



FEA Preschool Teacher Training College

FEA Training and Development Centre

PROSPECTUS

1. PREAMBLE

Free Evangelical Assemblies (FEA) Pre-school Teacher Training College is located at the FEA Training and Development Centre, Helemisi, Lot 2051, along the Manzini Bypass road. It enjoys a beautiful bird's eye view of the town yet it is shielded from the noises of the town Centre to provide a conducive learning environment. Frequent public transport is available regardless of the Centre location being a walking distance from the town Centre. FEA Preschool Teacher Training College is one of the branches of the Training and Development Centre.

2. AIMS OF FEA PRESCHOOL TEACHER TRAINING COLLEGE (FEA-PTTC)

FEA-PTTC has two main aims:

- To give a complete high quality Preschool Teacher certificate based on Christian foundation.
- To promote the idea of caring and educating preschool children among churches and local communities.

3. VISION

- Quality Early Childhood Education that meets the needs of the Swazi nation.
- To be a leading educational institution that promotes academic excellence in teaching and learning.

4. MISSION

- To provide excellent education in a wide spectrum of academic disciplines.
- To be a preschool teachers training college that promotes academic excellence in teaching and learning.

5. CORE VALUES

- Excellence
- Relevance
- Honest

6. ORGANISATION AND QUALIFICATION OF THE TRAINING

The training is comparable to a one-year full time training offering about 1060 periods in class. It is organised as in-service (part time study) during two years in the following way:

Four weeks intensive study during the school holidays each year.

One full day study (9 periods) every week during the terms (Wednesdays and Thursdays) We presuppose that the students have a job in a preschool, day care centre or comparable institution and that they will be given a leave of one day a week to attend the lessons. The students will be expected to carry out practical assignments in their work with children every week and share their learning from the training with other staff as part of their study.

Fieldwork/ Teaching Practice – Students have 4 fieldwork periods during the study, two in the first year and two in the second year:

- Observation practice in our own demonstration preschool for one week.
- Fieldwork in a preschool for 5 weeks focusing on understanding the different preschool activities and child observation.
- Fieldwork in the second year for 5 weeks focusing on planning, preschool administration and leadership.
- Fieldwork in institutions for challenged children for 3 weeks in conjunction with the period of teaching Special Education.

In addition to the periods in class, the study will consist of practical assignments to be carried out in the pre-schools, fieldwork, written assignments and self-study.

7. AWARDS

- Students upon successful completion of the programme are awarded with a Diploma in Early Childhood Education. Queen Maud's University College is responsible for accreditation.
- The College has no intention of diverting from the principles and practices as stipulated by the Ministry of Education and Training. English is used as a medium of instruction. Students upon successful completion of the programme are awarded with a Diploma in Early Childhood Education.

8. SUBJECTS

The training will consist of the following subjects:

Core subjects

1. Child Psychology and Education
2. Teaching Practice (Fieldwork)

Other subjects offered are:

3. Academic communication Skills
4. Language and Culture (SiSwati)
5. Child Health and Nutrition
6. Religious Education

7. Music and Movement

8. Dramatic Expression
9. Arts and Crafts
10. Natural Science
11. Social Studies
12. ICT
13. Special Needs Education

9. TEACHING METHODS

Being an in-service training for people who are working in the field, students' own contributions will be emphasized. The students will also be expected to try out new teaching methods and different types of assignments in the preschool and report back to the college. A great variation of methods will be applied, e.g. lecturing, group work, class discussions, pair work, project method, field trips, etc. The training includes themes that are relevant to address the needs of students including HIV/AIDS issues. Local personnel who are experts in some of these fields are used as guest lecturers to give lectures in such topics.

Queen Maud's University College of Early Childhood Education in Norway is responsible for accreditation, monitoring the curriculum and the standard; once the affiliation with the University of Swaziland has been approved it will take over.

