



VIA AFRIKA DIGITAL EDUCATION ACADEMY

ONLINE TRAINING FOR TEACHERS

Endorsed for Professional Development Points



SACE
South African Council for Educators

Towards Excellence in Education

5 points per 2 hour session
10 points per 6 hour session

JULY 2024

Artwork created using Ideogram.ai

SACE Provider number: **PR000008139**
Via Afrika is a B-BBEE **Level 1** supplier.



In partnership with the Department of Basic Education.

PREPARING
YOU FOR THE
FOURTH INDUSTRIAL
REVOLUTION!



Our Teachers. Our Future.

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INTRODUCTION

PAGE We created the Via Afrika Digital Education Academy (VADEA) to provide teachers with the knowledge, skills and values needed to prepare our learners to be competent and confident citizens. VADEA is a set of online training sessions that offer teachers the chance to take on the challenge of eLearning and the Fourth Industrial Revolution (4IR) confidently.

Via Afrika Digital Education Academy offers the revolutionary Mindset Change for Effective Digital Education course because, as Bitner and Bitner noted, “Using technology as a teaching and learning tool in the classroom [brings about fear, anxiety and concern] to an even greater extent [than change] since it involves both changes in classroom procedures and the use of often unfamiliar technologies.” (Bitner and Bitner, 2002*). This three-level course identifies and creates the ideal mindset for a teacher who is working in the digital age. Find out more on page 8.

We have developed our Fourth Industrial Revolution course, with two Generative AI sessions, as we acknowledge that “Our learners are our future workers and we have to ensure they are well equipped and prepared for the 4IR.” – Mrs Angie Motshekga MP, Minister of Basic Education. Find out more on page 9.

Teachers now require different skills and knowledge to what they did even five years ago. In a set of courses on using Windows (on tablets and laptops) and Android operating systems, VADEA has developed the training needed for a teacher to take their place in a classroom, in the 4IR, with a full understanding of the technology and pedagogies needed to make teaching and learning a success. Read more about these courses from page 11.

“Teachers must move from being able to demonstrate technology skills to being able to integrate technology competently into the teaching and learning process with the appropriate pedagogical expertise. But teachers who are competent also need to be confident in their competence in order to perform well.” – Christina Watson, CEO Via Afrika. Our Your Laptop course offers guidance on how to teach with only one laptop in a classroom. To meet the needs of a changing environment we offer a Teaching Online course that will give the teacher the knowledge and skills to develop learning for remote teaching and learning situations.

VADEA operates in partnership with the Department of Basic Education (DBE) and was developed from the work Via Afrika has been doing in rural schools in dedicated technology centres.

All of the training sessions in the courses have been approved by the South African Council for Educators (SACE) for continuous professional development points (PD points). Read more on page 2.

* Bitner, N., & Bitner, J. (2002). Integrating Technology into the Classroom: Eight Keys to Success. *Journal of Technology and Teacher Education*, 10(1), 95-100.

WHY CHOOSE VIA AFRIKA ONLINE LEARNING

There are many forms of online learning, and it is important to understand what we do at Via Afrika.

Via Afrika offers asynchronous online training that allows participants to do the training at their own pace. To support participants who are part of a group we hold a synchronous online onboarding and registration session on Microsoft Teams before everyone gets started. During this session, a facilitator engages with the group to ensure everyone is comfortable with the registration process. At this online event, we talk the participants through the training process, the design of the sessions and what to expect. All questions on the process and structure are answered. Participants are then on their own to do the training in their own time, by a date set by the organisers.

On the set completion date, we have a final live online session with all participants where we debrief, discuss potential questions and wrap up the training. This ensures that the training can be done within a predetermined time frame and does not remain open-ended.

Our training modules are designed so that there are regular points of engagement built into the training, where the participant needs to engage in an online activity or assessment to ensure that the required knowledge or skill has been acquired. A participant cannot simply turn on the training, walk away and claim that it has been done.

Factor to consider	Face to face	Online
Sacrificed teaching time	Some of our courses comprise 86 hours or 14 workdays of engagement. This would mean all this time out of the classroom.	86 hours of training that can be done in shorter sessions in the participants' preferred time, over a period of choice.
Retention rate of information	Retention rates of face-to-face training are very low, 8% to 10% is retained after training. *	The Research Institute of America found that eLearning increases retention rates by 25% to 60% . This is because with eLearning participants have more control over the learning process as well as the opportunity to revisit the training as needed. *
Measured active engagement and participation	Participants are physically present, but it is impossible to measure mental engagement.	A report can be provided per individual indicating progress with sessions, progress within a session and engagement levels with content.
Coordinating the availability of participants	A time needs to be identified where all participants can be out of the teaching room on the same day, numerous times.	Participants can engage with the content as and when it fits into their individual schedules.

