the supplementary exam, as set by the Faculty.
- Supplementary exams will only be marked up to the level of a pass (50%).
- Students who fail the re-examination will be required to re-do the entire study unit.
- Students who re-do study units are expected to meet all assessment requirements anew and all previous results will be ignored.
- Students who have been absent for an examination, a test or a presentation will be given another opportunity, at the Centre's convenience, and be charged a fee of R250.
- The pass mark for the language and mathematics proficiency tests in the BEd programme is 75%. Students are given the opportunity to upgrade their skills (where necessary) during the first year of the programme.

Completing the year's work

- Students are expected to complete modules satisfactorily prior to the end of relevant year of study.

- A copy of the full programme description is available for students.
- Students who end the year with modules not yet completed, can carry these over into the next year, but will be charged additionally for re-attending, re-writing or have work re-marked.
- Practicals must also be completed in the relevant year of study.
- The Centre does not guarantee that (parts of) programmes are offered again the next year, e.g. in case of a two-year cycle of modules.

Practicals

- Please familiarise yourself with the procedures and expectations regarding practicals, described in a separate booklet, also on Rubicon/downloads.

Student merit notifications

- Although CCE does not operate a system of awarding merit certificates to students, the faculty aims at keeping record of its observations of students who offer their talents and energy at other times than when being assessed for parts of the programme, for example during festival preparations (or cleaning afterwards), tutoring peer students, promoting CCE during weekends, etc.
- Students who have made contributions of the above kind are invited to let CCE know about it, by entering a student profile notification on Rubicon. In this way, students can assist so that their positive efforts do not go unnoticed.

Progression to the next year of studies and from term to term

- In order to progress to the subsequent year of the programme, students are expected to achieve sufficient averages (at least 50%) for i) the course work aggregates, and ii) the exam mark aggregates, and iii) the overall mark aggregates for each of the categories of studies (e.g. Educational Studies, Subject Studies, etc) of the programme.
- Promotion to subsequent years of the programme is also subject to achieving sufficient progress in competence tests such as language and mathematics proficiency tests, which at the end of the first year are expected to have reached at least 65%, at the end of the second year at least 75%.
- Where it is allowed to attempt a test several times, the most recent result will be regarded as the student's current level of skills, even if previously a higher result was obtained.
- Promotion to subsequent years also depends on having completed all outstanding work more than a year overdue. This means that to become a third-year student, the first year must have been completed in full.
- Students who do not meet the progression requirements are given one year to reattempt the work and reach the expected levels. Students who after that year still do not meet the requirements for progression will no longer be allowed to re-register.

- All decisions about progression of students, especially in the case of exceptions to normal rules and regulations, are to be made by the Faculty and to be endorsed by the Academic Board. Meeting rules and requirements does not automatically qualify a student for a pass. Students' personal and professional development, including attitude and work ethos are also part of the Faculty's considerations.

Personal details and information to students and third parties

- Students are responsible for informing the Centre immediately about any changes in their personal information submitted. Please use the form available from Rubicon/downloads to notify the Centre of any changes.
- Student cards are issued to all students who have duly registered and submitted all required documentation with their application. A fee of R100 is payable for the replacement of a lost or damaged student card. Replacing a card is a time-consuming event and the replacement may be of lesser quality.
- General announcements to students will be made on the notice board or on Rubicon. It is the student's responsibility to look for new notices regularly. In urgent cases the Centre may send an SMS or email to reach students pro-actively.
- The Centre uses the pigeonholes in the canteen as an official way of liaising with and returning work to students. Be sure to check and empty your pigeonhole frequently. Promptly clear your pigeonhole of bulky assignments to ensure easy posting of new material.
- The Centre may also choose to disseminate messages electronically through Rubicon, email or SMS. It is important that students check these sources regularly, and at least twice a week.
- During periods of students' absence (e.g. practicals, holidays) the Centre will communicate with students through email. All students are required to set up an email address for this purpose, and to check mail at least twice a week.
- After a message posted either i) on the notice board, ii) in pigeonholes, iii) to the student's email address, iv) to the student's cell phone (SMS), v) on Rubicon, or vi) to the student's postal address, students will be regarded as duly informed. It is the student's responsibility to ensure that the Centre has his/her accurate and latest contact details. This can be done on Rubicon.