10. EVALUATIONS

The students will be evaluated continuously during the course. This includes their written assignments, their participation in classroom discussion and group work, report from their performance at working place etc. In addition there will be a final exam in all the different subjects. Continuous assessment makes 50 percent of their final mark and examination is 50 percent. The final examination is moderated by Queen Maud's University College of Early Childhood Education in Norway.

11. LITERATURE

The college will give the students a list of prescribed and recommended books for the different subjects. The students are expected to buy their own books for use during the study and for later reference material. Students are also expected to pay a book fee amounting to E1000.00 for the modules which are provided by the college.

12. COURSE FEES

The students will have to pay an application fee of E100.00 (non - refundable) and a tuition fee of **E2000.00 per term** paid in advance at the beginning of each term. Supplementary exam fee for each subject will be E200.00. The students will have to buy their own books, study equipment and food.

13. ENTRY REQUIREMENTS AND DEADLINE FOR APPLICATIONS

The applicants should have:

- O-level exam with 6 passes of which three should be credits and at least a pass in English language.
- Application forms are available in the office from the beginning of the third term.
- Interviews are conducted in November and the process of admission is completed by the end of November.

14. APPLICATION PROCEDURE

To apply for admission to FEA-PTTC, write to the Registrar and request an application package. This package contains all the necessary application and recommendation forms. The applicant is responsible to see that all the required parts of the application package are

sent to the College. Full admission is contingent upon all required documents and transcripts being received by the College.

A non-refundable application fee must accompany the application to FEA Preschool Teachers Training College.

Transfer Learners

Learners transferring from another college or university must follow the application procedure for new learners as well as submit to the Registrar official transcripts of all previous post-secondary work. When requested by the applicant, previous credit will be evaluated by the Academic Commit and advanced standing awarded in accordance with the policies of the College.

Acceptance Notification

Admission to FEA Preschool Teacher Training College is based on several factors:

1. Personal information,
2. Learner Commitment form,
3. The High School record,
4. Recommendation supplied by character references; i.e., the pastor, church board, employer or high school principal,
5. Personal health record and doctor's report,
6. Ability to pay college fees,
7. Academic certificates,
8. Two passport photos,
9. Application fee. No action will be taken unless application fee is paid.

The learner's fitness for college work will be judged on the overall picture provided by the above information. When all application materials have been received, including certified copies of transcripts and/or a high school certificate, the candidate will be notified of acceptance status in writing. Full acceptance will be granted to eligible learners. Occasionally conditional acceptance will be granted to learners whose admission files are incomplete; however, such learners must complete their files during their first semester, or they will not be allowed to continue and they may not receive credit for their work.

A candidate will also be notified when not accepted for admission, but will be permitted to apply again when acceptable standards are met.

Academic Honesty

As a college committed to Christian thought and behavior, the Institute fosters honesty and integrity, and is committed to the pursuit of academic excellence, for students and faculty alike.

Learning is an opportunity and a privilege that demands responsibility and an uncompromising level of honor, integrity and trust. The expectation at FEA-PTTC is that students and faculty will take advantage of the opportunity for intellectual development, and that they will also conduct themselves in a manner consistent with the standards of academic honesty. When these standards are violated or compromised, individuals and the entire College community suffer.

15. TUITION PAYMENT PLANS

Full tuition is payable upon enrollment unless other arrangements are approved by the administration in advance. No student will be considered officially enrolled until satisfactory arrangements have been made. The College recognizes that in some instances a definite need for installment payments of tuition exists and therefore, allows students to pay the tuition in installments, after making a required down payment. When time payments are desired, students are asked to discuss payment arrangements with the administration.

In order to qualify for an installment payment agreement and begin the diploma program, the student must make the required minimum down payment and agree to make monthly tuition payments. Tuition payments must be received each calendar month until tuition is paid in full.

Neither a certificate nor a transcript will be issued until the student's obligation has been paid in full. All students must conform to their payment agreements.

