

FORT COX AGRICULTURE AND FORESTRY TRAINING INSTITUTE

Fort Cox Agricultural Training Institute policies will be recorded on the institutional policy catalogue, will be available at the library and on the institute's website (<http://www.fortcox.ac.za/policies/>) which will be regularly updated. As it is important to provide critical information such as when the policy was introduced, what it aims to achieve and who has a responsibility for its implementation and review, the council meeting of 07 February 2018 agreed that all new institution-wide policies be presented in a standardised format as follows:

TITLE: TEACHING AND LEARNING POLICY

1. POLICY PARTICULARS

APPROVAL BY RELEVANT COMMITTEE STRUCTURE:

DATE OF APPROVAL BY THE COUNCIL: _____

DATE OF APPROVAL BY THE ACADEMIC BOARD: _____

COMMENCEMENT DATE: _____

REVISION HISTORY: [Date of first approval by Academic Board/Council and the number of subsequent revisions]

REVIEW FREQUENCY: [ANNUALLY]

POLICY LEVEL: [Lecturers/Students/Academic Departments]

RESPONSIBILITY: [HOD/TQA/HOA/AETC/BOA]

- IMPLEMENTATION & MONITORING:

- REVIEW AND REVISION:

REPORTING STRUCTURE: [HOD → HOA → AETC → Principal → TQAC → BOA → Council]

2. POLICY STATEMENT

2.1. POLICY DECLARATION:

Fort Cox Agricultural Training Institute (FCATI) endeavours to be relevant by providing education and training characterised by quality management processes and procedures. This will be achieved through the implementation of the strategic plan of the FCATI which states the following vision and mission:

VISION

“Leading Centre of Learning in Sustainable Agriculture and Forestry Education and Training in Southern Africa”.

MISSION

- a) *To provide quality education and training in agriculture and forestry*
- b) *To engage in applied research and innovation*
- c) *To engage in rural wealth creation through community engagement*

2.2. PURPOSE

The purpose of this policy is to coordinate and regulate teaching and learning exercises in accordance with the standards and processes that will ensure quality of the subject matter, teaching methods and best practices. The policy further aims at producing diploma graduates that are competent and relevant to the broader agricultural and forestry industrial needs through offering programmes that adhere to the requirements of Council on Higher Education (CHE) and/or other education and training regulating bodies such as Sector Education and Training Authority (SETAs), Higher Education Quality Committee (HEQC) or Quality Council for Trades and Occupation (QCTA) accreditation criteria.

2.3. SCOPE

This policy will be applicable to all instructional offerings, programmes and options offered by the Institute.

2.4. OBJECTIVES:

The objective(s) of this policy are to:

- Ensure credible teaching and practical learning processes which promote professional abilities that respond to the provincial, national and international agricultural and forestry training needs.
- Ensure that the teaching and learning within the FCATI takes into consideration aspects of sustainable use of natural resources, agricultural business and agro-processing within the broader agricultural landscape.

The following term definitions are used in this document within the context of application of this policy:

2.5. DEFINITIONS

Practical:	Hands-on activities that lecturers shall plan for each individual course.
Field Practical:	Field activities that shall be conducted by first year students either in the form of field visits or farm practicals.
Learners guide:	A document that shall be prepared by lecturers to outline the course content to the students.
Lecture notes:	Notes given by the instructor in the beginning of the semester.
Attendance register:	The record of attendance of students during class or practicals indicating the student's surname, initials, student number, signature, date and time.

Academic standards: Knowledge and skills that students are expected to learn in each year level.

Cognisance: The range of knowledge possible through observation.

Lecturer: A person who facilitates lectures in an institution of higher learning (HE) or Further Education and Training (FET).

