

UFS FORM 5: SHORT LEARNING PROGRAMME

SECTION A: CATALOGUE

CODE: HEQC/H06/HUM/SPRESK (Credit-bearing SLP)
[Equivalent to four credits of the 16-credit module HOS501 (Professional Development as Researcher) in the qualifications ADHE and ADFE of the UFS].

TITLE: Writing and Computer Skills for the Researcher

QUALIFICATION TITLE: Advanced Diploma in Higher Education (ADHE)

NQF LEVEL: 7

CREDITS: 4 **NOTIONAL LEARNING HOURS:** 40

FORMAL CONTACT TIME: = Max. Of 12 hours lecturing (a resource-based approach is followed).

LEARNING ASSUMED TO BE IN PLACE:

A bachelor's degree or diploma at exit level 6 of the NQF or RPL equivalent.
Previous and/or current experience in higher/further education.

LEARNING OUTCOMES:

Upon completion of this short learning programme the candidate will, in the context of higher education and with reference to own as well as student research, provide evidence that he/she is acquainted with and can apply research skills related to academic writing, referencing techniques and applicable computer software.

BRIEF DESCRIPTION OF CONTENT:

Principles of academic writing, referencing techniques according to the Harvard system, and use of selected computer software (e.g. MSWord and Research Toolbox); application of knowledge in a literature review (own and/or students' work).

CRITICAL OUTCOMES SUPPORTED BY THE SHORT LEARNING PROGRAMME:

Candidates will:

1. identify and solve problems using critical and creative thinking (i.e. problem-solving skills);
2. collect, analyse, organise and critically evaluate information (i.e. research skills);
3. organise and manage themselves and their activities responsibly and effectively (i.e. self-responsibility skills);
4. communicate effectively using visual, symbolic and/or language skills in various modes; and
5. use technology effectively.

METHODS OF ASSESSMENT:

Formative assessment: assignments and presentations.

Summative assessment: portfolio preparation and/or a project.

ASSESSMENT CRITERIA:

Candidates have gained academic writing skills and can apply these correctly in their own writing and/or those of students; can apply the Harvard referencing technique correctly; display knowledge of the application of the selected software programmes in research.

ORGANISING FIELD: 5

(1 = Agriculture and Nature Conservation)
(2 = Culture and Arts)
(3 = Business, Commerce and Management Studies)
(4 = Communication Studies and Language)
(5 = Education, Training and Development)
(6 = Manufacturing, Engineering and Technology)

(7 = Human and Social Studies)
(8 = Law, Military Science and Security)
(9 = Health Sciences and Social Services)
(10 = Physical, Mathematical, Computer and Life Sciences)
(11 = Services)
(12 = Physical Planning and Construction)

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REVIEW DATE: 2008

DEPARTMENTAL OR PROGRAMME "HOME":

Programme in Higher Education Studies,
Centre for Higher Education Studies and Development (UFS sustained)

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