

VIA AFRIKA DIGITAL EDUCATION ACADEMY

SACE Provider Number: PR12890



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

In partnership with the Department of Basic Education.



Our Teachers. Our Future.

Dear Educator

Teachers have a huge responsibility that they take on as it is in their hands to develop the minds of our youth that will lead to prosperity for all in our country. And yet, the teaching landscape continually changes, making it harder and harder for teachers to continue offering the best education possible.

A significant change that is sweeping the South African education system is the move to digital education and elearning. But where are teachers expected to develop the knowledge, skills and values to take on this new challenge?

The Via Afrika Digital Education Academy, in partnership with the Department of Basic Education, aims to assist teachers to take control of their own education so that they can meet the new digital challenge face on, and be successful.

The Academy offers 72 two-hour sessions of Android or Windows tablet-based training across four course themes. (You can find out more on pages 2 to 27.) The sessions range from beginner to advanced, so you are sure to find a session at your level that will start you on your way to digital education excellence. (You can find a handy skills-required guide to help you find your best first two-hour session on page 1.)

The Academy also offers 9 two-hour sessions on implementing digital education in schools from a change management mindset. (See pages 28 to 31.)

What's more, Via Afrika is pleased to be associated with the South African Council for Educators (SACE). It is SACE's responsibility to enhance the status of the teaching profession through appropriate registration, management of Professional Development and inculcation of a Code of Ethics for all educators. We are proud to be able to assist in the area of Professional Development.

SACE manages the professional development of teachers by:

- **Approving** quality and credible professional development providers
- **Endorsing** relevant and good professional development quality activities and programmes
- **Allocating** professional development (PD) points to such activities
- **Crediting** each teacher's CPTD account/record with the PD points they have earned.

Teachers are required to engage in three types of SACE Endorsed Professional Development (PD) Activities or Programmes in order to achieve a minimum of 150 PD points on their PD points Account in every three year cycle.

The Via Afrika Digital Education Academy's two-hour sessions has been endorsed by SACE and allocated 5 PD points on successful completion of the session and its assessment. SACE Provider Number: PR12890.

With Via Afrika's Digital Education Academy's cost-effective sessions, teachers will find it easy to develop their skills and earn PD points at the same time.

In this brochure, you will read about the courses that are available, how the courses are offered, and how to register for them.

We wish you the best of success with your career,

Via Afrika

WHEN ARE THE COURSES?

The courses are run at different times throughout the year. Visit our website and complete the registration form. We will then contact you about the next course in your area. You can also get a group of 20 teachers together and we will arrange a face-to-face training session. All 20 teachers per session must use the same type of device (Android or Windows). Online training videos with online activities and assessments can take place at any time. See page 32 for all fees.

HOW WILL I LEARN?

There are two **delivery modes**:



Face-to-face training Available for Courses 1–9

In this 2-hour training session, you will meet in a group of a minimum of **20 teachers** and the expert facilitator to complete the session. You will receive a set of session notes. You will be able to do the assessment after the session in your own time, and submit it by the due date.

These training sessions are held across the country when numbers allow. Visit our website and complete the registration form. We will then contact you about the next session in your area. Alternatively, you can get a group of 20 teachers together and we will come to you.

Please note: You need to bring your own fully charged tablet device. Participants should also bring their tablet's charger with an extension cord.



Online training video with online activities and assessments Available for Courses 1–8

Log in online and do the session at your own pace. The session is made up of videos and you will be able to download a set of session notes to guide you. You will be able to do the assessment after the session in your own time, and submit it by the due date.

Please note: You will need your own fully charged tablet device as well as an internet-connected computer to do the online training.

HOW DO I CHOOSE THE RIGHT COURSE FOR ME?

Some of the sessions require that you have particular skills so that you can benefit completely from the session. The table below will quickly help you decide what your skills are. You can then look in the full guide to the sessions on pages 2 to 31 to see what sessions you can do. As you develop your skill-set, you will be able to take on other sessions.

Novice ICT skills level on a device

- I have never used a tablet before.
- I cannot send or receive email on a tablet.

Basic ICT skills level on a device

- I have used a tablet before, but I need assistance in most tasks.
- I am able to send and receive an email on a tablet.

Standard ICT skills level on a device

- I regularly use a tablet, but mostly for apps I already know.
- I am able to send and receive an email on a tablet.
- I am able to upload and download files and apps on a tablet.

Advanced ICT skills level on a device

- I regularly use a tablet and experiment with various apps.
- I regularly use the email app on my tablet.
- I am able to upload and download files and apps on a tablet and on an online storage site.
- I understand and can use advanced settings.



Android Courses



Windows Courses



Change Management
Courses



COURSE 1

KNOW AND USE YOUR ANDROID TABLET DEVICE

BEGINNER LEVEL

SESSION 1: ALL ABOUT ANDROID TABLET DEVICES	5 PD Points
SESSION 2: MAKING CONTACT WITH THE WORLD	5 PD Points
SESSION 3: MY ANDROID TABLET DEVICE IS MINE!	5 PD Points

INTERMEDIATE LEVEL

SESSION 1: THERE'S AN ANDROID APP FOR THAT	5 PD Points
SESSION 2: FINDING IT ON THE INTERNET	5 PD Points
SESSION 3: MAKING THE ANDROID TABLET DEVICE WORK FOR YOU – FILES	5 PD Points

ADVANCED LEVEL

SESSION 1: MAKING THE ANDROID TABLET DEVICE WORK FOR YOU – CALENDARS AND DATA MANAGEMENT	5 PD Points
SESSION 2: MAKING THE ANDROID TABLET DEVICE WORK FOR YOU – eBooks AND eREADERS	5 PD Points
SESSION 3: TAKING THE ANDROID TABLET TO SCHOOL	5 PD Points

COURSE 2

SOCIAL MEDIA ON ANDROID TABLET DEVICES

BEGINNER LEVEL

SESSION 1: INTRODUCING SOCIAL MEDIA	5 PD Points
SESSION 2: CREATING YOUR SOCIAL MEDIA ACCOUNTS	5 PD Points
SESSION 3: SOCIAL MEDIA IN THE CLASSROOM: USEFUL OR JUST FUN?	5 PD Points

INTERMEDIATE LEVEL

SESSION 1: DON'T FORGET THE OTHER SOCIAL MEDIA	5 PD Points
SESSION 2: FACEBOOK IN THE CLASSROOM	5 PD Points
SESSION 3: TWITTER IN THE CLASSROOM	5 PD Points

ADVANCED LEVEL

SESSION 1: A LOOK AT YOUTUBE	5 PD Points
SESSION 2: YOUTUBE IN THE CLASSROOM	5 PD Points
SESSION 3: BLOGGING IN THE CLASSROOM	5 PD Points

To ensure you have the required skills to enrol for a particular session see page 1.

