

# **FACULTY OF EDUCATION**

Occupational Certificate:  
School Principal



The purpose of this qualification is to prepare you 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 value-driven ethos for quality teaching.

**When qualified, you 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 between and the 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.

**Course code:**

SCHPRI-01

**Accreditation status:**

- Fully accredited by the Quality Council for Trades and Occupations (QCTO)
- SAQA ID: 101258
- NQF Level 6
- Credits: 285

**Duration:**

36 months

**Entry requirements:**

- Teacher's qualification with a minimum three (3) years managerial experience in the education and training environment
- SAQA equivalency required for non-SA qualifications.

**Topics covered:**

**Knowledge Modules (53 credits)**

- KM-01: Introduction to education leadership, management and administration in a changing education landscape
- KM-02: Curriculum management and adaptation for holistic development of learners.
- KM-03: Human resources development, empowerment and support of all school communities.
- KM-04: Financial and Asset Management.
- KM-05: Institutional management and administration.

**Practical Skill Modules (96 credits)**

- PM-01: Lead and manage the development of a school strategic plan.
- PM-02: Lead and manage teaching and learning.
- PM-03: Manage and use data to improve learner achievements.
- PM-04: Lead and manage continuous improvement of curriculum delivery.
- PM-05: Lead and manage the financial management processes in the school.
- PM-06: Control and maintain the use of school assets.
- PM-07: Manage and develop human resources in the school.
- PM-08: Establish effective stakeholder engagement systems and practices.

**Work Experience Modules (136 credits)**

- WM-01: Strategic planning processes and procedures.
- WM-02: Processes and procedures for effective curriculum delivery.
- WM-03: Financial management processes and procedures.
- WM-04: Supply chain management processes and procedures.
- WM-05: Asset management processes and procedures.
- WM-06: Human resources development and management processes and procedures.
- WM-07: Processes and procedures for stakeholder engagement.

**Assessments:****Students are required to complete the following:**

- 5 Formative assessments
- 5 Controlled Summative assessments
- 8 practical assessments
- 7 workplace assessments
- 1 External Integrated Summative Assessment

**Eligibility requirements for the External Integrated Summative Assessment (EISA):**

The EISA is administered by the QCTO. In order to qualify for the EISA, learners must have a copy of a completed and signed Statement of Work Experience as well as proof of successful completion of the Knowledge Modules and Practical Skills Modules. These are usually combined into one Statement of Results.

**Type of certificate awarded:**

Upon successful completion of the EISA, students will be awarded the **Occupational Certificate: School Principal (School Manager)** from the QCTO.

**Articulation options:**

## Horizontal articulation

- Advanced Certificate: Education: School Management and Leadership, Level 6.
- Advanced Certificate: Education, Level 6.

## Vertical articulation

- Post Graduate Diploma in Educational Management and Leadership, Level 7.





## CONTACT DETAILS

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