The following ACRONYMS are used in this document within the context of application of this policy:

ACRONYMS

BOA	Board of Academics
AETC	Agricultural Education and Training Committee
AgriSETA	Agricultural Sector Education and Training Authority
CBL	Competency Based Learning
CHE	Council on Higher Education
DAFF	Department of Agriculture, Forestry and Fisheries
DP	Due Performance
EP	Experimental Projects
ET	Experiential Training
FCAFTA	Fort Cox Agriculture and Forestry Training Institute
FSA	Farm System Analysis
FV	Field Visits
HOD	Head of Department
HEQC	Higher Education Quality Committee
HOA	Head of Academics
WIL	Work Integrated learning
PTL	Practical Teaching and Learning
QCTA	Quality Council for Trades and Occupation
SRC	Student Representative Council
SOP	Standard Operating Procedure
TACATI	Transformation of Agriculture
TL	Teaching and Learning
TQA	Total Quality Assurance
TQAC	Total Quality Assurance Committee
TT	Theoretic Teaching

3. TEACHING AND LEARNING POLICY

3.1. TEACHING AND LEARNING METHODS

- 3.1.1. Teaching and learning methods shall consist of the best practices used in effective teaching and learning with emphasis on practicals in agriculture and effective teaching methods.
- 3.1.2. As part of the TACATI, FCAFTI has adopted CBL principles; therefore, cognisance and appreciation of CBL principles in the teaching and learning within all the programmes offered at the FCAFTI is expressed.
- 3.1.3. To ensure that teaching and learning is conducted in the manner that adheres to the accreditation bodies and quality assurance mechanisms, the following shall apply:
 - a) Provision of learner guides, lecture notes or training manuals and practical manuals to students at the beginning of the semester or training programme.
 - b) The calendar provides for a minimum of two and three theoretical classes for eight and twelve credit courses, respectively, per course per week.
 - c) The course avails a minimum of a one 3-hour practical and/or tutorial per course every two weeks.
 - d) Provision of objective and relevant assessments as stipulated in the Assessment and Moderation Policy should occur.
 - e) Development of appropriate time-table per semester specifying venues, lecturers and courses offered is a necessity.

3.2. LEARNING MATERIALS

- 3.2.1. The institution shall ensure that learning materials and capacity for the development and provision of such is available for each course.
- 3.2.2. Each lecturer shall ensure that students are supplied with learning materials before and/or at the commencement of the term of the offering.
- 3.2.3. The learning materials shall cover the following:
 - a) Outline the course objectives;
 - b) Learning outcomes;
 - c) Assessment methods/criteria;
 - d) Course content and scope of the course;
 - e) Prescribed text books;
 - f) Other materials like online recommended materials; and
 - g) Applicable practicals.
- 3.2.4. The content in the learning materials shall be prescribed by the course content and comprise different literature sources.
- 3.2.5. The development of such materials shall take into consideration the intellectual property rights and where necessary, referencing of original sources of information must be recognised.
- 3.2.6. The lecturer shall encourage students to search for information from other sources (books, journals, annals, e-resources etc.)
- 3.2.7. Lecture notes may not be used exclusively in training and assessment or be used as a replacement for other sources of information but should serve at least to provide basic information relevant to the subject.
- 3.2.8. The lecturer and/or trainer could provide extra reading material of subject interest that is topical and current in its nature.
- 3.2.9. All lecture notes and other materials should be assessed and approved by the AC before usage in training.
- 3.2.10. A minimum of one prescribed book shall be assigned for each course and at least five copies of the book be made available through the library for student borrowing services.
- 3.2.11. A copy of all the learning materials shall be provided to the internal and external moderators at the beginning of each semester.