COURSE 3

GOOGLE AND GOOGLE APPS ON ANDROID TABLET DEVICES

BEGINNER LEVEL

SESSION 1: THE GOOGLE APPS PACKAGE AND GOOGLE DRIVE	5 PD Points
SESSION 2: GOOGLE DOCS	5 PD Points
SESSION 3: GOOGLE CALENDAR AND GOOGLE SLIDES	5 PD Points

INTERMEDIATE LEVEL

SESSION 1: GOOGLE+	5 PD Points
SESSION 2: GOOGLE HANGOUTS	5 PD Points
SESSION 3: CREATING MY OWN TEACHING AND LEARNING CONTENT	5 PD Points

ADVANCED LEVEL

SESSION 1: GOOGLE APPS THAT WILL OPEN A NEW WORLD TO YOUR LEARNERS	5 PD Points
SESSION 2: STREAMLINE YOUR CLASS WITH GOOGLE FORMS	5 PD Points
SESSION 3: GOOGLE SHEETS	5 PD Points

COURSE 4

DIGITAL LEARNING IN SCHOOLS FOR ANDROID USERS

BEGINNER LEVEL

SESSION 1: WHY eLEARNING?	5 PD Points
SESSION 2: GETTING TECHNICAL	5 PD Points
SESSION 3: MANAGEMENT AND USAGE OF ICTs IN SCHOOLS	5 PD Points

INTERMEDIATE LEVEL

SESSION 1: CONTENT FOR TABLET DEVICES	5 PD Points
SESSION 2: APPS FOR TEACHERS FOR DEMONSTRATIONS AND CONTENT CREATION	5 PD Points
SESSION 3: ONLINE ASSESSMENT TOOLS	5 PD Points

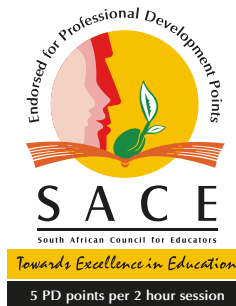
ADVANCED LEVEL

SESSION 1: LEARNING MANAGEMENT SYSTEMS	5 PD Points
SESSION 2: GAMES TEACH TOO	5 PD Points
SESSION 3: THE GAMIFICATION OF EDUCATION	5 PD Points



COURSE 1

KNOW AND USE YOUR ANDROID TABLET DEVICE



BEGINNER LEVEL

SESSION 1: ALL ABOUT ANDROID TABLET DEVICES – 5 PD Points

1. Tablet types (operating systems; screen size; memory; RAM; speed; brands and quality)
2. Physical device (buttons; camera; audio player; pens)
3. Taking care of your device
4. The home screen, icons, pages and the app drawer: getting around (navigation, menus, pinch and zoom, screenshots, launching apps e.g. the camera and audio player apps)
5. Tablet orientation
6. Connectivity (WiFi; 3G; Bluetooth)
7. Data usage (what uses the most data; how to check usage; how to limit usage)
8. Battery life (what uses the most battery power; how to check usage; how to limit usage)

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Novice



SESSION 2: MAKING CONTACT WITH THE WORLD – 5 PD Points

1. Setting up an account and an email address (Google)
2. Writing, reading and sending an email
3. Opening an email attachment (security; choosing the right app)
4. Sending an email attachment (size; choosing the best file format)
5. Creating an email contact
6. Sharing an email contact
7. Tablet device security (signing in and out, lock screen, find my tablet, credit card details)

Assessment Task

The participant creates and sends an email as per the presenter's instructions to a specified email address.

ICT skills level: Novice



SESSION 3: MY ANDROID TABLET DEVICE IS MINE! – 5 PD Points

1. Personalising the tablet device (wall papers, settings)
2. Organising the tablet device (home screen pages, folders)
3. Letting others use your tablet device (multiple user login, keeping data private)
4. A very brief introduction to social media (what it is, options, security, Facebook, LinkedIn, YouTube)

Assessment Task

The participant creates and shares an email, with specific evidences of how he/she personalised his/her tablet, with the presenter.

ICT skills level: Basic



**SESSION 1: THERE'S AN ANDROID APP FOR THAT – 5 PD Points**

1. What is an app?
2. App stores (with a focus on the Google Play Store)
3. Downloading, installing and deleting apps
4. Apps and widgets
5. Reading on a tablet device (choosing an eReader; what file types can be read; where to find a good book)
6. Taking short notes (which app?)

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Basic

**SESSION 2: FINDING IT ON THE INTERNET – 5 PD Points**

1. Selecting a browser (strengths and weaknesses of Google, Firefox, Opera)
2. Effective, basic internet searches
3. Bookmarks and favourites
4. Cookies (what they are, deleting them)
5. History (what it is, using it, deleting it)
6. Downloading content from the internet
7. Tabs and Windows
8. Advanced internet searches (using, for example, “ ” and +)

Assessment Task

The participant creates and shares an email, with specific evidences of how he/she navigated online, accessed and cleared his/her browsing history, with the presenter.

ICT skills level: Basic

**SESSION 3: MAKING THE ANDROID TABLET DEVICE WORK FOR YOU – FILES – 5 PD Points**

1. Choosing the right app (strengths and weaknesses of Google Docs; WPS Office; MS Office)
2. Word-based documents (creation; editing; saving)
3. Spreadsheets (creation; editing; saving)
4. Slide shows (creation; editing; saving)
5. Document creation (choice of office suite, e.g. Google Docs, WPS Office, MS Office)

Assessment Task

The participant creates three different files (a word processing file, a spreadsheet file, and a presentation file) according to the instructions provided by the presenter, and then sends the files as email attachments to a specified email address.

ICT skills level: Basic





SESSION 1: MAKING THE ANDROID TABLET DEVICE WORK FOR YOU – CALENDARS AND DATA MANAGEMENT – 5 PD Points

1. Calendar, using reminders
2. Advanced contacts
3. Backing up
4. Storage options (Dropbox, Google Drive, OneDrive)
5. Filing effectively (keeping personal data from school data)

Assessment Task

The participant creates and sends a calendar meeting request to a specified email address. The participant also shares a Dropbox folder with the presenter, downloads a file from a Dropbox folder, and emails it to a specified email address.

ICT skills level: Standard



SESSION 2: MAKING THE ANDROID TABLET DEVICE WORK FOR YOU – eBooks AND eREADERS – 5 PD Points

1. eBooks types – PDF, ePub, HTML
2. eReaders on tablet devices (options, functionalities, copyright protection)
3. Definition and sources of Open Source content
4. Definition of Creative Commons content

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard



SESSION 3: TAKING THE ANDROID TABLET TO SCHOOL – 5 PD Points

1. Learning with a tablet (learning options using a tablet – as an eReader, a research device and as an additional resource generator (for example, YouTube and Facebook))
2. Recording and record keeping by using email folders
3. Internet safety and security

Assessment Task

The participant writes a lesson plan incorporating at least one of the digital options that he/she learned about during the session. The participant then presents this lesson to a class that he/she teaches, and emails both the lesson plan and his/her own reflection on how the class experienced this lesson, to a specified email address.