Confidentiality and information shared with third parties

- It is the Centre's policy to only discuss progress, results, absenteeism and other issues directly with the student, unless the student specifically instructs us to inform other parties (eg. Parents, Sponsors). Students may have expressed this wish on their application form or may inform the Centre in writing of such wish at a later stage.
- Discussions during Faculty Meetings are regarded as confidential and faculty members are expected to adhere to the above policy that no other parties will be informed of the contents of these discussions.

- Information shared by a student with a Centre staff member (whether communicated verbally, by email or other medium) will be made available, when relevant, to faculty members, unless the student has specifically requested for the staff member to treat the information as confidential. During a verbal conversation the student can verbally request the confidentiality to be kept.
- Emails and other messages to and from students are logged onto the system and accessible for faculty members, but the student can also opt for keeping such communications confidential, by either:
 - including the word “confidential” in the subject line, or
 - asking the staff member to mark a message as confidential (which can be done in retrospect)

Email communications with the Centre’s Managing Director are logged as confidential by default.

- During interviews and relevant conversations between a student and one or more staff members notes or minutes may be taken as a record of the conversation. In situations where one of the parties wishes to formalise the record, the notes or minutes may be typed out, printed and signed afterwards.
- Conversations may be recorded with audio technology if both parties are aware and in agreement that this will be the case.

Personal Property

- Students carry the responsibility for their personal belongings. The Centre and its staff cannot be held responsible for any loss, theft or damage to personal property.
- Parking on the premises is at vehicle owner's risk.

Fire safety

- Before attending classes, students are expected to familiarise themselves with exits and fire escape routes, as indicated with signage.

Security

- Security gates must remain closed at all times. Do not give codes to any person outside the student body.
- Students who wish to bring a visitor, are asked to clear this with the relevant lecturer(s) first.

Substance Abuse

- Smoking is not permitted anywhere in the building or near entrances or open windows. The Centre wishes to encourage students to stop smoking.
- No alcohol or drugs may be brought to the Centre.
- Students under influence of alcohol or drugs or demonstrating alcohol/drug related behaviour will be asked to leave the course.

Telephones

- Students will not be able to use the office telephones, unless in the case of an emergency.
- Cell phones and other communication devices must be **switched off** during lesson hours. Studying at the Centre is an intensive, interpersonal process, which requires the students' full focus. Therefore, it is important to abstain completely from being in contact with others during the lessons and other Centre activities. If necessary, use break times, but learn to do this sparingly and inform your friends and relatives that you'll be unavailable for your days at the Centre.
- In case of extraordinary circumstances requiring students to be on stand-by, this needs a special arrangement with the lecturer and the group, so that there is a full understanding among everyone for the situation.

Computers

- Computers with internet facilities are available for students. The Centre does its best to keep these facilities in good working condition but needs to ask patience in case of problems with hardware, software, or internet connectivity.
- Students are welcome to bring laptops etc and to use the Centre's wireless network for internet connectivity. Please ask Marlin to type in the connection code and to obtain your computer's hardware address for our server. Your internet activity can be traced by the network administrator, but this will only come into effect in case of excessive or inappropriate downloads or network usage.
- Students are expected to limit their internet usage to course-related activities, and to refrain from downloading large amounts of data e.g. multimedia files.
- Students are not allowed to change computer settings or to install programs.
- Documents are to be saved online, e.g. on G-Drive, not on workstations.
- To be able to print and/or photocopy, students need to apply for a printing code. Students are charged onto their accounts for each page printed, at a rate of 50c per page. The application form and contract for the printing code is available on Rubicon/downloads.

Centre Rooms

- Students are expected to leave the rooms they use clean and tidy and to wash their own cups and cutlery in the kitchen.
- Students who use the library and computer room are to abide by the rules of these rooms.