3.3. CLASS SESSIONS

- 3.3.1. The institution shall make available suitable and appropriate teaching environment or infrastructure.
- 3.3.2. The classrooms shall comprise acceptable infrastructure not limited to the following:
 - a) Suitable and safe seating environment;
 - b) Demonstration chalk board, whiteboard or interactive boards; and

- c) Audio and video services.
 - 3.3.3. The class sessions shall not exceed two continuous hours each, and where such sessions are undertaken, students should be allowed sufficient break time.
 - 3.3.4. Delivery during classes should be based on a lesson plan and accompanied by suitable aids linked to the learning outcome.
 - 3.3.5. Attendance in class sessions should be within 10 minutes of the scheduled time unless prior communication and arrangement has been made between all parties involved.
 - 3.3.6. A student Class Representative shall be nominated and may be involved in class management and communication.
- 3.4. THREE-HOUR PRACTICALS OR TUTORIALS**
- 3.4.1. Each course may have at least a single three-hour practical and/or tutorial session every two weeks made available through the official timetable.
 - 3.4.2. Practical manuals, plans and practical assessment processes shall be developed per course and made available to the students prior to the actual practical session in line with the set course outcomes.
 - 3.4.3. A sufficient number of assistants in the form of technicians and tutors shall be availed for guidance and mentoring purposes.
 - 3.4.4. To ensure high quality and delivery of practical learning, the following shall apply:
 - a) Transport may be made available on demand subject to set transport policies;
 - b) The farm shall provide adequate access to resources and equipment required for the practicals;
 - c) Practical shall be aligned and relevant to the subject matter of the course;
 - d) Practical may make use of relevant audio and/or visual aids as well as relevant training equipment for different fields of study; and
 - e) A fully functional and resourced science laboratory, workshop, nursery and computer laboratory shall be made available on demand.
- 3.5. FIELD VISITS**
- 3.5.1. To enhance teaching and learning, delivery field visits shall be planned as part of learning.
 - 3.5.2. The visits shall complement, but not replace, three-hour practicals for the course of study.
 - 3.5.3. The undertaking of field visits shall be limited to:
 - a) Operations that are not available in the Fort Cox Farm, Workshop or Nursery;
 - b) Operations selected based on the scale of production not available in the Fort Cox Farm, Workshop or Nursery; and
 - c) Operations selected based on the level of technology not available in the Fort Cox Farm, Workshop or Nursery.
 - 3.5.4. Failure to provide sufficient proof of a) to c) above shall result in disapproval of such visits and such undertaking declared an irregularity.
- 3.6. FIELD PRACTICAL/WHOLE DAY PRACTICAL**
- 3.6.1. All students undertaking Diploma studies are expected to participate in the field practical at the institute or any identified practical area with relevance to the objectives of the field practical.
 - 3.6.2. The Field Work Practical would be regarded as a standalone course but developed to transcend other programme courses.
 - 3.6.3. The Field Work Practical daily programmes may be guided through a documentation developed and approved at the beginning of each semester.
 - 3.6.4. A fieldwork practical manual shall be made available to students at the beginning of the module.
 - 3.6.5. The field practical manual shall outline the objectives and learning outcomes of the practical, activities to be carried during practical and a practical assessment procedure.
 - 3.6.6. A sufficient number of assistants in the form of technicians shall be availed for guidance, mentoring and monitoring purposes.
 - 3.6.7. Failing a field-work practical shall result in the student repeating the course without the option for a supplementary, subject to appeal processes set out in the Assessment and Moderation Policy.