Organising and paying for refreshments	Refreshments need to be provided for each training day.	No refreshments or food.
Additional payment for trainer, time, travel and accommodation	These costs would be incurred for the training days.	No costs to be incurred.
Access to training venue for participants	Participants may require transport time, transport cost and accommodation.	No cost to be incurred.
Data cost	Assessments are done online, limited data requirements.	2 GB of data per two-hour training session.
Absenteeism	Almost impossible to ensure everyone always attends, or to make up missed time.	Everyone schedules the training for when it works for them.
Pace	The trainer determines the pace within the confines of the scheduled time.	Each participant can work through the material at a pace suitable for them.
Revisiting of content	Once the training has been done, only the notes can be revisited.	A participant can redo the training with the recorded trainer at any time.
Group versus individual learning	Group learning allows for constructing of knowledge with peers.	No individual can get lost in the group and as a result lose out on personal growth.
Clarifying questions	The trainer can be asked questions.	The opportunity to revisit content for clarification is quick and easy. Questions can be asked on a session-specific forum where answers will be provided.
Previous negative online training experience	n/a	Via Afrika Online (asynchronous) training has regular assessments built in to ensure and measure engagement levels. We can report on how each participant has engaged with the content. A final online assessment, measuring knowledge gained, is required for all training.

* See Karla Gutierrez, "Facts and Stats That Reveal The Power Of Learning Infographic," Shift - Disruptive eLearning, 2016, <https://www.shiftelearning.com/blog/bid/301248/15-facts-and-stats-that-reveal-the-power-of-elearning>

WHAT DOES IT COST?

Individuals

- All two-hour online sessions cost R125,00 (VAT inclusive)
- All six-hour online sessions cost R375,00 (VAT inclusive)

The cost per person for Mindset Change for Effective Digital Education is R1 800,00 (VAT incl.)

(Please note: This is regardless of how many people continue to Level Two and Level Three in a group context.)

Groups

Group registration and management attracts a fee in addition to the individual costs depending on the size of the group.

- 1 to 50 participants: R10 000,00 (VAT incl.)
- 51 to 100 participants: R20 000,00 (VAT incl.)
- 101 to 500 participants: R40 000,00 (VAT incl.)
- 501+ participants: R75 000,00 (VAT incl.)

HOW DO I REGISTER?

Visit our website, www.viaafrika.com/academy to find out more and register.

HOW DO I PAY?

You will be able to pay with a credit card on our secure payment gateway on our website.

WHAT DO I NEED?

For the online training sessions with videos, online activities and assessments, you will need access to an internet connection as well as a tablet device or a smartphone. Depending on the course, you might also need a computer to view the training while you work with your tablet or smartphone. You can view the training on any internet-connected computer, anywhere. See from page 4 for the Required Existing Tablet or Laptop Skills needed to do each of the sessions. We recommend 2 GB of data per two-hour training session.

NEW SUBSCRIPTION OFFER FOR SCHOOLS AND ORGANISATIONS

Because of market demand, we are excited to introduce our new subscription model. A school or organisation can subscribe to VADEA and all teachers in the school/organisation have unlimited access to all our sessions for a 12 month period.

Schools with up to 24 teachers: R7 500 for 12 months

Schools with 25 or more teachers: R10 000 for 12 months

Organisations: Price on request

Contact Maria de Witt on info@viaafrika.com to purchase a subscription.

I HAVE MORE QUESTIONS, WHO CAN I ASK?

Please email us on info@viaafrika.com or phone Maria at 082 339 2687. www.viaafrika.com



SACE ENDORSEMENT

NUMBER: PR000008139

Via Afrika is pleased to be associated with the South African Council for Educators (SACE). It is SACE's responsibility to enhance the status of the teaching profession through appropriate registration, management of professional development and inculcation of a code of ethics for all educators.

SACE MANAGES THE PROFESSIONAL DEVELOPMENT OF TEACHERS BY:

- Approving quality and credible professional development providers
- Endorsing relevant and good professional development, quality activities and programmes
- Allocating professional development (PD) points to such activities
- Crediting each teacher's Continuing Professional Teacher Development (CPTD) account/record with the PD points they have earned.

Teachers are required to engage in three types of SACE endorsed professional development (PD) activities or programmes in order to achieve a minimum of 150 PD points on their PD-points account in every three-year cycle.

The Via Afrika Digital Education Academy's sessions have been endorsed by SACE and were allocated PD points on successful completion of the session and its assessment. The following PD points were allocated:

- Two-hour sessions – 5 PD points
- Six-hour sessions – 10 PD points

With Via Afrika's Digital Education Academy's cost-effective sessions, teachers will find ways to develop their skills and earn PD points at the same time.



