

ST AUGUSTINE COLLEGE OF SOUTH AFRICA

Registered with the Department of Education as a private higher education institution under the Higher Education Act, 1997. Registration Certificate No. 00HS02

INFORMATION FOR PROSPECTIVE STUDENTS – 2008 ADVANCED CERTIFICATE IN EDUCATION (RELIGIOUS & VALUES EDUCATION)

Thank you for your interest in the Advanced Certificate in Education (Religious & Values Education). The programme is aimed mainly at teachers who want to specialise in Religious Education and is intended for teachers who will be teaching in a school during 2008 and 2009.

We hope that we will be able to welcome you as a student.

Please read this document **before** filling in the application form.

1. Background to the College

See page 5 of General Prospectus for 2008.

2. Rules for the Certificate

Please pages 55-57 of general Prospectus for 2008.

2.1 Length of certificate

The curriculum extends over a minimum period of two years of part-time study. The maximum period of study is two years of part-time study.

2.2 Eligibility for admission

The minimum requirements for admission:

Before a person can be registered as a student he or she must comply with (1)(a) or (1)(b) **and** (2) below:

(1)(a) he or she must have satisfied the requirements of the matriculation examination or an examination recognised by the Matriculation Board or have satisfied any other requirement that entitles a person in law to be admitted as a student of a university in the Republic of South Africa: Provided that no person shall be admitted unless he or she has obtained a standard of education acceptable to the Academic Board; **or**

(1)(b) he or she must have satisfied the requirements of a Senior Certificate examination and have provided evidence that he or she has other qualifications **or** prior experience that satisfies the Academic Board that he or she would be able undertake the work and complete the requirements of the Certificate, **and**

(2) he or she must hold a four-year teaching degree at DoE NQF level 6 or a professional teachers qualification at DoE NQF level 5 (REQV 13).

2.3 Curriculum

See page 99 of the general Prospectus fro 2008.

3. Syllabuses of the modules for the Certificate

These are set out in the attached green pamphlet.

4. Description of how the Certificate will run

Three weeks of lectures will be held in 2008 and four in 2009. The eighth module is a practical one during which students will be assessed by a lecturer or tutor appointed jointly by the College and the Catholic Institute of Education (CIE). A student must do all eight modules.

5. Dates of Modules in 2008 & 2009

Foundations of Religious Education	30 June - 4 July 2008
Catholic Faith & Practice	29 September - 3 October 2008
The Teacher	8-12 December 2008
Curriculum of Religious Education	4-8 April 2009
The Learner	29 June - 3 July 2009
The Classroom	28 September - 2 October 2009
The School	14-18 December 2009
The Practice	No teaching week - students are in schools. Dates to be arranged in due course, throughout the two-year period

6. How to apply for admission

Fill in the enclosed application form, taking care to read it carefully, and submit it to the **Assistant Registrar** together with the supporting documentation and the non-refundable application fee of R150, by the closing date. (See 9 below.)

7. What information you need to provide

Applicants are required to submit proof of their secondary and tertiary level qualifications and studies. A certified copy of the **secondary school certificate** must be submitted as well as the **full and detailed** academic records of **all** courses attempted at tertiary level. If you have a qualification from a South African tertiary education institution, a certificate of conduct issued by that institution is required as well. Certificates showing only courses **passed** are not sufficient. Even if an applicant did not complete a qualification he or she should supply a record of his or her registration showing marks obtained for **every** course attempted at that tertiary level institution.

You may submit a copy of any document, instead of the original, if it has been **certified as a true copy** by a commissioner of oaths. Alternatively, you may submit original documents **together with photocopies** thereof which can be verified in the office of the Registrar at the College. The original documents will be handed back to you.

8. Definition of an international student

An international student is defined as someone who is not a South African citizen or someone who does not have permanent residence status in South Africa.

9. Closing date for application

The closing date for application is **17 March 2008**. Late applications **may** be accepted within a reasonable time prior to the commencement of the first module.

10. Correct name

Unless you notify us in writing otherwise, the name which you put on your application form will be the one which appears on your certificate once you qualify.

If your name is in any way different from the name on your academic qualifications (which might happen in the case of a woman who has changed her name on marriage), then a marriage certificate or other formal documentation showing proof of a name change must be presented to the Registrar.

11. Proof of identity

It is necessary for the College to have proof of your identity when you come to register so please be prepared to bring your South African **identity book** with you or, if you are not South African or do not have permanent residence status in South Africa, your **passport**.

12. Study permits

Applicants who are not South African or who do not have permanent residence status are required to have a study permit before being allowed to register. Please make further enquiries if you are in that position.

13. Minors

A person who is under the age of 21 is a minor and his or her signature has to be countersigned by a parent or guardian. A guardian is someone so appointed by a court of law.

14. Indication of race on application form

Please note that the national Department of Education requires us to give statistical returns indicating what race our students are, so we are obliged to ask for this information on our forms.

15. Dates for starting the certificate

The starting date is **Monday 30 June 2008**.

16. Residential accommodation

The College does have the facilities to offer students accommodation during lecture weeks at nominal rates. Bookings do need to be made with the Financial Manager at least one month in advance, for which a modest, non-refundable deposit is asked. Accommodation fees are R125 per person per night bed only. Total for full board and lodging is R275. This figure may change if unusual fluctuations in the economy occur.

17. Fees

Some students may be financed by their employers or other people. **Please note** that it is nevertheless your responsibility to ensure that all fees are paid.

17.1 Application fee

A non-refundable fee of R150.

17.2 Tuition fees

Annual tuition fee – R5 200 payable before or on registration.

Fee per module – R1 350 if paying by module, payable before starting the module

17.3 Dates of payment

Fees are payable before or on registration. No student may start classes unless he/she has paid a minimum amount of R 1 350 per module.

17.4 International student fee

If you are not a South African citizen or do not have permanent residence status you are required to pay:

A citizen of any country outside Africa

An international student fee of **R2 175 per annum** for international students from all countries other than one in Africa.

A citizen of an African country

An international fee of **R550 per annum** for students from other countries in Africa.

17.5 Banking details

The application fee of R150 may be deposited into the College account. A photocopy of the deposit slip must then be attached to the application form:

Bank	Standard Bank
Branch	Bedford Gardens
Branch code no.	01-83-05-93
Current account no.	022517928

Insert your name in the section marked 'depositor's name or reference' on the Deposit slip.

18. Absence from work and acknowledgement thereof by school Principal

Although the dates and the modules are scheduled to take place in the school holidays of private schools, please ensure that if you are employed, you arrange with your employer to take leave of absence if any additional time is required to attend the modules. You are asked to obtain the signature of your school Principal on the application form acknowledging that he or she is aware that you are undertaking the Certificate and that for the eight modules the College and the Catholic Institute of Education (CIE) will jointly appoint someone to assess the student.

19. Address of St Augustine College

Please do not hesitate to contact us at the following address should you have any further enquiries:

Helen Glover or the Assistant Registrar (Mrs C Thorn)
St Augustine College of South Africa
53 Ley Road
Victory Park 2195
Johannesburg

Postal Address:
P O Box 44782
Linden
2104

Telephone: (011) 782 4616
E-mail: eb@staugustine.ac.za

Fax: 086 688 1519 or 011 782 8729
Website: www.staugustine.ac.za

Please retain all documentation sent to you, for future use.

Check list: Remember to send to us –

- Application form fully completed
- Certified copies of detailed and complete academic records
- Proof of change of name, if any
- Application fee of R150 (cheques to be made payable to St Augustine College). Please do **not** send postal orders

Felicity J Eggleston (Mrs)
Registrar