



SUNSHINE PRIVATE COLLEGE

Programme Prospectus 2020

Approved 10 June 2019

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1. Purpose of the Prospectus

The purpose of this document is to provide information to prospective students who would like to be admitted for training as school teachers. Please note that the information contained in this booklet was correct at the time of publishing but may be changed without notice. This prospectus is valid for 2020 Academic Year as read with the Sunshine General Regulations and Fees Prospectus.

Although the information contained in this Prospectus has been compiled as accurately as possible, the Sunshine Management and Governing Board does not accept any responsibility for any errors and omissions, which may occur. Although every effort will be made for the module listed in any particular year to be available, it does not necessarily mean that such Module or field of study will be offered in 2020 or any consecutive year.

This Faculty Prospectus must be read in conjunction with the General Prospectus: Information, Regulations and Fees.

2. About Sunshine Private College

Sunshine Private College (SPC) Teacher Education Department (TED) hereafter referred to as SPC-TED is a Namibian Legal Entity which wish to be registered as an Higher Education Institution of choice in Namibia that will pride itself in the nurturing of leading global standard intellectuals who possess a distinct quality of knowledge, commitment and proficiency that empowers them to critically reflect, analyse, discuss and debate with a high degree of confidence while addressing major issues in their line of qualification.

3. Vision

We aim to prepare and empower our learners for a rapidly changing global world by equipping them with the requisite problem-solving skills and respect for core values of integrity, compassion, and ethics in order to build a strong and forward-thinking institution.

4. Mission

Sunshine Private College aspires to be a Higher Learning Institute of choice that prides itself in the nurturing of leading global standard intellectuals who possess a distinct quality of knowledge, commitment and proficiency that empowers them to critically reflect, analyse, discuss/debate and with a high degree of confidence, address major issues in their line of qualification.

5. Institutional Goal

To be the leading one stop College in Namibia which prepares diverse learners and students using scientifically proven methods and technology for sustainable development.

6. Teacher Education Department Goals

- ✓ To offer an effective and quality teacher education which meet the needs of Namibia and beyond.
- ✓ Develop an active, adaptive and professional teacher who is able to balance classroom activities and research.
- ✓ Produce a teacher who is both scientifically and technologically empowered for socio-economic transformation.

7. Background

Since education in Namibia is heavily subsidised by the Government of the Republic of Namibia, the increased enrolment demands greater the number of qualified teachers. This search for quality and relevance in education necessitates a continuous review of pre-service teacher education and training. There is also need to replace retiring teachers and fill the gap due to natural attrition.

This, together with a high demand for continuing education, calls for a tailored programme that provides the desired quality teachers and an opportunity for professional development. Thus, SPC intends to develop and offer a Bachelor of Education: Primary School Honours (Level 8). This qualification shall take full cognisance of this aspiration and provides pre-service student teachers with real world situations, various techniques of teaching, knowledge, skills, attitudes, and experiences that prepare them to meet challenges in the fields of Teaching and Learning Process. Holders of this qualification will be most suited for employment as graduate primary school teachers. The envisaged qualification shall also seek to prepare candidates for further education.

8. 2020 Admission Applications

Prospective Students are invited to express interest and apply free of charge for the Sunshine Private College (SPC) Teacher Education Department (TED)'s Bachelor of Education: Primary School Honours Degree commencing in January 2020.

9. Application Period

Sunshine Private College has two admissions in a year in January and in August each year. Applications are being invited for the following intakes.

9.1 January 2020 Admissions

The Application Period is open from the 1st of July 2020 to 30 August 2020 for both current Grade 12 Learners and Mature Entry Candidates for the January 2020 Academic Year first Intake.

9.2 August 2020 Admissions

The Application Period for the second intake for August 2020 intake is open from the 1st of April 2020 to 30th of June 2020 for both current Grade 12 Learners and Mature Entry Candidates for the January 2020 Academic Year first Intake.

9.3 Full time, Part time and Distance Students

Sunshine Private College accepts full time students and part time students who attend classes in Windhoek and participating satellite campuses. Distance Studies is offered mainly for International Students.

10. Entry Requirements

Namibian Applicants

- ✓ Current Grade 12 Learners are encouraged to apply with their first term Results.
- ✓ Holders of Grade 12 Certificate from 2018 and prior may apply with 25 Points with an E in English as a minimum.
- ✓ Mature Age Candidates may apply provided they are 25 years of age and above, with at least 20 points at grade 12.

International Learners

International Learners will be accepted on equivalent qualifications to Namibian Systems and point scale or better.