REGISTERING FOR AN ONLINE COURSE

A START WITH REGISTERING ON THE VADEA PLATFORM

Step 1: Go to the Via Afrika Digital Education Academy website:
www.viaafrika.com/academy



Step 2: Click on the orange **SIGN UP FOR FREE** button in the centre of your screen.



Step 3: Complete the registration form at the bottom of the screen.

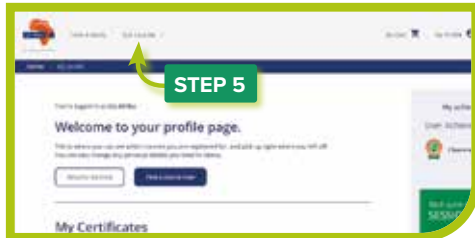


Step 4: Click on the **REGISTER** button once the whole form has been completed.



B TIME TO CHOOSE AN ONLINE TRAINING SESSION

Step 5: Click on the **COURSES** button at the top of the screen.



Step 6: Click on the **LEARN MORE** button next to each course to find out more.



C NOW GET YOUR FIRST SESSION FREE (AND LEARN HOW TO BUY MORE!)

Step 7: Click on the **BUY SESSION** button under the name of the session you have chosen.



Step 8: Click on the blue **VIEW CART** button under the name of the session you have chosen.



Step 9: Click on the word "Coupon" and type in the coupon code **ONEFREE**.

Step 10: Click on the **APPLY COUPON** button.



Step 11: Click on the **PROCEED TO CHECKOUT** button.



Step 12: Fill out the missing detail on the left, then click the **PLACE ORDER** button.

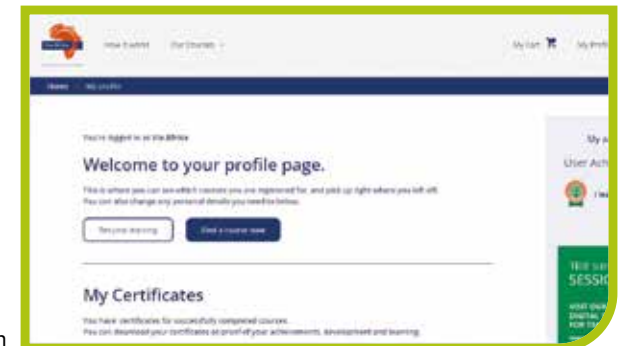


Step 13: Click on the word "here" to start the session.



D TIME TO DO YOUR FIRST ONLINE TRAINING SESSION

Once you have bought your session (or used your coupon to get it for free) your session will be available on your profile. You can always come back to your profile by clicking the "My profile" button on the top menu. Your profile lists all the sessions you have bought. To start, click on its name. Get going with the free "Get started here" session because it explains how the Via Afrika Digital Education Academy online training works.



PREFER A VIDEO? GO TO: <http://bit.ly/VADEAhowto>

OR SCAN
THIS QR
CODE:



REQUIRED EXISTING TABLET OR LAPTOP SKILLS

If you want to participate in one of the sessions offered by the Via Afrika Digital Education Academy, it is important to make sure that you make the right choice. To make the right choice, you will need to know that you already have the Required Existing Tablet or Laptop Skills linked to the session.

HOW DO I KNOW WHAT THE REQUIRED EXISTING TABLET OR LAPTOP SKILLS ARE?

The following Required Skills tables describe the levels of computer use as described by the Department of Basic Education on the left and the criteria of existing tablet or laptop skills as created by Via Afrika on the right.

Read through the criteria on the right side of each table and if you can say, "Yes, that's me!" to most of the criteria, you have identified the level of your existing skills.

Take note of the colour of the table. All our sessions have been colour-coded according to the Required Skills tables.

■ Entry Level – Novice	■ Entry Level – Standard	■ Adaptation Level
■ Entry Level – Basic	■ Adoption Level	

REQUIRED EXISTING TABLET OR LAPTOP SKILLS: ENTRY LEVEL – NOVICE	
Entry Level [Computers]	Entry Level – Novice [Tablets or Laptops]
Department of Basic Education ICT Development Level	Via Afrika Digital Education Academy Required Existing Skills
At Entry Level on computers, the teacher is computer literate, able to use computers and teach learners to use computers. OR The teacher might not yet be at Entry Level on computers and might be new to technology in general.	Teacher's own use of tablet or laptop
	I have never used a tablet or laptop before and don't know how a tablet or laptop works.
	I cannot send or receive emails on a tablet or laptop.
	I cannot upload or download files (e.g. a PDF or images) on a tablet or laptop.
	I cannot download an app from the relevant online app store (e.g. Google Play Store).
	Teacher's use of tablet or laptop for teaching and learning
	I have never used a tablet or laptop for teaching and learning.

