



GAUTENG PROVINCE

Department: Education

REPUBLIC OF SOUTH AFRICA

Circular 02/2012

Date: 23 April 2012

Topic

Guidelines for the allocation of notional hours in all Adult Education and Training (AET) Levels 1- 4 learning areas and skills programmes in Public Adult Learning Centres (PALCs)

Annexure

Annexure A: Guidelines for allocating notional hours for all AET Levels 1 - 3 learning areas.

Annexure B: Guidelines for allocating notional hours for all AET Level 4 learning areas and skills programmes.

Distribution

- ✓ All Chief Directors and Directors at Head Office and District Offices
- ✓ District FET/AET Co-ordinators
- ✓ District AET Facilitators
- ✓ Managers and Staff at PALCs
- ✓ Members of Centre Governing Bodies
- ✓ Teacher Organisations and Unions
- ✓ Relevant Non-Governmental Organisations

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On request, this circular will be made available in Afrikaans, isiZulu or Sepedi within 21 days
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GUIDELINES FOR THE ALLOCATION OF NOTIONAL HOURS IN ALL AET LEVELS 1- 4 LEARNING AREAS AND SKILLS PROGRAMMES IN PALCS

1. PURPOSE

This circular provides clear guidelines for allocation of notional hours for AET Levels 1 - 4 learning areas and skills programme offerings.

2. DEFINITION OF NOTIONAL HOURS

Notional hours refer to the number of hours expected for a learner to spend towards the completion of the specified Unit Standards. These hours include contact time (teaching and learning in the classroom) and non - contact time (learners own work and curriculum planning).

3. INTRODUCTION AND BACKGROUND

The Norms and Standards for Funding as well as the improved conditions of service have ensured that each PALC in Gauteng has a staff establishment. The allocated posts need to be effectively and efficiently utilized by centres to meet curriculum requirements.

It is with this background that this circular provides a formula to allocate teaching and learning hours for curriculum requirements as stipulated in the Unit Standards offered at PALCs.

4. LEGISLATIVE FRAMEWORK

- 4.1 The Constitution of the Republic of South Africa (Act No. 108 of 1996), as amended.
- 4.2 National Education Policy Act, 1996 (Act No. 52 of 2000), as amended.
- 4.3 Adult Basic Education and Training Act (Act No. 52 of 2000), as amended.
- 4.4 Employment of Educators` Act 1998 (Act No. 76 of 1998), as amended.
- 4.5 Higher Education and Training Laws Amendment Act, 2010 (Act No. 25 of 2010).
- 4.6 National Policy on the Conduct of Adult Education and Training (ABET) Level 4 Examinations, Gazette 23590, 05 July 2002.
- 4.7 The National Qualifications Framework (NQF), Gazette No. 32793 of 11 December 2009.
- 4.8 The Skills Development Act, 2003 (Act No. 31 of 2003), as amended.
- 4.9 Education White Paper 6, July 2001

5. DETERMINATION OF THE ALLOCATION OF NOTIONAL HOURS OF LEVELS 1 - 4 LEARNING AREAS AND SKILLS PROGRAMMES

- 5.1 The number of credits of a learning area will determine the number of notional hours allocated for teaching hours to educators at Public Adult Learning Centres (PALCs).

5.2 Ensure that a learning area that carries more credits must be allocated with more notional hours to be allocated and planned for on the timetable of a centre.

5.3 Centres should however, take cognisance of learner performance in the fundamental learning areas which determine the acquisition of the General Education and Training Certificate (GETC) qualification.

5.4 The centre manager as a curriculum manager must do allocations to all learning areas, including the fundamental or core learning areas, in a manner that will enhance learner performance.

5.5 Seventy percent (70%) of the total allocated hours per learning area must be utilized on contact time and thirty percent (30%) on non contact time.

6. MINIMUM TEACHING HOURS FOR SUPERVISORS

The minimum teaching hours for supervisors is fifty percent (50%) of the total hours appointed in an academic year.

7. ALLOCATION OF HOURS TO LEARNING AREAS

Step	Action	Example
1	Determine the notional hours (a) for the Learning Area. $a = \text{Number of credits for the Learning Area} \times 10 \text{ hours}$	Allocation for a Learning area worth credits 25 $25 \text{ credits} \times 10 \text{ hours} = 250 \text{ hrs}$
2	Determine the number of weeks (b) in the Academic year $b = \text{Actual No of teaching days in the calendar year} \div \text{No of teaching days in a week}$	Number of days in a year 198 → Converted into weeks $198 \text{ days} \div 5 \text{ days in a week} = 39,6 \text{ weeks}$
3	Calculate teaching hours for the Learning Area for the week $c = a \div b$	$250 \text{ hrs} \div 39,6 \text{ weeks} = \underline{6,3 \text{ hrs}}$ (6,3 hours teaching and learning hours per week : Rounded of to 6 hours per week.
Note:	(1) In cases where the part after the (,) in step 3 is 5 or more then we round off to the next whole number e.g. 6,6 hours would be 7 hours.	