3.7. EXPERIMENTAL PROJECTS

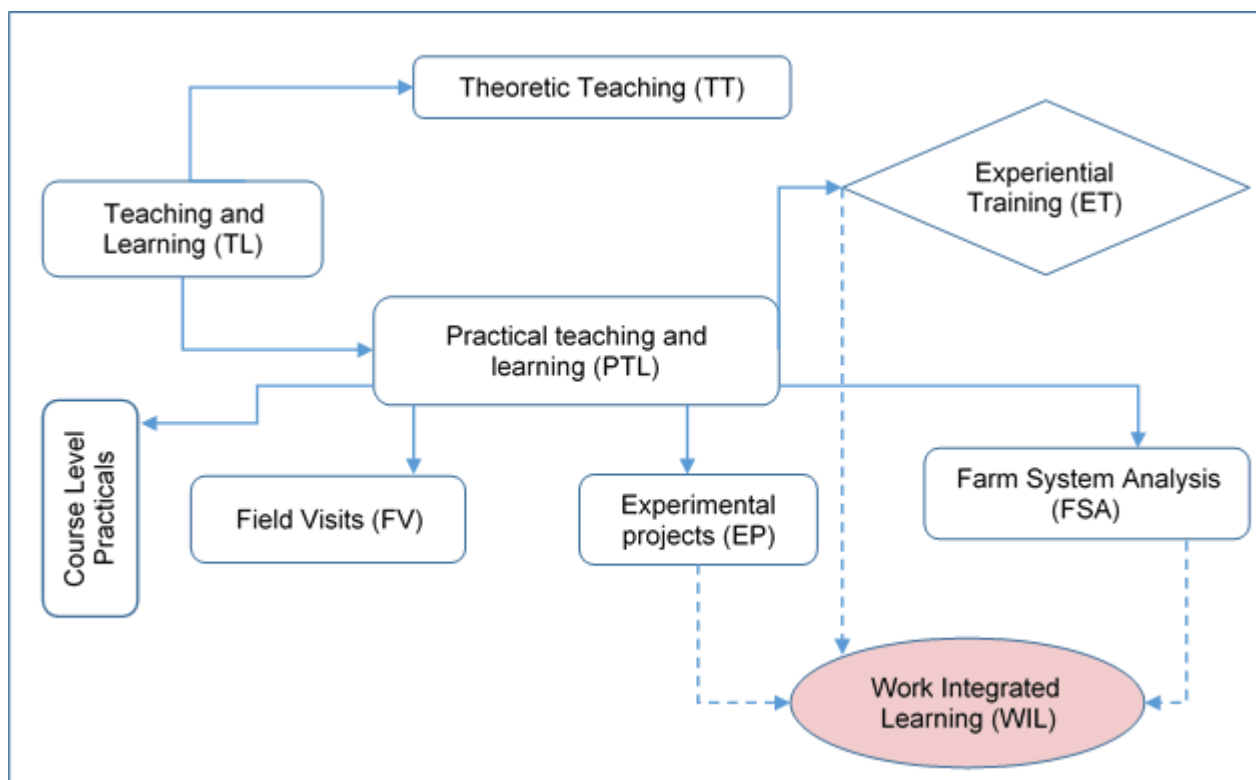
- 3.7.1. Students shall undertake experimental projects for a minimum of six months as individuals or in designated groups as prescribed by their respective curricula.
- 3.7.2. The area or topic of study shall be determined by the students, lecturer involved or a project coordinator in consultation with those involved in the project subject to approval by the HOD.
- 3.7.3. The projects shall be conducted within the FCAFTI environment or any other place identified as suitable from time to time.
- 3.7.4. Project proposals shall be developed by the students with the supervision of the lecturers and approved by the projects committee.
- 3.7.5. Adequate resources shall be made available in time to allow the students to carry out the projects.
- 3.7.6. At the end of the project, students shall submit a project report and undertake presentations which will be used for summative assessment as stipulated in the Assessment and Moderation Policy.

3.8. FARM SYSTEMS ANALYSIS (FSA)

- 3.8.1. Students shall conduct investigative studies on Farm System Analysis as part of their studies as determined by their respective curricula.
- 3.8.2. Farm System Analysis may be undertaken to assess the farm activities and processes, identify gaps and establish farm production performance, determine systemic challenges and come up with recommendations to the farmer.
- 3.8.3. To facilitate smooth running and quality learning under Farm System Analysis:
 - a) Students may be grouped and allocated supervisors a semester before the course is undertaken;
 - b) The institute may identify study farms based on the set criteria of farms to be visited by students;
 - c) A minimum of two farm visits may be carried out in order to gather necessary information required for analysis and provide feedback; and
 - d) Students shall submit written reports and make presentations which will be used for summative assessment as stipulated in the Assessment and Moderation Policy.