16. NON-DISCRIMINATION

Admission may not be denied on the basis of ethnic origin, sex, or nationality. No qualified person, able to meet the financial requirements of the College, will be denied admission to provided he or she has a genuine desire for education and agrees to observe the behavioural expectations of the college.

17. PHYSICALLY-CHALLENGED APPLICANTS

Physically challenged applicants will be assisted in all possible ways at the College. Any applicant who meets the admission requirements will be given an opportunity to study.

As with all learners, the physically challenged learners will be assigned an Academic Advisor. Together, the learner and advisor will explore the special needs of the learner. These needs will be conveyed to the College Administrators who will in turn take these needs to the entire staff for consideration and adjustment of requirements in the modules that the learner is taking. The adjustments must not compromise the academic integrity of the programme in which the learner is registered.

ORIENTATION AND REGISTRATION

1. NEW LEARNER ORIENTATION

All new residency learners are expected to attend orientation sessions that are held during registration week of the first semester. Orientation is designed to acquaint new learners with the programmes, procedures, academic, and Learner life policies of the College.

2. REGISTRATION

Registration is the process whereby learners are officially enrolled for each semester of the academic year. It must be completed in person during the time stipulated in the Calendar of

Events of the College. New learners may be required to enroll a day earlier than returning learners. The registration process includes:

- v Having fees assessed and making payment to the accountant.
- v Completing a registration form in consultation with the Registrar.

Registration is not complete until fee payment or fee payment arrangements are made with the Administration and the registration form is returned to the Registrar.

3. REFUNDS

Should a learner withdraw for any reason from a course, tuition refunds will be made on the following basis:

Before the first week of lectures:	100%
Within the first week of lectures:	50%
After the first week of lectures:	0%

4. ACADEMIC CLASSIFICATION

FEA Preschool Teachers Training College students are all classified as part time students.

5. TIME TABLE

The principal and education coordinator designs the timetable. The timetable is standard and will not be changed or amended except by the Academic Committee's request to accommodate special needs of a students.

6. LECTURES

Attendance

Each lecturer keeps formal class registers.

The lecturer is obliged to record every absence no matter the reason for it.

A Student is allowed a maximum of 3 absences per module in a semester. The Student must submit a written note to the lecturer giving the reason for any absence. (Any class meeting 1 hour per week is allowed only one absence. An absence in a block class which meets for 3 hours at one time counts as 3 absences).

Every one-hour absence, beyond the permitted number causes a drop of 3% of the final semester mark. Make-up work is at the discretion of the lecturer.

One minute late equals a tardy. Three tardies (coming late to lectures) equal 1 absence.

Compassionate absence (situations beyond a Student's control, such as death in the immediate family, hospitalization, doctor's appointments, etc.) must be requested by completing a "Notification of Absence". Each lecturer affected and then submitted to the Registrar must sign the form. The lecturers will decide on the validity of reason and will arrange make-up work.

- 80% attendance is necessary in a module to qualify to write the final examination. More than 7 absences will therefore result in failure for the module.

Auditing Courses

The possibility of auditing a course is a privilege extended to persons who have an interest in a particular discipline but who do not wish to take the course for credit.

It is assumed that auditors will attend regularly and will be involved in the class sessions. The following regulations apply to audit courses:

1. No credit is given for such courses
2. Auditors are not entitled to examination privileges
3. Auditors who attend regularly will have the course title and the word “audit” included in their transcripts
4. A fee will be charged for audit courses
5. Permission from the instructor is required

Non-Credit Courses

A Student may register for any module for non-credit purposes in order to receive exposure to the subject matter, participate in discussion and interact with the lecturer. The Student has access to the college library.

The following regulations apply:

- Non-Credit Courses will be charged for according to the level and credit value
- The Student may comply with all the course requirements but this is not obligatory.
- Normal attendance requirements are not enforced.