ICT skills level: Standard



COURSE 2

SOCIAL MEDIA ON ANDROID TABLET DEVICES



BEGINNER LEVEL

SESSION 1: INTRODUCING SOCIAL MEDIA – 5 PD Points

1. What is social media?
2. Different types of social media (Facebook, Twitter, YouTube, Pinterest, Blogging [e.g. WordPress], LinkedIn, Google+ and WeChat)
3. Who most often uses each of the different social media and which one is for you?
4. What are the dangers associated with using social media?
5. Using social media responsibly (what not to post, how to remove posts)
6. Social media law and freedom of speech
7. Data usage

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard



SESSION 2: CREATING YOUR SOCIAL MEDIA ACCOUNTS – 5 PD Points

Facebook, Twitter, YouTube, Pinterest, Blogging, LinkedIn, WeChat, Google+

1. Account creation
2. Personalisation
3. Privacy settings
4. Posting, tweeting and pinning
5. Followers and your following

Assessment Task

The participant takes screenshots showing how all the specified social media accounts have been set up and sends these to a specified email address.

ICT skills level: Standard



SESSION 3: SOCIAL MEDIA IN THE CLASSROOM: USEFUL OR JUST FUN? – 5 PD Points

1. Brief introduction to effective teaching using digital content based on TPACK (Technological, Pedagogical and Content Knowledge)
2. Brief introduction to effective teaching using digital content based on SAMR (Substitution, Augmentation, Modification and Redefinition)
3. Brief introduction to effective teaching using digital content based on Bloom's Revised Taxonomy
4. Using social media as a teaching tool
5. Issues in setting up classroom accounts (privacy settings, keeping your account separate from the class account, keeping safe online)

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard



**SESSION 1: DON'T FORGET THE OTHER SOCIAL MEDIA – 5 PD Points**

1. How to use Pinterest in the classroom
2. How to use WeChat in the classroom
3. How to use LinkedIn in the classroom
4. Constructing a lesson plan using Pinterest, WeChat and LinkedIn and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Assessment Task

The participant writes a series of lessons incorporating at least three of the social media discussed into his/her teaching, presents these lessons to his/her classes and emails the lesson plans as well as his/her learnings from the experience of teaching these to a specified email address.

ICT skills level: Standard

**SESSION 2: FACEBOOK IN THE CLASSROOM – 5 PD Points**

1. How to use Facebook in a classroom
2. Constructing a lesson plan using Facebook and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Assessment Task

The participant writes a series of lessons incorporating Facebook into his/her teaching, presents these lessons to his/her classes and emails the lesson plans as well as his/her learnings from the experience of teaching these to a specified email address.

ICT skills level: Standard

**SESSION 3: TWITTER IN THE CLASSROOM – 5 PD Points**

1. How to use Twitter in a classroom
2. Constructing a lesson plan using Twitter and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Assessment Task

The participant writes a series of lessons incorporating Twitter into his/her teaching, presents these lessons to his/her classes and emails the lesson plans as well as his/her learnings from the experience of teaching these to a specified email address.

ICT skills level: Standard



**SESSION 1: A LOOK AT YOUTUBE – 5 PD Points**

1. Set up account
2. Functionality
3. How to search
4. The power of your history
5. Uploading content
6. Can I make money on YouTube?

Assessment Task

The participant records a short video, uploads the video to YouTube, shares the link on his/her various profiles, and emails the link to a specified email address.

ICT skills level: Standard

**SESSION 2: YOUTUBE IN THE CLASSROOM – 5 PD Points**

1. How to use YouTube in a classroom
2. Constructing a lesson plan using YouTube and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Assessment Task

The participant writes a series of lessons incorporating YouTube into his/her teaching, presents these lessons to his/her classes and emails the lesson plans as well as his/her learnings from the experience of teaching these to a specified email address.

ICT skills level: Standard

**SESSION 3: BLOGGING IN THE CLASSROOM – 5 PD Points**

1. How to use blogs in a classroom
2. Choosing a blogging platform: WordPress, Blogger.com, Kidblog, Glogster and Edublogs
3. Constructing a lesson plan using a blog on a chosen platform and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Assessment Task

The participant writes a series of lessons incorporating blogging into his/her teaching, presents these lessons to his/her classes and emails the lesson plans as well as his/her learnings from the experience of teaching these to a specified email address.

ICT skills level: Standard



COURSE 3

GOOGLE AND GOOGLE APPS ON ANDROID TABLET DEVICES



BEGINNER LEVEL

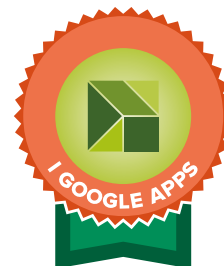
SESSION 1: THE GOOGLE APPS PACKAGE AND GOOGLE DRIVE – 5 PD Points

1. Introduction to the Google Apps package (Mail, Calendar, Docs, Sheets, Slides, Drive, Sites)
2. Google Drive (what it is, how to set it up, what to do with it)

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard



SESSION 2: GOOGLE DOCS – 5 PD Points

1. Google Docs (create, edit, save, collaborate, share)

Assessment Task

The participant responds to an invitation to edit a shared Google Doc file according to the given instructions.

ICT skills level: Standard



SESSION 3: GOOGLE CALENDAR AND GOOGLE SLIDES – 5 PD Points

1. Calendar (create and share an event)
2. Slides (create, edit, collaborate, share a presentation)

Assessment Task

The participant creates and shares a Calendar event, and creates and shares a Google Slides presentation according to the given instructions.

ICT skills level: Standard





SESSION 1: GOOGLE+ – 5 PD Points

1. Google+ (what it is, how to set it up, what to do with it)
2. Constructing a lesson plan using Google+ and checking it against TPACK, Bloom's Revised Taxonomy and SAMR

Assessment Task

The participant writes a series of lessons incorporating Google+ into his/her teaching, presents these lessons to his/her classes and emails the lesson plans as well as his/her learnings from the experience of teaching these to a specified email address.

ICT skills level: Advanced



SESSION 2: GOOGLE HANGOUTS – 5 PD Points

1. Google Hangouts (what it is, how to set it up, what to do with it)
2. Using Google Hangouts in the classroom
3. Constructing a lesson plan using Google Hangouts and checking it against TPACK, Bloom's Revised Taxonomy and SAMR

Assessment Task

The participant develops a lesson plan incorporating Google Hangouts into his/her teaching, presents this lesson to his/her class and emails the lesson plans as well as his/her learnings from the experience of teaching this lesson to a specified email address.