For your convenience the relevant calculations have been done for implementation in Annexure A and B.

8. ADDITIONAL LANGUAGE

- 8.1 It is not always a case that the learner's *Home Language* (HL) becomes their *Language of Learning and Teaching* (LoLT).
- 8.2 Policy recommends only 20 credits for Language of Learning Literacy and Communication (LLC) for each of the Levels 1 - 3. A learner who has never been to school will start at AET Level 1 and will need to develop basic Reading and Writing Skills; and a learner who comes into AET Level 2 will not have fully developed Reading and Writing Skills.
- 8.3 An AET Level 4 learner who uses a different LoLT to their HL will be expected to have mastered certain language usage skills in a language different to their HL (for all learning areas they will be examined in except for the LLC:HL which they could have selected.)
- 8.4 This compels progressive introduction of a language which will be LoLT parallel to the HL earlier in the system (at either Level 1 or 2) without interfering with the allocated hours of teaching and learning. This means that we must learn to manage 2 x LLCs whilst still maintaining the same number of credits at whichever level between AET Levels 1 – 3 for the same hours of subject allocation per week. This could assist in the facilitation of preparing the learners for assessment at the exit level.
- 8.5 Where the HL is different to LoLT, Centres should offer LLC Home Language and progressively introduce LLC LoLT at AET Level 1 in the allocated time period. The two languages should be offered for Levels 2 and 3. This will assist to strengthen their language skills and therefore fast tracking the completion of GETC qualification.

In the event where learners use only one language as a HL and LoLT, learners will have a choice to be introduced to an additional official language within the allocated time period.

9. CONCLUSION

All relevant stakeholders must ensure the successful implementation of this circular. It is envisaged that this circular would increase accountability and ensure compliance at all levels of AET development and support.

SIGNED: BOY NGOBENI
HEAD OF DEPARTMENT
DATE: 23- 04- 2012



GUIDELINES FOR THE ALLOCATION OF NOTIONAL HOURS (TEACHING AND LEARNING) IN ALL AET LEVEL 1-3 LEARNING AREAS IN PALCS

1. THE FOLLOWING ARE THE CREDITS AND TIME ALLOCATION

Learning Area	Level	Credits	Teaching and Learning Hours per week
Literacy	1-3	20	5
Numeracy	1	10	3
	2	15	4
	3	17	4
Integrated Studies	2-3	15	4

**GUIDELINES FOR THE ALLOCATION OF NOTIONAL HOURS IN ALL AET
LEVEL 4 LEARNING AREAS AND SKILLS PROGRAMMES IN PALCS**

1. FUNDAMENTAL LEARNING AREAS

Learning Area	Credits	Teaching and Learning Hours per week
Language, Literacy and Communication (LLC)	23	6
Mathematical Literacy (ML)	16	4
Mathematical Science (MS)	14	4

2. CORE LEARNING AREAS

Learning Area	Credits	Teaching and Learning Hours per week
Life Orientation (LO)	32	8

3. ELECTIVES (ACADEMIC LEARNING AREAS)

Learning Area	Credits	Teaching and Learning Hours per week
Human and Social Sciences (HSS)	23	6
Economic and Management Sciences (EMS)	21	5
Arts and Culture (A&C)	17	4
Natural Sciences (NS)	15	4
Technology (Tech)	11	3
Additional Language	23	6

4. ELECTIVES (VOCATIONAL LEARNING AREAS)

Learning Area	Credits	Teaching and Learning Hours per week
Applied Agriculture and Agricultural Technology (AAAT)	20	5
Ancillary Health Care (AHC)	45	11
Small, Medium and Micro Enterprise (SMME)	17	4
Travel and Tourism (T&T)	38	10
Information Communication Technology (ICT)	23	6
Early Childhood Development (ECD)	26	7
Wholesale and Retail (W&R)	30	7

5. THE FOLLOWING RULES OF COMBINATION ARE PACKAGED OPTIONS FOR A COMBINATION OF LEARNING AREAS TO ACHIEVE 120 CREDITS OR MORE

Option One		Option Two		Option Three		Option Four	
Fundamentals							
LLC	23	LLC	23	LLC	23	LLC	23
ML	16	ML	16	ML	16	ML	16
Core							
LO	32	LO	32	LO	32	LO	32
Electives							
HSS	23	EMS	21	NS	15	ECD	26
AHC	45	SMME	17	A & C	17	A & C	17
		ADD LANG	23	ADD LANG	23	TECH	11
Total credits 139		Total credits 132		Total credits 126		Total credits 125	