

SAQA 101258

Occupational Certificate: School Principal (School Manager)

NQF Level 6, 285 Credits (1 Year)

Duration: 1 Year

Programme Accreditation:

- Quality Council for Trades and Occupations (QCTO)
- Accreditation No: QCTOSDP00180907-1302

Entry Requirements

- Teacher's qualification with a minimum three (3) years managerial experience in the education and training environment.

Overview

The SAQA Qualification *101258, Occupational Certificate: School Principal (School Manager)*, is a qualification that empowers the learner to operate as a School Manager. A School Manager leads, plans, develops and manages developed systems for effective and efficient delivery of quality education by ensuring the implementation and support of a values-driven ethos for quality teaching and learning.

A person with this qualification will be able to:

- Lead and manage teaching and learning in a school.
- Plan and manage the resources of the school.
- Establish, lead and manage the relationship and impact of the internal and external community for the development of the school
- Develop self and others through life-long learning to deliver quality teaching and learning.

Who Should Complete the Training?

- School Principles
- Vice Principles
- Department Heads
- School managers
- Teachers
- Those wishing to obtain this qualification

Programme/Curriculum Structure

- **Knowledge**
 - Introduction to education leadership, management and administration in a changing education landscape.
 - Curriculum management and adaptation for holistic development of learners.
 - Human resources development, empowerment and support of all school community.
 - Financial and Asset Management.
 - Institutional management and administration.
- **Practical**
 - Lead and manage the development of a school strategic plan.
 - Lead and manage teaching and learning.
 - Manage and use data to improve learner achievements.
 - Lead and manage continuous improvement of curriculum delivery.
 - Lead and manage the financial management processes in the school.
 - Control and maintain the use of school assets.
 - Manage and develop human resources in the school.

ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543
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Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Block 8 Central Office Park, 257 Jean Avenue, Centurion, 0157, Gauteng

- Establish effective stakeholder engagement systems and practices.
- **Workplace**
 - Strategic planning processes and procedures.
 - Processes and procedures for effective curriculum delivery.
 - Financial management processes and procedures.
 - Supply chain management processes and procedures.
 - Asset management processes and procedures.
 - Human resources development and management processes and procedures.
 - Processes and procedures for stakeholder engagement.

How Does One Obtain this Qualification?

You need to:

- Enrol for the SAQA Qualification SAQA 101258 Occupational Certificate School Manager
- Complete the different modules, (knowledge Practical and workplace) making up the full qualification.
- Compile and submit portfolios of evidence for assessment.

When can I enrol/book for training?

- Training dates can be mutually agreed upon for groups/corporates at the client site or at ENJO Consultants
- Training can be enrolled for at any time.

How is this Training Programme Completed and What Is the Duration?

- Training can be provided to individuals or to corporates.
- This qualification can be completed either through class attendance, distance learning or RPL.
- Learners need to enrol for **the full qualification**.
- Learners who may have completed some of the modules previously are welcome to complete outstanding modules for this qualification.
- This qualification is to be completed in one year.

What do you receive when attending this training programme?

- Learner Guide
- Portfolio of Evidence
- Assessment (1 initial assessment + 2 remedial assessment per portfolio per learner)
- External Moderation/Verification
- Certification: Once declared competent, the QCTO will issue *Statements of Results (SoR)*

Does one need to write exams?

- A portfolio of evidence (PoE) will be completed for each module and submitted for assessment.
- Yes, a Final Integrated Summative Assessment (FISA) will need to be completed once found competent on all the modules of this training programme.

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What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio of Evidence contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

How do I know that ENJO Consultants Training/Learning and Development qualification is recognised?

- ENJO Consultants are accredited with the *Quality Council for Trades and Occupations (QCTO)* to offer this qualification. Accreditation No: QCTOSDP00180907-1302
- On successful completion of the programme, ENJO Consultants will upload your results onto the QCTO database and you will receive the relevant certificate.
- The QCTO will capture your results on the *National Learner Record Database (NLRD)* and issue a Statement of Results (SoR) that will reflect the credits you have earned.

Where does the training take place?

- Distance/RPL learners do not need to attend training classes.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings and Enquiries

Please contact us for further information, quotes or to make a booking.

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