ICT skills level: Advanced



SESSION 3: CREATING MY OWN TEACHING AND LEARNING CONTENT – 5 PD Points

1. What is copyright?
2. What is Open Source?
3. What is Creative Commons?
4. How to use Creative Commons effectively as a resource for creating teaching and learning content
5. Tips and tricks when creating content using Google Apps
6. Constructing a lesson plan using Open Source technology and Creative Commons materials and checking it against TPACK, Bloom's Revised Taxonomy and SAMR

Assessment Task

The participant creates a set of notes for his/her learners using various open source and Creative Commons materials, according to the given instructions, and emails these notes to a given email address.

ICT skills level: Advanced





SESSION 1: GOOGLE APPS THAT WILL OPEN A NEW WORLD TO YOUR LEARNERS – 5 PD Points

1. Creating lesson plans with Google Maps – for all subjects
2. Creating lesson plans with Google Earth – for all subjects
3. Checking lesson plans against TPACK, Bloom's Revised Taxonomy and SAMR

Assessment Task

The participant answers various questions via email or online.

ICT skills level: Advanced



SESSION 2: STREAMLINE YOUR CLASS WITH GOOGLE FORMS – 5 PD Points

1. Google Forms (what it is, how to set it up, different options available)
2. Where best to use Google Forms
3. Creating Google Forms

Assessment Task

The participant creates a Google Docs assignment and shares this with his/her learners.

The participant creates a Google Form to monitor the submission of the assignment by the learners, and shares this Google Drive folder with the presenter.

ICT skills level: Advanced



SESSION 3: GOOGLE SHEETS – 5 PD Points

1. What Google Sheets is, how to create and open a Sheet
2. How to edit and save in Google Sheets
3. How to collaborate and share in Google Sheets

Assessment Task

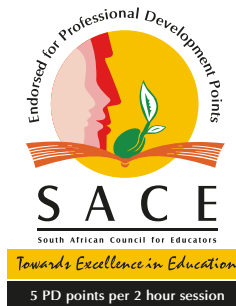
The participant accepts an invitation to a shared Google Sheet, and edits this shared Google Sheet according to the given instructions.

ICT skills level: Advanced



COURSE 4

DIGITAL LEARNING IN SCHOOLS FOR ANDROID USERS



BEGINNER LEVEL

SESSION 1: WHY eLEARNING? – 5 PD Points

1. Learners in the 21st Century
2. Teachers in the 21st Century
3. Schools in the 21st Century
4. Understanding the theory behind eLearning and how to put it to practice (Blended Learning, Multimedia, TPACK, SAMR, RAT)

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard



SESSION 2: GETTING TECHNICAL – 5 PD Points

1. Devices (choosing tablet devices – specifications with a focus on storage, RAM, screen resolution, strength of screen, CPU)
2. Operating systems

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard



SESSION 3: MANAGEMENT AND USAGE OF ICTs IN PUBLIC SCHOOLS – 5 PD Points

1. Definition of ICT in school environment
2. The importance of managing ICT: access control; communication control; hardware safety; cyber safety; cost control; relevance of resources
3. Stakeholders in ICT at school
4. Writing school ICT management policies to enhance learning
5. Drafting an ICT implementation plan (guidelines for users)
6. Drafting an ICT Acceptable Use Policy; considerations include: content; data usage; social media; safety and security

Assessment Task

The participant develops an ICT Acceptable Use Policy and an ICT Implementation Plan for his/her school.

ICT skills level: Advanced



**SESSION 1: CONTENT FOR THE TABLET DEVICES – 5 PD Points**

1. eBooks – ePDFs, HTML5, ePub, reflowable text, fixed layout
2. Developing your own ebooks
3. Choosing apps for your learners' needs

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard

**SESSION 2: APPS FOR TEACHERS FOR DEMONSTRATIONS AND CONTENT CREATION – 5 PD Points**

1. Apps for demonstrations
2. Apps for content creation
3. Incorporation of apps in lesson plans
4. Integrated use of apps in the classroom (including TPACK, Bloom's Revised Taxonomy and SAMR)
5. Google Play Books and Kindle (including TPACK, Bloom's Revised Taxonomy and SAMR)
6. Interactive whiteboards, including Explain Everything
7. Note-taking apps (OneNote, Evernote, Papyrus)
8. Book Creator (including TPACK, Bloom's Revised Taxonomy and SAMR)

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Advanced

**SESSION 3: ONLINE ASSESSMENT TOOLS – 5 PD Points**

1. Description of 21st-Century learners (also called Generation Z)
2. Assessment in the 21st-Century classroom using technological devices
3. Online assessment: description, advantages, benefits, challenges, examples
4. Kahoot! – description, simulated activity, disadvantages
5. Socrative – description, simulated activity, disadvantages
6. Class Dojo – description, advantages, challenges

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Advanced



**SESSION 1: LEARNING MANAGEMENT SYSTEMS – 5 PD Points**

1. What a Learning Management System can be used for
2. How to select a Learning Management System
3. Managing a Learning Management System in your school
4. Examples of Learning Management Systems (Blackboard, Edmodo, Google Classroom, EDU365, MIB Technology, Moodle, IT School Innovation)

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Advanced

**SESSION 2: GAMES TEACH TOO – 5 PD Points**

1. A brief introduction to using games in education
2. Useful resources and ideas
 - QR Code Treasure Hunt Generator
 - Geocaching
 - Scavenger Hunts

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Advanced

**SESSION 3: THE GAMIFICATION OF EDUCATION – 5 PD Points**

1. What is the gamification buzz about?
2. Rewards of gamification: learner engagement; higher learner marks; personal success
3. Theory of gamification, including terminology (quest, mission, challenge, task, points, leaderboard, time)
4. Impact of gamification on learning
5. User experience of Classcraft

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Advanced





COURSE 5

KNOW AND USE YOUR WINDOWS TABLET DEVICE

BEGINNER LEVEL

SESSION 1: ALL ABOUT MY WINDOWS TABLET DEVICE	5 PD Points
SESSION 2: MAKING CONTACT WITH THE WORLD WITH MY WINDOWS TABLET DEVICE	5 PD Points
SESSION 3: MY WINDOWS TABLET DEVICE IS MINE!	5 PD Points

INTERMEDIATE LEVEL

SESSION 1: THERE'S A WINDOWS APP FOR THAT	5 PD Points
SESSION 2: FINDING IT ON THE INTERNET	5 PD Points
SESSION 3: MAKING THE WINDOWS TABLET DEVICE WORK FOR YOU – FILES	5 PD Points