REQUIRED EXISTING TABLET OR LAPTOP SKILLS: ENTRY LEVEL – BASIC	
Entry Level [Computers]	Entry Level – Basic [Tablets or Laptops]
Department of Basic Education ICT Development Level	Via Afrika Digital Education Academy Required Existing Skills
At Entry Level on computers, the teacher is computer literate, able to use computers and teach learners to use computers. OR The teacher might not yet be quite up to Entry Level on computers and might be a very basic user of technology in general.	Teacher's own use of tablet or laptop
	I have used a tablet or laptop before, but I need assistance in most tasks.
	I can send and receive emails on a tablet or laptop.
	I cannot upload and download files (e.g. a PDF or images) on a tablet or laptop.
	I cannot download an app from the relevant online app store (e.g. Google Play Store).
	Teacher's use of tablet or laptop for teaching and learning
	I don't use a tablet or laptop for teaching and learning.

REQUIRED EXISTING TABLET OR LAPTOP SKILLS: ENTRY LEVEL – STANDARD	
Entry Level [Computers]	Entry Level – Standard [Tablets or Laptops]
Department of Basic Education ICT Development Level	Via Afrika Digital Education Academy Required Existing Skills
At Entry Level on computers, the teacher is computer literate, able to use computers and teach learners to use computers.	Teacher's use of tablet or laptop for teaching and learning
	I use my tablet or laptop for teaching and learning.
	I show YouTube videos on a tablet or laptop as part of my lessons.
	I use tablets or laptops in class mainly for drill-and-practice exercises.
	I use eBooks on my tablet or laptop, while the learners use print books.
	I decide when and how we use technology in class.

REQUIRED EXISTING TABLET OR LAPTOP SKILLS: ADOPTION LEVEL	
Adoption Level [Computers]	Adoption Level [Tablets or Laptops]
Department of Basic Education ICT Development Level	Via Afrika Digital Education Academy Required Existing Skills
At Adoption Level on computers, the teacher can use various technologies, including the computer, to support traditional management, administration, teaching and learning.	Teacher's use of tablet or laptop for teaching and learning
	I use my tablet or laptop for teaching and learning and also for management and administration.
	I embrace the use of tablets or laptops for teaching and learning.
	I use blended learning techniques, such as eBooks, but I also use print books and paper.
	My learners and I use eBooks on our tablets or laptops in class and watch videos on our tablets related to the topics we learn about.
	I always use tablets or laptops for specific tasks, but not all the time.
	My learners have their own tablets or laptops OR our school has a shared set of tablets or laptops that I use as often as I can.
Although I decide how and when we use technology in class, I am gradually guiding my learners towards independent use of tablets or laptops.	

REQUIRED EXISTING TABLET OR LAPTOP SKILLS: ADAPTATION LEVEL	
Adaptation Level [Computers]	Adaptation Level [Tablets or Laptops]
Department of Basic Education ICT Development Level	Via Afrika Digital Education Academy Required Existing Skills
At Adaptation Level on computers, the teacher can use technology to enrich the curriculum and uses integrated systems for management and administration.	Teacher's use of tablet or laptop for teaching and learning
	I am used to technology and I use my tablet or laptop for teaching and learning and also for management and administration.
	I have a cloud-based system such as Google Drive or a learning management system that is linked to my tablet or laptop when I teach.
	My learners and I use tablets or laptops in class and I push content to them using our learning management system.
	My learners use tablets or laptops in class, and this helps them develop future-oriented skills such as collaboration, creativity, communication and critical thinking.
	My learners come up with new ways of using tablets or laptops in their group work and individual learning.
	My learners are growing closer to the time when they'll be able to use their tablets or laptops independently.

VADEA AT A GLANCE

FOUNDATIONAL KNOWLEDGE



IMPLEMENTING DIGITAL EDUCATION IN SCHOOLS FROM A CHANGE MANAGEMENT MINDSET

LEVEL 1 Facing change

- Education is changing – so what?
- Making myself adapt-able to change
- The Mindset Change Model for digital education implementation

LEVEL 2 Developing change facilitators

- The role of the change facilitation team
- Working with the stakeholders – dealing with change
- Working with the stakeholders – skills assessment and planning

LEVEL 3 Making change happen

- Developing the implementation plan
- Implementing the implementation plan
- Making change stick



TEACHING FOR THE FOURTH INDUSTRIAL REVOLUTION

- Session 1: Getting to the Fourth Industrial Revolution
 Session 2: Augmented reality (AR)
 Session 3: Virtual reality (VR)
 Session 4: Big data
 Session 5: Artificial intelligence (AI)
 Session 6: Coding
 Session 7: Robotics
 Session 8: Genready for the 4IR
 Session 9: Other 4IR technologies and applications
 Session 10: An introduction to Generative AI and ChatGPT
 Session 11: Taking Generative AI and ChatGPT into education