Students having obtained qualifications or parts thereof at tertiary institutions outside Namibia may only be admitted if such application is accompanied by an official evaluation of the obtained qualification(s) or parts thereof issued by an approved body responsible for evaluation of qualifications. All admissions made before evaluation will be subject to confirmation.

11. Programmes

No	Programme	Level	Duration	Mode
1	Bachelor of Education: Primary School Honours	8	4 Years	FT/PT/DS

Key* FT- Full Time, PT- Part Time, DS Distance Studies.

12. Modules Offered by Year and Semester

The Following Modules will be offered according to the level, year and semester.

No	Course Code	Name	Year	Semester
1	ARWS011	Academic Reading and Writing Skills	1	1
2	ITED111	Information Technology in Education	1	1
3	PPED111	Philosophy and Psychology of Education	1	1
4	GMPT111	General Methods and Principles of Teaching	1	1
5	HSED111	History and Sociology of Education	1	1
6	LSED111	Life Skills Education	1	1
7	DTED111	Design and Technology Education, I	1	1
8	EAED111	Elementary Agriculture Education I	1	1
9	HEED111	Home Ecology Education I	1	1
10	CDDV112	Child Development	1	2
11	ISED112	Inclusive and Special Education	1	2
12	MCOS112	Microteaching and class observation (simulation)	1	2
13	CAED112	Creative Arts Education	1	2
14	ELED112	English Language Education I	1	2
15	NLED112	Namibian Language Education I	1	2
16	FLED112	Foreign Language Education I	1	2
17	MEDU112	Mathematics Education I	1	2
18	NSHE112	Natural Science and Health Education I	1	2
19	SSED112	Social Studies Education I	1	2
20	AEDU112	Arts Education I	1	2
21	PEDU112	Physical Education I	1	2

22	RMED112	Religious and Moral Education I	1	2
23	PAED113	Practical Arts Education	2	3
24	MUSI113	Music I	2	3
25	PYTL113	Psychology of Teaching and Learning	2	3
26	TLEP113	Teaching and Learning in the early childhood and primary school	2	3
27	MCOB113	Microteaching and class observation (School Visit – 2 weeks # 1st 2weeks of school term 2)	2	3
28	ELED113	English Language Education II	2	3
29	NLED113	Namibian Language Education II	2	3
30	FLED113	Foreign Language Education II	2	3
31	MEDU113	Mathematics Education II	2	3
32	NSHE113	Natural Science and Health Education II	2	3
33	SSED113	Social Studies Education II	2	3
34	ECCD224	Early Childhood Curriculum Development	2	4
35	LDED224	Language Development Education I	2	4
36	MECE224	Mathematics for early childhood education I	2	4
37	SECE224	Science for early childhood education I	2	4
38	HPED224	Health & Physical Education I	2	4
39	AEDU224	Arts Education II	2	4
40	PEDU224	Physical Education II	2	4
41	RMED224	Religious and Moral Education II	2	4
42	DTED224	Design and Technology Education II	2	4
43	EAED224	Elementary Agriculture Education II	2	4
44	HEDU224	Home Ecology Education II	2	4
45	HPED235	Health & Physical Education II	3	5
46	SECE235	Science for Early Childhood Education II	3	5
47	MECE235	Mathematics for early childhood education II	3	5
48	LDED235	Language Development Education II	3	5
49	IOPA235	Indoor and outdoor play activities	3	5
50	SPEX235	Supervised Professional Experience I (Teaching Practicum – 1 full school term # 2nd school term)	3	5
51	HSSE336	Humanities and Social Sciences Education	3	6
52	MMCT336	Multi-Grade and Multi-Age Classroom Teaching	3	6
53	MATL336	Measurement and Assessment in Teaching & Learning	3	6
54	GUCO336	Guidance and Counselling	3	6
55	MUSI336	Music II	3	6
56	RMPE336	Research Methods & Procedures in Education (+ Research proposal)	3	6
57	ELED336	English Language Education III	3	6
58	NLED336	Namibian Language Education III	3	6
59	FLED336	Foreign Language Education III	3	6
60	MEDU336	Mathematics Education III	3	6
61	NSHE336	Natural Science and Health Education III	3	6
62	SSED336	Social Studies Education III	3	6
63	LEDU447	Law and Ethics in Education	4	7
64	EDDE447	Education and Development	4	7
65	TTPR447	Translation Theory and Practice	4	7
66	SPEX447	Supervised Professional Experience II (School visit – 1 full term # 2nd school term)	4	7
67	ELED447	English Language Education IV	4	7
68	NLED447	Namibian Language Education IV	4	7