ADVANCED LEVEL

SESSION 1: MAKING THE WINDOWS TABLET DEVICE WORK FOR YOU – CALENDARS AND DATA MANAGEMENT	5 PD Points
SESSION 2: MAKING THE WINDOWS TABLET DEVICE WORK FOR YOU – eBooks AND eREADERS	5 PD Points
SESSION 3: TAKING THE WINDOWS TABLET DEVICE TO SCHOOL	5 PD Points

COURSE 6

SOCIAL MEDIA ON WINDOWS TABLET DEVICES

BEGINNER LEVEL

SESSION 1: INTRODUCING SOCIAL MEDIA	5 PD Points
SESSION 2: CREATING YOUR SOCIAL MEDIA ACCOUNTS	5 PD Points
SESSION 3: SOCIAL MEDIA IN THE CLASSROOM: USEFUL OR JUST FUN?	5 PD Points

INTERMEDIATE LEVEL

SESSION 1: DON'T FORGET THE OTHER SOCIAL MEDIA	5 PD Points
SESSION 2: FACEBOOK IN THE CLASSROOM	5 PD Points
SESSION 3: TWITTER IN THE CLASSROOM	5 PD Points

ADVANCED LEVEL

SESSION 1: A LOOK AT YOUTUBE	5 PD Points
SESSION 2: YOUTUBE IN THE CLASSROOM	5 PD Points
SESSION 3: BLOGGING IN THE CLASSROOM	5 PD Points

To ensure you have the required skills to enrol for a particular session see page 1.

COURSE 7

Submitted to SACE for Personal Development Points

MICROSOFT FOR WINDOWS TABLET DEVICES

BEGINNER LEVEL

SESSION 1: INTRODUCING MICROSOFT OFFICE 365 EDUCATION AND ONEDRIVE	Submitted to SACE for Personal Development Points
SESSION 2: MICROSOFT WORD AND MICROSOFT OUTLOOK	
SESSION 3: MICROSOFT POWERPOINT	

INTERMEDIATE LEVEL

SESSION 1: MICROSOFT ONENOTE	Submitted to SACE for Personal Development Points
SESSION 2: SKYPE AND YAMMER	
SESSION 3: MICROSOFT FORMS AND ONLINE ASSESSMENT APPS	

ADVANCED LEVEL

SESSION 1: OFFICE MIX AND BLENDED LEARNING	Submitted to SACE for Personal Development Points
SESSION 2: MICROSOFT EXCEL	
SESSION 3: OFFICE SWAY AND THE MICROSOFT EDUCATOR COMMUNITY	

COURSE 8

DIGITAL LEARNING IN SCHOOLS FOR WINDOWS USERS

BEGINNER LEVEL

SESSION 1: WHY eLEARNING?	5 PD Points
SESSION 2: GETTING TECHNICAL	5 PD Points
SESSION 3: MANAGEMENT AND USAGE OF ICTs IN SCHOOLS	5 PD Points

INTERMEDIATE LEVEL

SESSION 1: CONTENT FOR WINDOWS TABLET DEVICES	5 PD Points
SESSION 2: APPS FOR TEACHERS FOR DEMONSTRATIONS AND CONTENT CREATION	5 PD Points
SESSION 3: ONLINE ASSESSMENT TOOLS	5 PD Points

ADVANCED LEVEL

SESSION 1: LEARNING MANAGEMENT SYSTEMS	5 PD Points
SESSION 2: GAMES TEACH TOO	5 PD Points
SESSION 3: THE GAMIFICATION OF EDUCATION	5 PD Points





KNOW AND USE YOUR WINDOWS TABLET DEVICE

BEGINNER LEVEL

SESSION 1: ALL ABOUT MY WINDOWS TABLET DEVICE – 5 PD Points

1. Tablet types (operating systems; screen size; memory; RAM; speed; brands and quality)
2. Physical device (buttons; camera; audio player; pens)
3. Taking care of your device
4. The home screen, icons, pages and the app drawer: getting around (navigation, menus, pinch and zoom, screenshots, launching apps e.g. the camera and audio player apps)
5. Tablet orientation
6. Connectivity (WiFi; 3G; Bluetooth)
7. Data usage (what uses the most data; how to check usage; how to limit usage)
8. Battery life (what uses the most battery power; how to check usage; how to limit usage)

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Novice



SESSION 2: MAKING CONTACT WITH THE WORLD WITH MY WINDOWS TABLET DEVICE – 5 PD Points

1. Setting up an account and an email address (Outlook)
2. Writing, reading and sending an email
3. Opening an email attachment (security; choosing the right app)
4. Sending an email attachment (size; choosing the best file format)
5. Creating an email contact
6. Sharing an email contact
7. Tablet device security (signing in and out, lock screen, "Find my Device tablet", sharing personal or banking credit card details)

Assessment Task

The participant creates and sends an email as per the presenter's instructions to a specified email address.

ICT skills level: Novice



SESSION 3: MY WINDOWS TABLET DEVICE IS MINE! – 5 PD Points

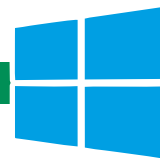
1. Personalising the tablet device
2. Organising the tablet device
3. Tablet security and letting others use your tablet device
4. A very brief introduction to social media (what it is, options, security, Facebook, LinkedIn, YouTube)

Assessment Task

The participant creates and shares an email, with specific evidences of how he/she personalised his/her tablet, with the presenter.

ICT skills level: Basic



**SESSION 1: THERE'S A WINDOWS APP FOR THAT – 5 PD Points**

1. What is an app?
2. App stores (with a focus on the Windows Store)
3. Downloading, installing and deleting apps
4. Apps and widgets
5. Reading on a tablet device
6. Selection of an app useful for teaching and learning

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Basic

**SESSION 2: FINDING IT ON THE INTERNET – 5 PD Points**

1. Features and functions of a browser (including the URL, tabs, windows)
2. Effective internet searches
3. Downloading content from the internet
4. Microsoft Edge (Favourites, Reading list, History, Find on page, Make a web note)
5. Bing in the Classroom
6. Bing has Answers

Assessment Task

The participant creates and shares an email, with specific evidences of how he/she navigated online, accessed and cleared his/her browsing history, with the presenter.

ICT skills level: Basic

**SESSION 3: MAKING THE WINDOWS TABLET DEVICE WORK FOR YOU – FILES – 5 PD Points**

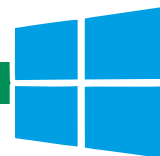
1. Choosing the right app (strengths and weaknesses of Google Docs; WPS Office; MS Office)
2. Word-based documents (creation; editing; saving)
3. Spreadsheets (creation; editing; saving)
4. Slide shows (creation; editing; saving)
5. Document creation

Assessment Task

The participant creates three different files (a word processing file, a spreadsheet file, and a presentation file) according to the instructions provided by the presenter, and then sends the files as email attachments to a specified email address.