PORTFOLIOS

Each student is expected to keep all the course work, in a well-organised way, for the duration of the programme. This will provide you, at the end of the programme, with an important source of information and ideas, from which you will still draw once you have entered the teaching profession. For the monitoring and assessment of the process of compiling these resources, the following requirements exist regarding the way in which you must keep your files.

Portfolios are marked twice a year at the beginning of the 2nd and 4th terms (1st year) and once, at the beginning of the 4th term (subsequent years).

Criteria for assessment: content, creativity, order and neatness.

Subjects Portfolio

The subject's portfolio must be kept in Lever Arch files, neatly organised and clearly subdivided per study unit. This portfolio must contain the following:

- Own notes on lectures and artistic sessions
- All photocopied material and handouts
- Any further resources you have compiled in connection with the topic

Artistic Portfolio

The artistic portfolio will contain items of various shapes and sizes, such as:

- Form drawing, drawings, paintings, etc in an A3 flip file.
- Handwork notes and samples

Please follow instructions given during the artistic sessions to organise and submit these items.

Artistic Journals

In addition to keeping the artistic work in the portfolio, you will need to keep record of your own reflections and moments of learning. Use the prescribed stationery and follow further instructions given during the course.

STUDENT ACCIDENT INSURANCE

As a student of the Centre for Creative Education you are covered for bodily injury caused by accidental, violent, external and visible means as specified in the schedule of a policy document held by the Centre.

You are covered for death, permanent disability and temporary total disablement up to R50 000 and medical expenses are covered up to R20 000.

STUDENT REPRESENTATION

All year groups are requested to choose one or more representatives to join the Student Representative Council, and to enter into a dialogue with the Centre about organisational and management questions, as well as any other issues arising. Feedback and suggestions are welcome as these are important aspects of information, possibly leading to improvement of the quality of our work. Student representatives and individuals are asked to familiarise themselves with the 'Student complaints policy' included in this information booklet.

A regular group of SRC representatives are invited to attend a Faculty Meeting at least once every term, during which it is envisaged that student input may contribute positively to the processes and decisions faced by the faculty. Students who wish to bring certain issues to the faculty's attention are advised to inform their SRC representatives of these issues for discussion in the Faculty Meeting.

Discussions among students around organisational topics, about students' well-being or grievances, etc. will need to take place in designated timeslots for review and evaluation. Session's time-tabled for programme content are not available for these purposes.

STUDENT CONTRACT AND FEE REGULATIONS

A copy of the text of the student contract, signed at the time of application, and the regulations regarding fees, and especially arrears in fee payments, is available in the downloads section of Rubicon.

STUDENT COMPLAINTS POLICY

The Centre's complaints & grievances policy is available in the downloads section of Rubicon. Students are kindly requested to familiarise themselves with this policy prior to lodging a complaint. We welcome a high level of openness and appreciate hearing about students' well-being or lack thereof.

OTHER POLICIES

Further policies and regulations are available for download from Rubicon. These policies and regulations include:

- Assessment Policy
- Teaching and Learning Policy
- Declaration by candidate student
- HIV/AIDS Policy
- Etc.

LIBRARY REGULATIONS

The Centre's Library currently consists of 3600 books, journals and magazines and over 1100 separate articles, specially selected for content relating to our various courses. This is a useful source of information for assignments and research. We are hoping to keep on extending it further, and if you have useful resources, or you know of places where to get them without huge expenses, then your advice will be welcome!

All books and texts have been catalogued on an on-line library system, accessible both inside and outside the Centre. The address is www.ourbooks.org.za. This site also includes the library of the Anthroposophical Society (a 10-minute walk from the Centre) and searches cover items from both libraries. Rubicon accesses the library system and is able to do searches and downloads directly.

In addition to the hardcopies of books and articles, a growing number of **electronic resources** are being catalogued and made available. These include the dissertations written by Centre students, electronically published articles and a collection of songs and verses. All electronic resources are available from Rubicon.

Librarians

Our main library co-ordinator is Marlin Echard, who is normally available during office hours. At other hours, library assistants (e.g. students) will assist library users with the checking in and out of library books. This is no longer a self-service process and library users must ask a librarian to operate the system.