DIGITAL LEARNING IN SCHOOLS

- Session 1: Why eLearning?
 Session 2: Getting technical
 Session 3: Managing and using ICTs in schools
 Session 4: Content and apps for teaching
 Session 5: Online assessment tools (including Google Forms and MS Forms)
 Session 6: Games and gamification in education

DEVICES



USING YOUR LAPTOP TO MAKE A REAL DIFFERENCE IN YOUR TEACHING

- Session 1: Your first laptop
 Session 2: Managing files
 Session 3: Connecting with the world
 Session 4: Using a display device with your laptop
 Session 5: Making it work with JUST ONE LAPTOP



USING YOUR ANDROID TABLET DEVICE TO MAKE A REAL DIFFERENCE IN YOUR TEACHING

- Session 1: All about Android tablet devices
 Session 2: Apps and content for teaching and learning
 Session 3: Finding it on the internet
 Session 4: What is the cloud?
 Session 5: Taking your tablet to school



USING YOUR WINDOWS TABLET DEVICE TO MAKE A REAL DIFFERENCE IN YOUR TEACHING

- Session 1: All about Windows tablet devices
 Session 2: Apps and content for teaching and learning
 Session 3: Finding it on the internet
 Session 4: What is the cloud?
 Session 5: Taking your tablet to school

SOFTWARE



MICROSOFT 365

- Session 1: Producing written documents (using Microsoft Word) Part 1
 Session 2: Producing written documents (using Microsoft Word) Part 2
 Session 3: Producing written documents (using Microsoft Word) Part 3
 Session 4: Processing numerical data (using Microsoft Excel) Part 1
 Session 5: Processing numerical data (using Microsoft Excel) Part 2
 Session 6: Preparing presentations (using Microsoft PowerPoint)
 Session 7: Keeping things together (using Microsoft OneNote)
 Session 8: Mastering online and mobile Microsoft Apps for classroom success



GOOGLE WORKSPACE

- Session 1: Getting started with Google (including Google Keep)
 Session 2: Producing written documents (using Google Docs) Part 1
 Session 3: Producing written documents (using Google Docs) Part 2
 Session 4: Producing written documents (using Google Docs) Part 3
 Session 5: Processing numerical data (using Google Sheets) Part 1
 Session 6: Processing numerical data (using Google Sheets) Part 2
 Session 7: Preparing presentations (using Google Slides)

HANDY SKILLS



USING SOCIAL MEDIA TO TEACH

- Session 1: The place of social media in education
 Session 2: YouTube in the classroom
 Session 3: Instagram in the classroom
 Session 4: Facebook in the classroom
 Session 5: Pinterest in the classroom
 Session 6: Blogging and podcasting in the classroom
 Session 7: WhatsApp in the classroom
 Session 8: TikTok in the classroom



TEACHING ONLINE

- Session 1: Foundations of online teaching
 Session 2: Teaching synchronously
 Session 3: Teaching asynchronously
 Session 4: Using Microsoft Teams to communicate your message
 Session 5: Teaching synchronously with Microsoft Teams
 Session 6: Teaching effectively in a hybrid classroom



TEENAGE WELLNESS

- Course 1: A mindset for success
 Course 2: Stress and me
 Course 3: Stress, me and others

Please note that this course has been designed for teenagers and not for teachers.

FOUNDATIONAL KNOWLEDGE

The Foundational Knowledge theme serves as an essential introduction for educators to master the integration of digital tools into their teaching in pedagogically sound ways.

This theme covers:

- the essentials of digital education, including adapting to technological advancements with the right mindset
- understanding digital literacy

- the complexities of living in the Fourth Industrial Revolution, including the use of augmented reality, virtual reality and artificial intelligence, to create a dynamic learning environment
- doing eLearning in meaningful ways
- strategies for integrating technology into the curriculum.

This foundational training ensures that teachers are not only comfortable with technology but also skilled in leveraging it to enhance learner engagement and learning outcomes.

Artwork created using Ideogram.ai



Artwork created using ChatGPT



IMPLEMENTING DIGITAL EDUCATION IN SCHOOLS FROM A CHANGE MANAGEMENT MINDSET

Digital education often fails because teachers and learners do not have the ideal mindset for making the changes needed.

This course offers schools a holistic approach to implementing digital education. The school principal and all teachers are involved in Level One which focuses on personal mindset change. Levels Two and Three develop the skills of a Change Facilitation team who will be identified by the school after Level 1. The school can decide who they want to nominate for participation in this team, either a smaller group of people or the entire staff complement. As this team will be driving the implementation of digital projects in the school, it might be more meaningful to select a smaller project team. This Change Facilitation team works through managing change in individuals and developing and implementing a successful project plan for the implementation of digital education in their school. Most work here will be done individually, but there will also be activities where the Change Facilitation team will get together to work on joint activities.

