



KENNISGEWING AAN ALLE LEDE VAN DIE SAOU: VRYSTAAT

BEMAGTIGINGSGELEENTHEID: KURRIKULUMBESTUUR

Binne die KAV word daar toenemend meer druk geplaas op skoolbestuurspanne om die minimum vereistes soos wat dit in beleid gedefinieer word, tydens implementering in die skoolbeleid op te neem. Alle lede word uitgenooi na hierdie geleentheid waartydens die nuutste inligting oor die wysigings in beleid bespreek sal word. Die volgende word hanteer:

- Wysigings aan die KAV vakdokumente
- Nuwe vakke in die kurrikulum
- Taalbeleid
- Promosie- en Progressie-vereistes
- Jaarlikse Nasionale Assessering
- Nasionale Senior Sertifikaat
- Die huidige benadering tot SARO se Professionele Ontwikkelingspunte (POP) en die verantwoordelikhede van die skoolbestuurspan in hierdie inisiatief.
- Indiens onderwyseropleiding

Skoolhoofde en Adjunkhoofde sal vir POP punte kwalifiseer. Adjunkhoofde, Departementshoofde, Vakhoofde, Graadhoofde en onderwysers wat in die toekoms in skoolbestuur wil inbeweeg sal by hierdie kursus baat.

Die opleiding geskied op 3 plekke. Die besonderhede is soos volg -

27 Januarie 2015	:	Bloemfontein P/S, Lomarinstraat, Bfn	14:00
28 Januarie 2015	:	Witteberg H/S, Bethlehem	14:00
29 Januarie 2015	:	Afrikaanse H/S, Kroonstad	14:00

Kostes: Lede: Gratis Nie-Lede: R80.00

Registrasies vind elektronies plaas soos per aangehegte verduideliking. Skakel ons indien nodig. Registrasie sluit 3 dae voor datum van aanbieding. Registreer dus onmiddellik asseblief.

**M.M STRYDOM
PROVINSIALE SEKRETARIS
2015/01/12**



NOTICE TO ALL SAOU: FREE STATE MEMBERS

OPERATION KNOWLEDGE BUILDING: CURRICULUM MANAGEMENT

CURRICULUM MANAGEMENT

The CAPS policy requires more accountability from the school management team to implement minimum requirements as defined in the policy. The most up to date information on the amendments to policy will be discussed:

- Amendments to CAPS subject policy documents
- New subjects introduced to the curriculum
- Language policy
- Promotion and progression requirements
- Annual National Assessment
- National Senior Certificate
- The current approach of SACE to introduce Continuous Professional Development points and the responsibility of the school management teams.
- In service teacher training

Principals and Deputy Principals will qualify for CPTD points. Deputy Principals, Heads of Department, subject heads, grade and phase heads and teachers who would like to prepare for future positions in school management will benefit from this session.

We have presentations at 3 venues. The details are as follows:

27 January 2015:	Bloemfontein P/S, Lomarinstraat, BFN	14:00
28 January 2015:	Witteberg H/S Bethlehem	14:00
29 January 2015:	Afrikaanse H/S Kroonstad	14:00

Costs: Members: Free of charge Non-members: R80

Registration is done electronically as per attached explanation. Phone us if necessary. Registration closes 3 days before the date of the presentation. Please register immediately!

**M.M STRYDOM
PROVINCIAL SECRETARY
2015/01/12**



REGISTRASIEPROSES: KURRIKULUMBESTUUR

REGISTRATION PROCESS: CURRICULUM
MANAGEMENT

Elektroniese Registrasie

Om te registreer registreer, volg die volgende stappe:

1. Maak die SAOU webwerf oop by www.saou.co.za – sien die opskrif “Operasie Kennisbou”. Kliek op die opskrif om die volledige lys van beskikbare kursusse, venues en datums oop te maak.
2. Gaan voort om te registreer (Registrasies sluit 3 dae voor die datum van aanbieding.) Kliek op die datum van die kursus van keuse om die skakel na die aanlyn registrasievorm oop te maak.
3. Kontroleer om te verseker dat die registrasievorm die titel van die gekose kursus aandui. Voltooi die verskillende velde – kliek op “submit”.
4. Na voltooiing van die vorm sal u die volgende boodskap ontvang: “Dankie vir u registrasie. Indien u nog iemand wil registreer of wou uitgaan, “kliek hier”.
5. Indien u ’n volgende persoon wil registreer, kliek op “Kliek hier”. Dit sal u terugneem na die lys van datums en u kan die vorige stappe weer volg. So eenvoudig soos dit!
6. U voltooide vorm sal outomaties weer verskyn om u in staat te stel om inligting te kontroleer en/of reg te stel.
7. Indien u wysigings moet aanbring, kliek op “back”. Dit sal u in staat stel om veranderings aan te bring.
8. Indien u tevrede is met die oorspronklike registrasie, kliek op “submit”.
9. Gedurende die verloop van die werksdag sal u ’n e-pos ontvang wat registrasie bevestig. Die bank besonderhede sal ook voorsien word om nielende in staat te stel om te betaal.

Let Wel: Indien u nie ’n SAOU-lid is nie, moet u die R80 betaal in die SAOU bankrekening, **ABSA Bank** Rek nr 4073759787, Takkode 334134.

Die registrasie sal nie geprosesseer word alvorens betalingsbewys ontvang is nie. Faks of e-pos na 051/444-2101 / jannieo@saou.co.za

Electronic Registration

To register follow the following easy steps:

1. Open the SAOU website at www.saou.co.za. On the home page you will see the “Operation Knowledge Builder” banner. Click on the banner to open the link to the full list of available courses together with their venues and dates.
2. (Registration closes 3 days prior to date of session.) Click on the date of the course of your choice to open the link to the on-line registration form.
3. Check that the registration form carries the title of your chosen session. Fill in all the fields on the registration form. Once you have filled in ALL the fields click on the “submit” button.
4. Once your form has been submitted you will receive a message, “Thank you for your registration. If you want to register another person or to exit, “click here”.
5. Should you wish to register another person, please click on “Click here”. This will take you back to the list of dates and you can then follow the previous steps. Simple as that!
6. Your completed registration form will automatically reappear to allow you to check that your information is correct.
7. If you need to make corrections – click the “back” button (This will allow you to make the changes you need.)
8. If you are satisfied with your original registration, click the “submit” button.
9. During the course of the day you will receive an e-mail to confirm that you have registered. **The bank details will also be supplied again to enable non-members to effect payment.**

Remember: If you are not an SAOU member you will need to pay your R80 into the following SAOU bank account, **ABSA Bank Ac. Nr 4073759787** Branch code 334134.

Note that your registration will not be finally processed until proof of payment is faxed or e-mailed to 051/444-2101 / jannieo@saou.co.za