Library hours

The normal opening hours of the library relate to the starting and ending times of the teacher-training programme, as follows:

Monday	14.30-16.00
Tuesday	14.30-16.00
Wednesday	14.30-16.00
Thursday	14.30-16.00
Friday	13.00-14.00

Additional library hours can be requested, for instance for groups of students who want to use a free period to work in the library. Contact Marlin during the day or a designated library assistant after hours, to make arrangements.

Registering as a library user

Before you can borrow books and articles, a librarian will need to register you as a library user. The barcode on the student card is linked to the library system.

In order to be able to borrow books from the Anthroposophical Society, our students can, for a small fee, register as users of their library.

Further information

The normal loan period is a maximum of 3 weeks, which can be extended if there are no other users requesting the same text. In special cases, e.g. where many users need a specific text, the librarian may define a shorter loan period or keep the item in the library for reference only.

Library users will be charged for the cost of replacing texts that are damaged or missing as a result of their loan. It is therefore important that the user checks that book loans and returns are correctly entered onto the system.

OTHER RECOMMENDED LIBRARIES

ANTHROPOSOPHICAL SOCIETY

18 Firfield Road, Plumstead, 021-761 9600 aswc@telkomsa.net

Open: Tue-Fri 11:00-14:00 Sat 11:00-13:00

EDULIS CTLI premises, Belhar Main Road Kuilsrivier, ph. 021-957 9618, edulis@pgwc.gov.za

Open: Mon-Fri 7:30-16:30 Sat 9:00-12:00

MUNICIPAL LIBRARIES

PLUMSTEAD Village Square, ph. 797 7240, plumstead.library@capetown.gov.za

Open: Mon-Tue 10-17:30 Wed 10:30-17:30 Thu 12-19 Fri 11-17 Sat 9-12:00

WYNBERG Church Street, ph. 797 9178, wynberg.library@capetown.gov.za

Open: Mon, Tue, Thu 9:30-19:00 Wed 9:30-17:00 Fri 12-17:00 Sat 9-13:00

PLAGIARISM

The Centre has a plagiarism policy, which can be viewed on Rubicon. It can be summarised as follows:

- The term 'Plagiarism' used in the policy comprises all forms of copying, pasting and presenting non-original work such as (parts of) texts, images or other data, without clearly acknowledging the original source.
- The Centre regards plagiarism as a serious offence, whether committed by students or by staff members.
- All instances of plagiarism by students must be reported to the Academic Head, who will initiate action defined in the policy, depending on the seriousness of the instance of plagiarism. Serious cases of plagiarism will be referred to a Disciplinary Committee of the Academic Board, who will conduct a meeting with the student

and decide on the disciplinary consequences. In the severest cases these consequences may include suspension from the programme or expulsion from the institution.

In the light of this policy, it is therefore important that students remain aware of the need to submit original work for all tasks and assignments, while acknowledging, through references, any sources used.

In cases where students submit (fully or partially) identical work, disciplinary consequences may follow for all students involved, including the student whose work was copied. Although studying together may be a useful activity, it is important that each student produces own work, and this work should not be given to others to help them with theirs.

ANTI-DRUGS STATEMENT

The downloads section of Rubicon contains a copy of the anti-drugs statement signed by each student at registration.

ACCREDITATION DETAILS

The Centre for Creative Education has been fully accredited by the CHE/HEQC and registered by the Department of Higher Education and Training (Registrar PHEI) for the qualifications as shown on Certificate No. 2000/HE08/003. The certificate is displayed in the reception area.

The Centre appears on the official list of registered Private Higher Education Institutions, which can be viewed on the website of the Department of Higher Education and Training www.dhet.gov.za and on the SAQA website www.saqa.org.za.

The South African Council for Educators (SACE) has also accepted the Centre's B.Ed. degree as a suitable qualification for registration as a teacher. The website www.sace.org.za contains forms for and information about this registration, which is compulsory for all teachers. Students in the final year of the B.Ed. programme can be registered provisionally. For a statement from the Centre regarding your final year status, please contact the Academic Administrator.

MAIN CHANGES SINCE 2019 BOOKLET

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