Academic Dishonesty

1. Students are expected to practice integrity in their academic work. All work submitted in assignments and examinations must be the result of the Student’s own creativity and research.
2. Plagiarism is cheating by stealing the ideas or words of another person and passing them off as your own. Students need not state the source of well-known or easily verifiable facts, but must acknowledge the sources of ideas and expressions they use as their written work, whether quoted directly or paraphrased. Failure to do so constitutes plagiarism.
3. Plagiarism also occurs if a Student submits a research paper written in whole or in part by someone other than himself or herself or in any way copies the work of a fellow Student in a test, examination or take-home assignments.
4. Plagiarism or any other form of academic dishonesty is subject to serious academic penalty, including failure in the relevant module, suspension or expulsion from the

college or other academic sanction. Any Student who knowingly contributes to cheating on examination or semester assignments will also be subject to serious academic penalty.

Submission of Assignments

Assignments must be submitted according to the prescribed format and referencing techniques according to the Harvard method. A lecturer may refuse to accept work or penalise the Student's work if it is not done to the utmost accuracy, care and pride.

Deadlines

Deadlines as prescribed in the module syllabus must be adhered to. A penalty of 5% may be subtracted from the final mark for each day overdue. The final due date for any submissions is the last day of lectures for the semester.

Extensions

Students who cannot complete their submission by the due date, owing to circumstances beyond their control may petition the Education Coordinator for an extension of time. An "Extension of Submissions" form must be completed and given to the Education coordinator with payment of a charge.

The Principal, Education Coordinator and the lecturer may grant an extension and set penalties or additional work.

Examination Procedures

Examination procedures are designed and enforced because the college would like the Student to value his/her education.

Examination Time Table

Once the timetable has been distributed, each Student should ensure that provision has been made for each of his/her examination.

- Please advise the Registrar immediately if there is a problem or conflict of examination times.
- Copies will be available for each Student, and be posted in all lecture rooms and offices.
- Please note that you may only write at the time stipulated in the timetable. Do not ask your lecturer for any changes whatsoever as he/she is not entitled to reschedule your paper under any circumstance.

Examination

Report to the venue at least 10 minutes before the starting time.

Books, notes, etc. are to be left outside the venue, unless approved by the invigilator. The invigilator will provide the necessary ruled paper. Please bring a spare pen, ruler and correction fluid, if desired.

The invigilator will provide a printed copy of the examination paper for each Student.
The invigilator will be present for the full duration of the examination.
Please ensure that the following details appear on the front page of your answer sheets.

- Student's name
- Module name
- Name of Lecturer
- Date

Results

In order to pass a module, you need to attain a mark of 50% / D symbol
Marks for each module will be independent.

Supplementary Examination

In case of a borderline failure (40 - 49) when the final examination has been failed, a supplementary examination must be scheduled within 30 days of the new semester. If the supplementary examination is passed, the Student will receive a 50% final grade in the module. If the supplementary examination is failed, the previous score prevails and the Student must repeat the module when it is offered again.

A Student who fails may not rewrite or re-submit any section of the module. The whole module must be repeated when offered again.

Grade Report

A "Semester Report" will be available two weeks from the last day of examinations and will show the results of all the modules taken during the semester.

The report will also indicate your GPA (Grade Point Average) for all modules completed.

Marking System

Percentage	Explanation
80 – 100	Excellent
50 – 79	Competent
00 – 49	Not Yet Competent
I	Incomplete
S	Satisfactory
U	Unsatisfactory
W	Withdrawn
P	Pending
Su	Supplement

Upgrading of symbols

A Student may retake a module for which an O or F symbol is earned. No extra credits are granted, but the original mark is neutralised and is replaced by the new mark. Sections of parts of a module may not be re-done.

Withdrawal from the College

Any Student finding it necessary to withdraw from college must complete a “Withdrawal Form” before leaving the campus.

Transcripts, refunds and final adjustments cannot be considered until all documentation has been completed.