This course will be valuable for any individual interested in completing it. Just register and complete all three levels. Group tasks can also be completed as an individual.

This course is **not** available as your first free session.

LEVEL 1: FACING CHANGE – 15 PD POINTS

Education is changing – so what? | Making myself adapt-able to change | The Mindset Change model for digital education implementation

After the session, you will:

- appreciate how change surrounds us, how we respond to change and why we do so
- have an understanding of 4IR theories of change
- understand digital education and its benefits and challenges
- appreciate what happens when we introduce digital education into schools
- have a framework for dealing effectively with the change caused by digital education
- know broadly what the Via Afrika Change Management Mindset Model for the implementation of digital education is
- understand the components of the Change Management Mindset Model
- understand the Personal Change Model
- understand the relationship between our brains and change
- understand why we need to become adapt-able to change
- understand how to take adaptability with us.

Required prior knowledge: None.

Required existing laptop/tablet skills: ■ Entry Level – Basic

LEVEL 2: DEVELOPING CHANGE FACILITATORS – 15 PD POINTS

The role of the change facilitation team | Working with the stakeholders – dealing with change and skills assessment and planning

After the session, you will:

- appreciate the roles of an effective change facilitator
- be able to identify the qualities of an effective change facilitator
- be able to identify the knowledge and skills of an effective change facilitator
- understand how change affects people
- have a deeper understanding of the Personal Change Model
- be able to work with the needs of the different stakeholders
- be able to identify the skills needs of different stakeholders
- be able to assess digital fluency of teachers and learners
- be able to assess pedagogical knowledge and skills.

Required prior knowledge: Level 1 of this course.

Required existing laptop/tablet skills: ■ Entry Level – Basic

LEVEL 3: MAKING CHANGE HAPPEN – 15 PD POINTS

Developing the implementation plan | Implementing the implementation plan | Making change stick

After the session, you will:

- have a basic understanding of project management concepts (project life cycle, project scope management, project time management)
- understand the components of an effective change management mindset implementation plan for digital education
- have a draft implementation plan
- be ready to implement the plan at your school.

Required prior knowledge: Levels 1 and 2 of this course.

Required existing laptop/tablet skills: ■ Entry Level – Basic



FROM THE FOURTH INTO THE FIFTH INDUSTRIAL REVOLUTION (4IR)

Are you preparing your learners to live successfully in the Fifth Industrial Revolution?

Just as we were becoming used to the idea of the **Fourth Industrial Revolution (4IR)** we find technology moving so fast that we are at the start of the **Fifth Industrial Revolution (5IR)**! While there are lots of frightening statistics and scary stories, there is not a great deal of understanding of what people are speaking about when they say “the Fourth Industrial Revolution” or “the Fifth Industrial Revolution”. Education is meant to be the way to facilitate a positive future for our youth; but what does that mean for you, the educator? This course has been written specifically for educators to help you prepare yourself, and your learners, for successful and effective lives as we continue deeper into the Fifth Industrial Revolution.

SESSION 1: GETTING TO THE FOURTH INDUSTRIAL REVOLUTION (AND GOING BEYOND IT) – 5 PD POINTS

2 HRS



After the session, you will:

- understand how the first three Industrial Revolutions laid a foundation for the latest innovations and emerging technologies
- be able to explain the difference between the Third and the Fourth Industrial Revolution
- have a basic understanding of a selection of Fourth Industrial Revolution (4IR) terminologies and technologies (big data, coding, the internet of things, augmented reality, virtual reality, artificial intelligence and robotics) within an educational context
- appreciate the concept of the Fifth Industrial Revolution.

Required prior knowledge: None.

Required existing laptop/tablet skills: Entry Level – Basic

SESSION 2: AUGMENTED REALITY (AR) – 5 PD POINTS

2 HRS



After the session, you will:

- be able to define AR and identify AR-related concepts and implementations
- have a clear understanding of the current and potential future use of AR within an educational context as well as the world at large
- understand that specific skills will be involved in using AR, but that these skills are not necessarily technology-specific
- be able to assist learners and their parents in understanding the value of AR-related skills in terms of current and future work and life opportunities
- appreciate AR and/or AR-related activities within an educational context.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills: Entry Level – Basic

SESSION 3: VIRTUAL REALITY (VR) – 5 PD POINTS

2 HRS



After the session, you will:

- be able to define VR and identify VR-related concepts and implementations
- have a clear understanding of the current and potential future use of VR within an educational context as well as the world at large
- understand that specific skills will be involved in using VR, but that these skills are not necessarily technology-specific
- be able to assist learners and their parents in understanding the value of VR-related skills in terms of current and future work and life opportunities
- appreciate VR and/or VR-related activities within an educational context.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills: Entry Level – Basic

SESSION 4: BIG DATA – 5 PD POINTS

2 HRS



After the session, you will:

- be able to define big data and identify big data-related concepts and implementations
- have a clear understanding of the current and potential future use of big data within an educational context as well as the world at large
- understand that specific skills will be involved in using big data, but that these skills are not necessarily technology-specific
- be able to assist learners and their parents in understanding the value of big data-related skills in terms of current and future work and life opportunities
- appreciate big data-related activities within an educational context.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills: Entry Level – Basic

SESSION 5: ARTIFICIAL INTELLIGENCE (AI) – 5 PD POINTS

2 HRS



After the session, you will:

- be able to define AI and identify AI-related concepts and implementations
- have a clear understanding of the current and potential future use of AI within an educational context as well as the world at large
- understand that specific skills will be involved in working with AI, but that these skills are not necessarily technology-specific
- be able to assist learners and their parents in understanding the value of AI-related skills in terms of current and future work and life opportunities
- appreciate AI-related activities within an educational context.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills: Entry Level – Basic

SESSION 6: CODING – 5 PD POINTS**2 HRS** After the session, you will:

- be able to define coding and identify coding-related concepts and implementations
- have a clear understanding of the current and potential future use of coding within an educational context as well as the world at large
- understand that specific skills will be involved in coding, but that these skills are not necessarily technology-specific
- be able to assist learners and their parents in understanding the value of coding-related skills in terms of current and future work and life opportunities
- appreciate coding and/or coding-related activities within an educational context.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills:  Entry Level – Basic

**SESSION 9: OTHER 4IR TECHNOLOGIES AND APPLICATIONS – 5 PD POINTS****2 HRS** After the session, you will:

- be able to define and identify concepts and implementations related to chosen other 4IR technologies
- have a clear understanding of the current and potential future use of these 4IR technologies within an educational context as well as the world at large
- understand that specific skills will be involved in using these 4IR technologies, but that these skills are not necessarily technology-specific
- be able to assist learners and their parents in understanding the value of skills related to these 4IR technologies in terms of current and future work and life opportunities
- appreciate these 4IR technologies and applications within an educational context.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills:  Entry Level – Basic

**SESSION 7: ROBOTICS – 5 PD POINTS****2 HRS** After the session, you will:

- be able to define robotics and identify robotics-related concepts and implementations
- have a clear understanding of the current and potential future use of robotics within an educational context as well as the world at large
- understand that specific skills will be involved in robotics, but that these skills are not necessarily technology-specific
- be able to assist learners and their parents in understanding the value of robotics-related skills in terms of current and future work and life opportunities
- appreciate robotics-related activities within an educational context.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills:  Entry Level – Basic

**SESSION 10: AN INTRODUCTION TO GENERATIVE AI AND CHATGPT****2 HRS** After the session, you will:

- be able to explain what AI, Generative AI and ChatGPT are
- be able to discuss the similarities and differences between Generative AI applications: Google Gemini, Microsoft Copilot
- be able to talk about the pros and cons of using Generative AI
- be able to access ChatGPT on the web and apps
- be able to create a basic prompt and understand how output is created
- understand the importance of verifying information from Generative AI
- understand what prompt engineering is and why it is important to do skilfully
- be able to create various prompts.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills:  Entry Level – Standard

**SESSION 8: GENREADY FOR THE 4IR – 5 PD POINTS****2 HRS** After the session, you will:

- have a clear understanding of what it means to be Genready for the 4IR
- be able to define and identify the general trends and skills related to the 4IR and how this can be applied within an educational context
- be able to evaluate 4IR-related teaching and learning strategies and understand personal and professional development concepts needed to bring 4IR into the classroom.

Required prior knowledge: Basic knowledge of teaching and learning strategies. Session 1 of this course would be useful.

Required existing laptop/tablet skills:  Entry Level – Basic

**SESSION 11: TAKING GENERATIVE AI INTO THE CLASSROOM****2 HRS** After the session, you will:

- appreciate the use of AI in education as not necessarily cheating
- be able to develop an acceptable and unacceptable use of AI policy
- appreciate how to use Revised Bloom's Taxonomy (reviewed for AI)
- be able to use AI to personalise learners' education: interactive tutor, reading aid
- be able to appreciate the use of MagicSchool.ai as an application of generative AI.





DIGITAL LEARNING IN SCHOOLS

Providing a digital device to a learner will not result in improved educational outcomes if there is no theoretical understanding as to how the learners and teachers should use the technology. This course provides an overview of the knowledge, values and skills that are needed for a successful digital implementation. The course covers a range of topics from why teachers should embrace technology, through to how to choose the technology and then use it in powerful and pedagogically sound ways.

SESSION 1: WHY eLEARNING?