69	FLED447	Foreign Language Education IV	4	7
70	MEDU447	Mathematics Education IV	4	7
71	NSHE447	Natural Science and Health Education IV	4	7
72	SSED447	Social Studies Education IV	4	7
73	SMLP448	School Management and Leadership	4	8
74	HSNY448	Health, Safety & Nutrition for the Young Child	4	8
75	RSED448	Research Project in Education	4	8

13. Registration

Registration to the Programme shall be offered two weeks before the commencement of the programme and shall include registration into available modules offered for the year and semester. Students may not be admitted to a Module of study offered if she/he does not meet all the admission requirements. It is the responsibility of each student who wish to seek employment outside Namibia to confirm whether such studies offered by Sunshine would meet the requirements of the relevant authorities before commencing their studies. A student may not register without the permission of the Dean for more or fewer Modules than prescribed by the stipulations of the programme of study. Deviations from the prescribed requirements will be allowed only in highly exceptional cases.

Students who interrupt their studies between the prescribed numbers of study years, shall be re-admitted subject to complying with existing curricula and syllabi. Credits already obtained shall be recognised towards the completion of the qualification in compliance with existing exemption / recognition regulations at the time.

14. Academic Calendar

First Semester 2020

13 January 2020	College Open
20 January 2020	Academic Staff Resume Office Duties
27 January 2020	Registration
23 January 2020	Orientation
3 February 2020	Lectures Commencement
13 March 2020	First Semester Break
23 March 2020	Lecturers Resume
8 May 2020	Lecturers end for First Semester
18 May 2020	Examinations Commence
29 May 2020	Examinations End
8 June 2020	Special/Supplementary examinations Start
19 June 2020	End of First Semester
22 June 2020 (to 10 July 2020)	Winter School Start
29 June to 3 July 2020	Mid-Year Break

Second Semester 2020

1-3 July 2020	Registration for Second Intake
6-10 July 2020	Orientation
13 July 2020	Lectures Commence
24 August 2020	Second Semester Break
3 September 2020	Lecturers Resume
19 October 2020	First Attempt Examinations

6 November 2020	First Attempt Examinations End
16 November 2020	Special/Supplementary Examinations Start
27 November 2020	End of Second Semester
11 December 2020	End of Academic Year
11 January 2021	College Opens (2021 Academic Year)
18 January 2021	Office Duties Resume for Academic Staff

15. Due Dates for 2020 Academic Year

N/A in 2020	Examination Appeals
N/A in 2020	Retention of Continuous Assessment (CA) Mark Application
10 February 2020	Exemptions Applications
10 February 2020	Late Registration (Late fee Payable)
10 February 2020	Approval of Exemptions
10 February 2020	Modules Approvals and Changes
13 February 2020	Retention of continuous assessment mark and Promotion Exam Recommendations
14 February 2020	Examinations Office Approval of retention of continuous assessment mark and Promotion Exam
02 March 2020	Promotion Examination
24 April 2020	Change of offering types for Distance Students (Semester 1 modules)
3 August 2020	Appeals (Semester 1 modules (Regular/Supplementary/Special Exams of June 2020))
21 August 2020	Outstanding documentation
18 September	change offering types for Distance Students (Semester 2 modules)
18 September 2020	Cancelation of Enrolment

16. Due Dates for 2020 Cancellations

24 April 2020	Semester 1 Modules
18 September 2020	Semester 2 Modules
18 September 2020	Year Modules

17. Due Date Finance Cancellations

14 February 2020	Semester 1 Modules 100% credit
21 February 2020	Semester 1 Modules with 50% credit
28 February 2020	Semester 1 Modules with 50% credit
24 July 2020	Semester 2 Modules with 100% credit
31 July 2020	Semester 2 with 50% credit
7 August 2020	Semester 2 with 25% credit
24 July 2020	Year Modules with 100% credit
31 July 2020	Year Modules with 50% credit
7 August 2020	Year Modules with 25% credit

18. Credit Systems and Transfer

Reference is made to the internationally acceptable formula: one (1) credit equates ten (10) notional hours (learning).