3.9. WORK INTEGRATED LEARNING

- 3.9.1. As part of their learning, students shall undertake WIL as stipulated in their curriculum.
- 3.9.2. Diploma in Forestry students shall be expected to successfully complete one-year WIL in their final year of study.
- 3.9.3. Diploma in Agriculture students shall be expected to successfully complete six-month WIL in their final year of study.
- 3.9.4. The institution shall appoint a person responsible for implementing WIL for all the programmes of study.
- 3.9.5. The students, FCAFTI officials or stakeholders may identify potential farms, plantations or organisations for students to undertake WIL.
- 3.9.6. Potential hosts shall be identified based on stipulations of the WIL Policy before students are released for learnerships.
- 3.9.7. The implementation and assessment of WIL shall be done subject to provision of the WIL Policy.
- 3.9.8. WIL shall form part of the vocational learning and has to be completed successfully for a student to complete the offering under the Diploma study.
- 3.9.9. The diagram below shows the process flow as described in the teaching and learning



3.10. CONDUCT OF STUDENTS AND STAFF DURING TRAINING

- 3.10.1. To be allowed access to venues, students and staff members should wear appropriate clothing as determined by Occupational Health and Safety Policy and Guidelines.
- 3.10.2. All safety procedures regarding the environment or as prescribed by the host company, shall be adhered to all times.
- 3.10.3. Noise during class, practicals and tutorial sessions shall be regarded as an irregularity, and relevant procedures shall be followed as stipulated in the Fort Cox Code of Conduct.
- 3.10.4. Unnecessary absence from class, practicals or tutorial sessions by trainer, tutor, technician or lecturer shall be regarded as an irregularity.
- 3.10.5. Indiscipline and other misconduct during class, practicals or tutorial sessions shall be handled by the lecturer, tutor or technicians and referred to the HOD when necessary.
- 3.10.6. The trainer, tutor, technician or lecturer shall have direct control over class management unless deemed necessary by the HOD or referred elsewhere by the affected party.
- 3.10.7. Organised labour shall have no jurisdiction on issues directly related to training unless they relate to labour issues.
- 3.10.8. The Student Representative Council shall have no jurisdiction on issues directly related to training unless they concern general student welfare.

4. POLICY IMPLEMENTATION

- 4.1. The institution shall provide academic staff and students with resources, control of their use and means that enable optimum implementation of this policy.
- 4.2. Accountability for the implementation of this policy shall rest with the assessor, HOD and HOA.

5. MONITORING AND EVALUATION

- 5.1. The implementation of this policy shall be monitored through the reports submitted by the HOD in monthly, quarterly and annual reports.
- 5.2. The following documentations would be used for monitoring by the HOD and HOA:
 - 5.2.1. Learner materials on specified dates as indicated in the institutional calendar.
 - 5.2.2. Compliance to submission due dates register:
 - a) DP schedules; and
 - b) Assessment report.
 - 5.2.3. Practical plans and delivery worksheets.

- 5.2.4. Class and practical attendance registers.
- 5.3. Success on the implementation of this policy shall be reported in the assessment reports by the end of the assessment period.
- 5.4. The AETC, AC, TQAC and BOA shall be responsible for monitoring and evaluation of compliance and implementation of this policy.
- 5.5. Feedback for monitoring and evaluation shall be provided to the lecturers/assessors every semester and such shall be reported implicitly in the institutional annual report.

6. REVIEW PROCEDURE

- 6.1. The policy shall be reviewed five years following its implementation in line with the curriculum review programme.
- 6.2. Proposals for review shall be submitted in writing by individual lecturers, students, student representatives (SRC) and academic departments to the TQA office.
- 6.3. Review workshops will be convened and proposed reviews will be presented and considered.
- 6.4. AETC shall present the reviews to the TQAC and then to the BOA, which will finally present these to the Council.

7. Approval

It is recommended that the Institutes Principal and Chairperson of Council approves this policy for implementation with effect from 01 April 2018:

Recommended/ Not Recommended

Dr PJ Masika
Principal: FCC
Date: _____

Policy Approved/ Not Approved

Dr F Lategan
Chairperson of Council: FCC
Date: _____