



Centre for
Creative
Education

GENERAL INFORMATION

FOR STUDENTS

EARLY CHILDHOOD DEVELOPMENT

January 2019

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CONTACT DETAILS

Street Address: McGregor House, 4 Victoria Road, Plumstead 7800
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Telephone: 021 – 797 6802
Fax Centre: 021 – 797 7095
Website: www.centreforcreativeeducation.org.za
Email : info@centreforcreativeeducation.org.za

CONTACTING STAFF MEMBERS

Please do not phone staff members on their home or mobile phones, unless by specific arrangement. The office will assist in directing your call or in taking a message.

You are welcome to email these staff members directly:

Helen Stotko (MD)	helen@centreforcreativeeducation.org.za
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Nokhanyile Maqungo (Field worker)	nokhanyile@centreforcreativeeducation.org.za
Marlin Echard (Librarian)	marlin@centreforcreativeeducation.org.za

BANK DETAILS

Account No: 071793046
Bank / branch Standard Bank, Plumstead, branch code 025409

RUBICON

Rubicon is the Centre's on-line system through which students can follow their incoming results, including the lecturers' comments on assessment tasks. 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.

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 80% is required for each module. Insufficient attendance will result in reduction of the marks obtained for the module, calculated pro rata for the attendance below 80%. Exceptions are subject to discretionary decisions.
- The 20% leeway in the attendance requirement aims to cover all reasons for students' absence, such as illnesses, religious festivals, bereavement, family commitments, transport problems, etc.
- When a student is absent from the Centre, he/she is expected to email or telephone the office before 8:30am (full-time courses) or before 3.00pm (part-time courses).
- A doctor's certificate or other evidence can be submitted to support genuine reasons for absence. This, however, does not waive the regulations for insufficient attendance described above.
- Students are asked to make doctor, dentist and clinic appointments outside of Centre hours.
- 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, part-time and full-time 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

- Regular course tasks and activities must be submitted before or on the due date given by your trainer and submitted **to your trainer**.
- Each module ends with a final assignment and/or portfolio, which must then be submitted into **the submission box** outside the finance office inside the CCE building. This will be stamped as received, by Marlin or Lameez and submitted to your trainer.

- 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 two weeks beyond the due date will receive a 0% grading. This work will no longer be marked and/or corrected. If the assignment, however, appears to meet the general requirements, the work will be granted DP (duly performed) status, 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 at a convenient occasion. The Centre cannot be held responsible for loss of documents.
- Although the Centre aims to mark and return assignments and exams within a period of 3-4 weeks, circumstances sometimes prevent us from realising this aim and students are asked to bear with delays should they occur. Especially the marking of submissions relating to practicals usually take longer than the above period.
- 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. This is divided into a written paper and oral presentation.
- 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.
- 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, have the possibility to request a supplementary exam (max 50%) or to request a postponed exam for which a fee is payable.
- Students who have been absent for a test or a presentation may or may NOT have another opportunity to do so. This depends on the practical circumstances, to be decided by the Centre, e.g. whether there is time in a subsequent session.
- Field visits are part of the course as a whole and students need to obtain a successful assessment as part of the requirements to complete the programme. These results are listed in a separate category in the academic records issued to the students.

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.
- 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.
- Tasks submitted after the due date, for a DP mark, will only be processed normally during the year in which the task was due. In consecutive years, a handling fee of R100 per task will be charged.

Practicals

- Please familiarise yourself with the procedures and expectations regarding practicals, described in a separate document.

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.
- 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 and all fees fully paid up to date.
- 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.
- In order to be eligible for graduation a student needs to have completed all the requirements of the programme. Endorsement by the Academic Board is a pre-requisite to be listed for graduation or to receive confirmation of completion of the programme. For FET qualifications CCE depends on the external processes of verification and certification by the relevant qualification authority (ETQA).
- Eligibility for graduation and commencement of the next course is also subject to having paid all fees in full.

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 or contact Lameez in the ECD office.

- Student cards are issued at the start of each year to all students who have duly (re-) registered and submitted all required documentation with their application. Please note that after receiving a new card (re-)registration on the library system is necessary, see page 12. A fee of R50 is payable for the replacement of a lost or damaged student card.
- 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.
- General announcements may be made through a bulk sms system. It is the student's responsibility to check these announcements.
- 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.
- After a message posted either to the student's cell phone (SMS), phone call, email or 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.

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.
- 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

- Telephone messages for students will be pinned on the notice board.
- Students will not be able to use the office telephones, unless in the case of an emergency. Students can make phone calls from the public telephones at the back of the Centre or at Checkers.
- 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.
- To be able to print and/or photocopy, students need to apply for a printing code. Students are charged unto 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.

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

Artistic Journal

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 (an A4 exercise journal book) 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 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.

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.

CONTRACTUAL REGULATIONS

Please refer to the downloads section of Rubicon to view a copy of the contractual regulations, as they appear in the application form signed by the student at registration. These regulations include:

- Financial Policy
- Cancellation or Change of Course
- Learning Agreement
- Declaration by candidate student

LIBRARY REGULATIONS

The Centre's Library currently consists of 3600 books, journals and magazines and 770 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.

In addition to the hardcopies of books and articles, a growing number of electronic resources are being catalogued and made available on the Centre's computer network. These include the dissertations written by Centre students and electronically published articles.

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 - 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. Everyone is being issued with a barcoded student card. Ask the Academic Administrator if you don't have a card yet.

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. It is also essential that the barcoded library card is kept safely and only used by the user him/herself. A lost card can be replaced for a fee of R50.

OTHER RECOMMENDED LIBRARIES

ANTHROPOSOPHICAL SOCIETY

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

Open: Tue-Fri 10:00-17:00 Sat 11:00-13:00

EDULIS Middestad Mall, Bellville, 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 – Fri 10:30-17:30 Sat 9:00-12:00

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.

HIV/AIDS POLICY

The Centre’s HIV/AIDS policy is available on Rubicon.

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

For the level 4 Certificate in Early Childhood Development, the Centre has been accredited as a provider by the ETDP-SETA, on whose process of verification and approval our students depend before being issued a qualification.