ICT skills level: Basic





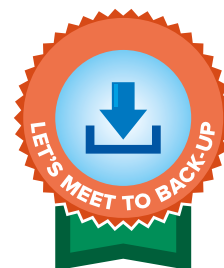
SESSION 1: MAKING THE WINDOWS TABLET DEVICE WORK FOR YOU – CALENDARS AND DATA MANAGEMENT – 5 PD Points

1. Calendar, using reminders
2. Advanced features of the People app
3. Backing up
4. Storage options (Dropbox, Google Drive, OneDrive)
5. Filing effectively (keeping personal data from school data)

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard



SESSION 2: MAKING THE WINDOWS TABLET DEVICE WORK FOR YOU – eBooks AND eREADERS – 5 PD Points

1. eBooks types – PDF, ePub, HTML
2. eReaders on tablet devices (options, functionalities, copyright protection)
3. Definition and sources of Open Source content
4. Definition of Creative Commons content

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard



SESSION 3: TAKING THE WINDOWS TABLET DEVICE TO SCHOOL – 5 PD Points

1. Learning with a tablet (learning options using a tablet – as an eReader, a research device and as an additional resource generator (for example, YouTube and Facebook))
2. Recording and record keeping by using email folders
3. Internet safety and security

Assessment Task

The participant writes a lesson plan incorporating at least one of the digital options that he/she learned about during the session. The participant then presents this lesson to a class that he/she teaches, and emails both the lesson plan and his/her own reflection on how the class experienced this lesson, to a specified email address.

ICT skills level: Standard



COURSE 6

SOCIAL MEDIA ON WINDOWS TABLET DEVICES



BEGINNER LEVEL

SESSION 1: INTRODUCING SOCIAL MEDIA – 5 PD Points

1. What is social media?
2. Different types of social media
3. Who most often uses each of the different social media and which one is for you?
4. What are the dangers associated with using social media?
5. Using social media responsibly (what not to post, how to remove posts)
6. Social media law and freedom of speech
7. Data usage

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard



SESSION 2: CREATING YOUR SOCIAL MEDIA ACCOUNTS – 5 PD Points

Facebook, Twitter, YouTube, Pinterest, Blogging, LinkedIn, WeChat

1. Account creation
2. Personalisation
3. Privacy settings
4. Posting, tweeting and pinning
5. Followers and your following

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard



SESSION 3: SOCIAL MEDIA IN THE CLASSROOM: USEFUL OR JUST FUN? – 5 PD Points

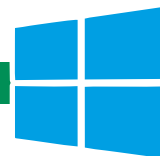
1. Brief introduction to effective teaching using digital content based on TPACK
2. Brief introduction to effective teaching using digital content based on SAMR
3. Brief introduction to effective teaching using digital content based on Bloom's Revised Taxonomy
4. Using social media as a teaching tool
5. Issues in setting up classroom accounts (privacy settings, keeping your account separate from the class account, keeping safe online)

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard



**SESSION 1: DON'T FORGET THE OTHER SOCIAL MEDIA – 5 PD Points**

1. How to use Pinterest in the classroom
2. How to use WeChat in the classroom
3. How to use LinkedIn in the classroom
4. Constructing a lesson plan using Pinterest, WeChat and LinkedIn and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Assessment Task

The participant writes a series of lessons incorporating at least three of the social media discussed into his/her teaching, presents these lessons to his/her classes and emails the lesson plans as well as his/her learnings from the experience of teaching these to a specified email address.

ICT skills level: Standard

**SESSION 2: FACEBOOK IN THE CLASSROOM – 5 PD Points**

1. How to use Facebook in a classroom
2. Constructing a lesson plan using Facebook and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Assessment Task

The participant writes a series of lessons incorporating Facebook into his/her teaching, presents these lessons to his/her classes and emails the lesson plans as well as his/her learnings from the experience of teaching these to a specified email address.

ICT skills level: Standard

**SESSION 3: TWITTER IN THE CLASSROOM – 5 PD Points**

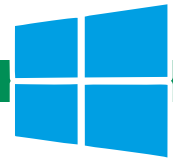
1. How to use Twitter in a classroom
2. Constructing a lesson plan using Twitter and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Assessment Task

The participant writes a series of lessons incorporating Twitter into his/her teaching, presents these lessons to his/her classes and emails the lesson plans as well as his/her learnings from the experience of teaching these to a specified email address.

ICT skills level: Standard



**SESSION 1: A LOOK AT YOUTUBE – 5 PD Points**

1. Setup account
2. Functionality
3. How to search
4. The power of your history
5. Uploading content
6. Can I make money on YouTube?

Assessment Task

The participant records a short video, uploads the video to YouTube, shares the link on his/her various profiles, and emails the link to a specified email address.

ICT skills level: Standard

**SESSION 2: YOUTUBE IN THE CLASSROOM – 5 PD Points**

1. How to use YouTube in a classroom
2. Constructing a lesson plan using YouTube and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Assessment Task

The participant writes a series of lessons incorporating YouTube into his/her teaching, presents these lessons to his/her classes and emails the lesson plans as well as his/her learnings from the experience of teaching these to a specified email address.

ICT skills level: Standard

**SESSION 3: BLOGGING IN THE CLASSROOM – 5 PD Points**

1. How to use blogs in a classroom
2. Choosing a blogging platform: WordPress, Blogger.com, Kidblog, Glogster and Edublogs.
3. Constructing a lesson plan using a blog on a chosen platform and checking it against TPACK, SAMR and Bloom's Revised Taxonomy

Assessment Task

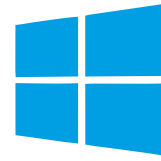
The participant writes a series of lessons incorporating blogging into his/her teaching, presents these lessons to his/her classes and emails the lesson plans as well as his/her learnings from the experience of teaching these to a specified email address.

ICT skills level: Standard



COURSE 7

MICROSOFT FOR WINDOWS TABLET DEVICES



Submitted to SACE
for Personal
Development
Points

BEGINNER LEVEL

SESSION 1: INTRODUCING MICROSOFT OFFICE 365 EDUCATION AND ONEDRIVE

1. Introduction to Microsoft Office 365 (Word, Excel, PowerPoint, Outlook)
2. OneNote (what it is, how to set it up, what to do with it)

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard



SESSION 2: MICROSOFT WORD AND MICROSOFT OUTLOOK

1. Microsoft Word online (create, edit, save, co-author, share)
2. Microsoft Office 365 Outlook (email, Calendar, People and Tasks)

Assessment Task

The participant creates and shares a Microsoft Word online document and a calendar event.

ICT skills level: Standard



SESSION 3: MICROSOFT POWERPOINT

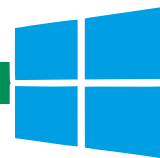
1. Principles of effective Microsoft PowerPoint presentations
2. Microsoft PowerPoint online (create, edit, work with animations and transitions, and collaborate on a presentation)

Assessment Task

The participant creates and shares a PowerPoint presentation.

