

# MANAGEMENT COURSE FOR ECD PRINCIPALS

## Purpose

Teachers Learning Centre has developed a short leadership and management course specifically for ECD principals, managers and supervisors of ECD centres or pre-primary schools. This is an essential course for those who find themselves in a managerial or supervisory position but without the necessary business knowledge and skills to ensure that their centre or school is managed efficiently and effectively.

This course also provides a great opportunity if you are 'entrepreneurial-minded' and want to start your own ECD centre in your communities. However, it is important that you have the right academic background (i.e. minimum of a FETC: ECD Level 4 qualification), an understanding of business principles and the rules and regulations governing ECD centres to ensure that you provide a supportive and enabling environment for the children under your care.



Several modules in this training course cover some of the content material of the NQF 4 and 5 qualifications. If you don't have these qualifications and wish to continue with further studies in ECD, you may apply for Recognition of Prior Learning (RPL). Each applicant will be assessed on an individual basis in accordance with government policy.

## Target Group

- Principals, managers, supervisors of ECD centres and pre-primary schools;
- ECD practitioners with either the FETC: ECD (Level 4) or HC: ECD (Level 5) qualifications;
- ECD practitioners who want to open an ECD centre of their own.



## Entrance Requirements

For all TLC's qualifications, proficiency in English is essential as English is the language of instruction. You must be able to read, comprehend study material and write in English.



- Minimum of a FETC: ECD (Level 4), **or**
- Minimum of 3-4 years working in an ECD centre or pre-primary school, **and** a letter from the principal supporting the application.

## Accreditation and Recognition

It is important to note that this training course does not lead to a nationally recognised qualification; however, Teachers Learning Centre is in the process of contextualising the course material to comply with the Occupational Certificate: School Principal (QCTO 101258) accredited by the Qualifications Council for Trade and Occupation (QCTO).

For applicants who only want to complete individual modules, Teachers Learning Centre is applying for Continuing Professional Development (CPD) points with the South African Council for Educators (SACE).

## Mode of Delivery and Duration

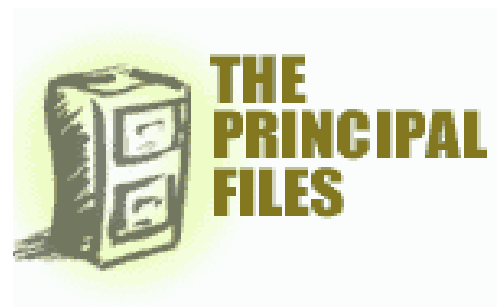
The course consists of 7 modules and will take 28 sessions to complete. In 2021, this course will be available online. You have 2 possible training options for this course:

- Option 1: Full-Time Week  
Facilitated classes 3 days a week (09H00-13H00) over 2-3 months.
- Option 2: Saturday workshops  
Facilitated workshops 2 Saturdays a month (09H00-15H00) over 12 months.

### NOTE:

The training course has been designed as "stand-alone" modules - thus applicants who may not want to attend the entire course may be able to select specific modules.

Each module will take 3 sessions to complete. Depending on which modules have been selected



and the number of applications, the schedule (i.e. the order in which the modules will be presented) may change.

## **Curriculum Content and Structure**

## **MODULE 1: COMPUTER LITERACY**

<b>Content</b>	<b>Brief Description</b>	<b>Compatible US</b>
Computer hardware	<ul style="list-style-type: none"><li>• Computer hardware, computer applications and software programmes.</li><li>• The use of computer technology to manage an ECD centre more effectively and efficiently</li></ul>	Nat. Dipl. Grade R <u>Level 6</u> Computer Literacy

## **MODULE 2: LEGISLATION AND COMPLIANCE**

Government Regulations	<ul style="list-style-type: none"><li>• Licensing and Registration required by Dept of Social Development.</li><li>• Establishing an ECD centre including business plan and viability study.</li><li>• Marketing and advertising.</li></ul>	<u>Level 4</u> : US 244478 <u>Level 5</u> : US 13855
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## **MODULE 3: HEALTH AND SAFETY REQUIREMENTS**

Health and Safety Regulations	<ul style="list-style-type: none"><li>• Health and Safety policies and procedures</li><li>• Health and Safety Compliance and Certification</li><li>• Children's Human Rights.</li><li>• Indemnity and Public Liability Insurance.</li></ul>	<u>Level 4</u> : US 244469 US 244472, US 13643 <u>Level 5</u> : US 13854
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## **MODULE 4: QUALITY CHILD CARE DEVELOPMENT**

Developmentally appropriate learning programmes	<ul style="list-style-type: none"><li>• Design and plan a safe and healthy learning environment including children with special needs, barriers to learning, etc.</li><li>• Classroom management and discipline.</li><li>• Developing and implementing lesson plans.</li><li>• Continuous Assessment and progress reports according to CAPS.</li></ul>	<u>Level 4</u> : US 244462, US 244469, US 244468 US 13643, US 244480 <u>Level 5</u> : US 13853, US 13854, US 13855
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## **MODULE 5: FINANCIAL MANAGEMENT**

Financial Budgets and forecasts	<ul style="list-style-type: none"><li>• Financial policies and procedures</li><li>• Annual budgets and Basic book keeping (income statements, balance sheets)</li><li>• Record keeping</li></ul>	<u>Level 4</u> : US 244478
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## **MODULE 6: HUMAN RESOURCE MANAGEMENT**

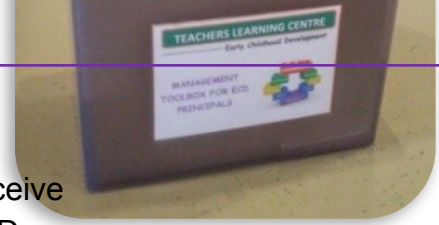
School Management	<ul style="list-style-type: none"><li>• Human Resource policies and procedures</li><li>• Staff development plan</li><li>• Parent and community engagement</li></ul>	<u>Level 4</u> : US 244478, US 244462, US 242816
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## **MODULE 7: PRIVATE ENTERPRISE AND ENTREPRENEURSHIP**

Private Enterprise/ Entrepreneurial Skills	<ul style="list-style-type: none"><li>• Needs analysis, viability and sustainability studies</li><li>• Small business management and compliance</li><li>• Government policies and regulations</li><li>• Application for registration and accreditation of an ECD centre</li></ul>	<u>Level 4</u> : US 244478 <u>Level 5</u> : US 13855
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## **Principal Management Toolbox**





Each student registered for the full training course will receive guidelines for establishing and managing high quality ECD centres, Depts. of Education, Social Development, Health and Welfare policies and procedures, templates for applying for compliance and registration of an ECD centre, insurance, etc.

This toolbox can be used as a quick source of reference e.g. important documents, updates or changes in policy can be stored in the box in correct order for easy retrieval.

## Testimonials

[Click here](#) for testimonials from past students who attended the Principals' Management Course.

## FOR ADDITIONAL INFORMATION

Please Contact: TLC Head Office (011) 496 1262