General Guideline for Teaching and Learning Time per Subject (10 hours per credit)

Delivery		Summary of Activities	Notional Hours	Credits
1	<ul style="list-style-type: none">○ Lectures○ Seminars○ Tutorials○ Workshops	Tutorial support includes feedback on assignments	20	2
2	<ul style="list-style-type: none">○ Directed learning	Advance reading and preparation / lecture preparation / Background reading / Group study / Portfolio / Diary etc.	20	2
3	<ul style="list-style-type: none">○ Self-managed learning	Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries	30	3
Total			70	7

Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or courses. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning and/or advanced standing. To be awarded these credits, the Sunshine Private College will need to assess the courses or combination of courses as equivalent to its own courses. In principle, credit will be given if the courses were taken at an accredited institution of higher learning that is compatible with Namibian Qualification Authority and the course was equivalent to course offered at the Sunshine Private College. Credits earned at the Sunshine Private College are also transferable to other institutions of higher learning. Acceptance of credits earned at other institutions is limited to 50% of the total credits required for Sunshine Private College qualification. No more than half the major area course requirements can be earned through transfer and/or exemption credit.

The Sunshine Private College reserves the right to reject any or all credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of teaching and learning at such institutions is

for any reason deficient or unsatisfactory. The judgment of the Sunshine Private College on this question shall be final.

The Sunshine Private College reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject falls below average.

19. Assessment and Evaluation

a) Coursework/Continuous Assessment

Continuous Assessment (CA) attracts 40% of the final grade. This will come from the activities such as tests, individual and group assignments, research and presentations of the findings, etc. undertaken by the pre-service student teacher during the study period.

A pre-service student teacher must score at least 50% in each course /coursework to qualify to sit for the final examinations. This means a pre-service student teacher whose continuous assessment mark is below 50%, fails the course and will be required to repeat the same course until the course is passed at own cost.

b) Final Examinations

- ✓ The final examination counts for 60% of the overall final mark. The final examination comes at the end of the course. Unless prescribed otherwise, the standard examinations will be of three (3) hours duration.
- ✓ Examiners may, in addition to written examination, test all or any candidate(s) orally. In addition, a student is required to obtain at least 50%, which is a subminimum in the final examination.

c) Supplementary Examinations

- ✓ A student who fails a course with an overall mark of 40-49% is eligible to sit for a supplementary examination.
- ✓ A student who fails a course with an overall mark of 39% and below will be required to repeat the same course until the course is passed at own course.
- ✓ 50% is the mark awarded to any pass in all the supplementary examinations including the Educational Research Project.

a) Promotion

A student may proceed from one level to the next higher level if having successfully passed or attained at least 70% of the courses/credits.

b) Educational Research Project

Taken in the last year of study, the Educational Research Project is meant to engage pre-service student teachers into research within the dominion of their specialisation. Each pre-service student teacher shall be assigned a research project supervisor who is articulate in the particular area that the educational research is been pursued. And upon completion of the project, there will be a second marker and/or moderator.

The completed Educational Research Project should have between 4,000 and 5,000 words. Furthermore, the student is mandated to independently complete the research project and follow to the letter the Sunshine Private College Research Policy, in particular the plagiarism policy. Should the student fail the Educational Research Project with a mark of less than 50%, the student will be allowed one more opportunity to re-submit the project within three months after the publication of results. In case of success, the student's resubmitted report will not be awarded more than 50%. It has to be noted that this Educational Research Project is a requirement to the award of the qualification.

c) Supervised Professional Experience

Supervised Professional Experience is an examinable and a major component to put into effect the learnt theories and teaching methodology. All pre-service student teachers should put into effect microteaching practice in the first year, do a 2 weeks of class observation in the second year, teaching practice of a full school term in both the third and fourth years of study. Each and every one of the above-mentioned experiences are examinable and are a requirement for graduation. Assessment is by means of observation of the student, student assessment by learners and staff, and by submission of a portfolio. Furthermore, students will be encouraged to practice teaching in at least one (1) school in the rural setting during the 3rd or fourth year of teaching practice.

d) Awarding of the Qualification

Pre-service teaching candidates shall be eligible to receive the award of Bachelor of Education: Primary Honours when they would have passed all the required courses specified in this qualification regulations and would have fulfilled any other additional requirements stipulated in the Sunshine Private College student policies.

20. Contact Details

All Candidates are invited to use any of the following application procedures:

- ✓ Collect Application form at Sunshine Private College-Teacher Education Department Offices at Erf 10 Brandenburg Street, Eros, Windhoek, Namibia.
- ✓ Request Application form by post at Sunshine Private College, P.O Box 40529, Windhoek, Namibia
- ✓ Telephone the Office at (+264) 061402442 and or email admissions@sunshineprivatecollege.com
- ✓ Or Contact the Admissions Officer during office hours.
- ✓ Or Complete an application form online at www.sunshineprivatecollege.com