ICT skills level: Standard



**SESSION 1: MICROSOFT ONENOTE**

1. OneNote (including Notebooks, Sections, Pages, tags and various features)
2. Overview of OneNote Class Notebook and Staff Notebook
3. Copyright, Creative Commons and free open content as resources for teaching and learning

Assessment Task

The participant creates a notebook and page in OneNote and shares these.

ICT skills level: Advanced

**SESSION 2: SKYPE AND YAMMER**

1. Skype (including using Skype to make calls and work collaboratively)
2. Yammer (various features useful for teaching and learning)
3. Applying TPACK, Bloom's Revised Taxonomy and SAMR

Assessment Task

The participant matches columns and answers a question.

ICT skills level: Advanced

**SESSION 3: MICROSOFT FORMS AND ONLINE ASSESSMENT APPS**

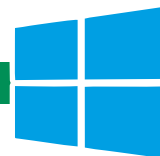
1. Microsoft Forms (including app features, creating a quiz, and analysing results)
2. Online assessment apps (Windows-compatible)

Assessment Task

The participant uses Microsoft Forms or an online assessment app of their choice to create and share a quiz related to their subject area.

ICT skills level: Advanced



**SESSION 1: OFFICE MIX AND BLENDED LEARNING**

1. Office mix (including features and use of Mix in a classroom context)
2. Blended learning (understanding and application of the concept)

Assessment Task

The participant creates a lesson plan in which they use Office mix to create a blended learning experience.

ICT skills level: Advanced

**SESSION 2: MICROSOFT EXCEL**

1. Excel (basic features and uses, e.g. create, open, edit and save a spreadsheet)
2. Excel formulas (basic formulas for teachers)
3. Excel (advanced features, e.g. share and collaborate with Excel)

Assessment Task

The participant must create an Excel sheet as per the instructions provided in the Badge Assessment Task.

ICT skills level: Advanced

**SESSION 3: OFFICE SWAY AND THE MICROSOFT EDUCATOR COMMUNITY**

1. Microsoft Sway (create, add content, work with cards, designs and displays, add content to a Sway and share a completed Sway)
2. Microsoft Educator Community (access and use of the resources)

Assessment Task

The participants must create a Sway as per the instructions provided in the Badge Assessment Task.

ICT skills level: Advanced



COURSE 8

DIGITAL LEARNING IN SCHOOLS FOR WINDOWS USERS



BEGINNER LEVEL

SESSION 1: WHY eLEARNING? – 5 PD Points

1. Learners in the 21st Century
2. Teachers in the 21st Century
3. Schools in the 21st Century
4. Understanding the theory behind eLearning and how to put it to practice (blended learning, TPACK, SAMR, RAT)

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard



SESSION 2: GETTING TECHNICAL – 5 PD Points

1. Devices (choosing tablet devices – specifications with a focus on storage, RAM, screen resolution, strength of screen, CPU)
2. Operating systems

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard



SESSION 3: MANAGEMENT AND USAGE OF ICTs IN PUBLIC SCHOOLS – 5 PD Points

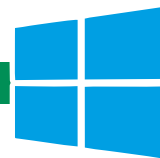
1. Definition of ICT in school environment
2. The importance of managing ICT
3. Stakeholders in ICT at school
4. Writing school ICT management policies to enhance learning
5. Drafting an ICT Implementation Plan
6. Drafting an ICT Acceptable Use Policy

Assessment Task

The participant completes and finalises the ICT Implementation Plan and the ICT Acceptable Use Policy that they drafted during the session. This is sent to the presenter for assessment.

ICT skills level: Advanced



**SESSION 1: CONTENT FOR TABLET DEVICES – 5 PD Points**

1. eBooks – ePDFs, HTML5, ePub
2. Reflowable text, fixed layout
3. Developing your own ebooks
4. Choosing apps for your learners' needs

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Standard

**SESSION 2: APPS FOR TEACHERS FOR DEMONSTRATIONS AND CONTENT CREATION – 5 PD Points**

1. Apps for demonstrations
2. Apps for content creation
3. Incorporation of apps in lesson plans
4. Integrated use of apps in the classroom (including TPACK, Bloom's Revised Taxonomy and SAMR)
5. eReader apps
6. Note-taking apps
7. Content creation apps

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Advanced

**SESSION 3: ONLINE ASSESSMENT TOOLS – 5 PD Points**

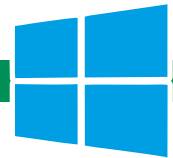
1. 21st Century learners and 21st Century assessment
2. Game-based apps for assessment
3. Web-based online assessment apps
4. Classroom management and communication apps

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Advanced



**SESSION 1: LEARNING MANAGEMENT SYSTEMS – 5 PD Points**

1. Learning Management Systems (use and selection)
2. Examples of various Learning Management Systems

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Advanced

**SESSION 2: GAMES TEACH TOO – 5 PD Points**

1. A brief introduction to using games in education
2. Scavenger hunts and treasure hunts
3. QR codes (create and use)
4. Geocaching apps and games
5. Designing your own game

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Advanced

**SESSION 3: THE GAMIFICATION OF EDUCATION – 5 PD Points**

1. Understanding the concept and theory of gamification
2. Gamification (theory, concept, terminology)
3. Impact of gamification on learning
4. User experience of gamification via online apps and a classroom-based role-playing game

Assessment Task

The participant answers multiple-choice questions via email or online.

ICT skills level: Advanced





Submitted to SACE
for Personal Development Points

COURSE 9

IMPLEMENTING DIGITAL EDUCATION IN SCHOOLS FROM A CHANGE MANAGEMENT MINDSET

LEVEL 1 – FACING CHANGE

SESSION 1: EDUCATION IS CHANGING – SO WHAT?

SESSION 2: THE VIA AFRIKA CHANGE MANAGEMENT MINDSET MODEL FOR
DIGITAL EDUCATION IMPLEMENTATION

SESSION 3: MAKING MYSELF ADAPT-ABLE TO CHANGE

Submitted to SACE for
Personal Development
Points

LEVEL 2 – DEVELOPING CHANGE FACILITATORS

SESSION 1: THE ROLE OF THE CHANGE FACILITATOR IN THE VIA AFRIKA CHANGE MANAGEMENT
MINDSET MODEL FOR DIGITAL EDUCATION IMPLEMENTATION

SESSION 2: WORKING WITH THE STAKEHOLDERS – DEALING WITH CHANGE

SESSION 3: WORKING WITH THE STAKEHOLDERS – SKILLS ASSESSMENT AND PLANNING

Submitted to SACE for
Personal Development
Points

LEVEL 3 – MAKING CHANGE HAPPEN

SESSION 1: DEVELOPING THE IMPLEMENTATION PLAN

SESSION 2: IMPLEMENTING THE IMPLEMENTATION PLAN

SESSION 3: MAKING CHANGE STICK

Submitted to SACE for
Personal Development
Points

To ensure you have the required skills to enrol for a particular session see page 1.

PRESENTATION NOTES

1. This course is offered at a school for the staff at that school.
2. All members of staff attend the sessions in Level 1.
3. Only the members of staff who are identified as the Change Facilitation Team go on to complete Levels 2 and 3.
4. Individuals who would like to do this course on their own, please contact us.

COURSE 9

IMPLEMENTING DIGITAL EDUCATION IN SCHOOLS FROM A CHANGE MANAGEMENT MINDSET



Submitted to SACE
for Personal
Development
Points

LEVEL 1 – FACING CHANGE

SESSION 1: EDUCATION IS CHANGING – SO WHAT?

1. Digital education defined
2. Benefits and challenges of digital education
3. Change surrounds us
4. How we respond to change and why
5. What happens when we introduce digital education into schools?
6. A framework for dealing effectively with the change caused by digital education - introducing the Via Afrika Change Management Mindset Model for Digital Education Implementation

Assessment Task

The participant answers multiple choice questions online.

ICT skills level: Novice to Advanced



SESSION 2: THE VIA AFRIKA CHANGE MANAGEMENT MINDSET MODEL FOR DIGITAL EDUCATION IMPLEMENTATION

1. Brief overview of theories of change and how they do and do not fit with education in SA
2. The Via Afrika Change Management Mindset Model overview
3. Steps to implementing the Via Afrika Change Management Mindset Model
4. Selecting the right Change Facilitator and Change Facilitation team

Assessment Task

The participant answers multiple choice questions online.

ICT skills level: Novice to Advanced



SESSION 3: MAKING MYSELF ADAPT-ABLE TO CHANGE

1. The Via Afrika Personal Change Model
2. Our brains and change
3. Becoming adapt-able to change
4. Taking adaptability with us

Assessment Task

The participant writes about a time of change in his or her life and then answers a series of reflective questions. The written piece is not submitted.

ICT skills level: Novice to Advanced





SESSION 1: THE ROLE OF THE CHANGE FACILITATOR IN THE VIA AFRIKA CHANGE MANAGEMENT MINDSET MODEL FOR DIGITAL EDUCATION IMPLEMENTATION

1. Roles of an effective Change Facilitator
2. Qualities of an effective Change Facilitator
3. Knowledge & Skills of an effective Change Facilitator

Assessment Task

The participant answers a series of short and long answer questions online.

ICT skills level: Advanced



SESSION 2: WORKING WITH THE STAKEHOLDERS – DEALING WITH CHANGE

1. Understanding how change effects people
2. A deeper look at the Via Afrika Personal Change Model
3. Preparing to work with the needs of the different stakeholders

Assessment Task

The participant answers a series of short and long answer questions online.

ICT skills level: Advanced



SESSION 3: WORKING WITH THE STAKEHOLDERS – SKILLS ASSESSMENT AND PLANNING

1. Identifying the skills needs of different stakeholders
2. Assessing Pedagogical knowledge and skills – Teachers
3. Assessing ICT skills (levels of concern and levels of use) – Teachers and learners
4. Assessing Digital Fluency – Teachers and learners

Assessment Task

The participant answers a series of short and long answer questions online.

ICT skills level: Advanced





SESSION 1: DEVELOPING THE IMPLEMENTATION PLAN

1. Introduction to Project Management
2. Project life cycle
3. Project Scope Management
4. Project Time Management
5. Components of an effective implementation plan
6. Developing your own implementation plan

Assessment Task

The participant answers a series of short and long answer questions online and develops a draft implementation plan for evaluation.

ICT skills level: Advanced



SESSION 2: IMPLEMENTING THE IMPLEMENTATION PLAN

1. Project Cost Management
2. Project Quality Management
3. Project Risk Management
4. Project Procurement Management
5. Steps to implementing your plan

Assessment Task

The participant answers a series of short and long answer questions online and further develops their draft implementation plan for evaluation.

ICT skills level: Advanced



SESSION 3: MAKING CHANGE STICK

1. Why do digital education projects fail?
2. Monitoring implementation
3. Evaluation of the implementation
4. How to make the change sustainable




Assessment Task

The participant submits their final implementation plan for evaluation.

ICT skills level: Advanced



HOW MUCH DOES A TWO-HOUR TRAINING SESSION COST?

Delivery Mode	Price **
 Face to Face (Courses 1 to 8) (minimum of 20 participants at a venue)	R570,00
 Online training video with online activities and assessments (Courses 1 to 8)	R125,00
 Face to Face (Course 9) For Schools <ol style="list-style-type: none"> 1. Schools with up to 25 staff members 2. Per teacher over and above 25 	R34 200,00 R1 140,00
For Individuals (per session)	R570,00

** All prices are VAT inclusive. **Note:** Prices given are our special offer for teachers only. No venue fee or refreshments are included in these prices.

SACE Provider Number: PR12890

HOW DO I REGISTER?

Visit our website, www.viaafrika.com/academy to find out more and to register.

HOW DO I PAY?

You will be able to pay with a credit card on our secure payment gateway on our website.

WHAT DO I NEED?

For the face-to-face training, you will need to travel to the venue at your own cost. At the venue, you will need to bring a fully-charged tablet device with you. Participants should also bring their tablet's charger with an extension cord.

For the online training video with online activities and assessments, you will need access to an internet connection as well as a tablet device. You will also need a computer to view the training on while you work with your tablet. You can view the training on any internet-connected computer, anywhere.

See page 1 for skills required in order to do each of the 81 two-hour training sessions.

WHAT CERTIFICATION WILL I GET?

All training courses are endorsed by the South African Council for Educators (SACE), with five Professional Development (PD) points per two-hour session. Please note that Courses 7 and 9 have been submitted to SACE to be endorsed with the relevant PD points. You will receive a certificate issued by Via Afrika, as well as a digital badge for inclusion in your online profiles to show others just how you are developing your digital knowledge and skills.



I HAVE MORE QUESTIONS, WHO CAN I ASK?

Please email us on VATraining@viaafrika.com or phone Maria at 021 406 3005 or 082 339 2687.

www.viaafrika.com

ACCREDITED PRESENTERS

Via Afrika has trained and approved only the best presenters to offer these courses. All accredited presenters are issued with a Via Afrika issued identification card, indicating which sessions they were accredited to offer. Please ask to view their identification cards.



FRONT



BACK

“Education is the most powerful weapon we can use to change the world.”

– NELSON MANDELA



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

In partnership with the Department of Basic Education.



Our Teachers. Our Future.