After the session, you will:

- understand what eLearning is and why it is important for 21st century learners
- appreciate what learners in the 21st century are like and what their educational needs are
- recognise what teachers in the 21st century need to be like and what their learners' educational needs are
- realise the need for theoretical underpinnings in eLearning
- understand and be able to apply three theories of eLearning: TPACK, SAMR and RAT
- understand and be able to implement blended learning.

Required prior knowledge: None.

Required existing laptop/tablet skills: ■ Entry level – Novice



SESSION 2: GETTING TECHNICAL



After the session, you will:

- appreciate the various specifications of digital devices such as tablets and laptops
- understand the implications of digital device specifications for use in a classroom
- understand the different digital device operating systems
- know more about different types of software and apps for teaching and learning
- make informed decisions with respect to choosing a digital device for use in a classroom that will meet the individual context and needs of the learners as well as the teacher.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills: ■ Entry level – Standard



- be able to use AI for lesson planning
- be able to use AI for content development: conceptual understanding generator, common misconception generator
- be able to use AI to create assessment tools: multiple choice quizzes, rubrics
- be able to use AI to create a simple animation.

Required prior knowledge: Session 10 of this course is required.

Required existing laptop/tablet skills: ■ Entry Level – Standard

SESSION 3: MANAGING AND USING ICTs IN SCHOOLS

After the session, you will:

- understand what ICT is in a school environment
- understand what ICT management policies are and why we need them to be effective
- know the role stakeholders play in ICT management
- have insight into how to plan a policy for your school
- have a draft of your own ICT management policy
- have a draft of your own ICT implementation plan
- have a draft of your own Acceptable Use Policy.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills:  Entry level – Standard



SESSION 5: ONLINE ASSESSMENT TOOLS

After the session, you will:

- appreciate the key principles of assessment
- understand the difference between formative and summative assessment
- understand the difference between paper-based assessment and online assessment
- know the features, benefits and challenges of online assessment
- know the characteristics of the Via Afrika Test-Urself app and the Kahoot! app
- know how to use Test-Urself and Kahoot! in the classroom
- know how to create a quiz in Google Forms and Microsoft Forms
- appreciate the difficulties in marking essays online and consider some solutions
- know about two online assessment solutions, QuickKey and ZipGrade.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills:  Entry level – Standard



SESSION 4: CONTENT AND APPS FOR TEACHING

After the session, you will:

- understand that a digital device is a tool and that content is required to make it useful
- appreciate different sources of content for digital devices
- appreciate the importance of eLearning theory (Revised Bloom's Taxonomy, TPACK, SAMR) in teaching with technology
- be able to differentiate among the different types of eBooks
- be able to make an informed decision as to which eBook type best suits the participants' individual context and needs
- appreciate the functions of eBook Reader Apps (Google Play Books and Snapplify)
- understand how to develop an eBook in PDF and ePUB formats
- have an appreciation of what needs to be considered when choosing an app for learners
- know about three note-taking apps (Google Keep, OneNote, Evernote)
- know about the Khan Academy and Khan Academy Kids apps
- know about the Explain Everything app
- understand the ChatGPT app and its use in the classroom.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills:  Entry level – Standard



SESSION 6: GAMES AND GAMIFICATION IN EDUCATION

After the session, you will:

- understand how and why to use games and gamification in education
- define what gamification is and understand why it is so engaging for learners
- appreciate gamification's uses in real life and learning
- know how to use scavenger hunts and treasure hunts in the classroom
- know how to create and use QR codes to enhance learning
- have a list of steps to follow to design a game
- have a list of steps to follow to design a gamification experience
- understand the main elements of a game – goal, quest, mission, challenge, task, points, leaderboard, levels, rewards
- know how to use ready-made online gamification solutions.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills:  Entry level – Standard





DEVICES

The Devices theme is carefully crafted to equip educators, especially those new to the digital world, with the skills required for using technology effectively in their teaching.

This training covers:

- the practical aspects of navigating and managing laptops, Android tablets and Windows tablets
- operating systems like Windows and Android
- how to manage files
- how to connect to the internet
- how to use cloud storage
- how to troubleshoot common issues
- how to use devices for teaching (even with only one laptop), ensuring technology enhances rather than complicates the learning process.

The sessions are designed to build confidence in using digital tools, emphasising their pedagogical applications to make teaching more interactive and engaging.

Artwork created using Ideogram.ai



USING YOUR LAPTOP TO MAKE A REAL DIFFERENCE IN YOUR TEACHING

If you have recently (or not so recently) been given a laptop to use in your classroom, then the Devices course is for you.

You will learn the key skills to work with the laptop, so you can move on to creating, publishing and sharing what you have done using the word-processing, spreadsheet and presentation tools in the Microsoft 365 or Google Workspace courses. The Devices course will help you be mindful of key pedagogical issues when introducing ICTs into the classroom. Furthermore, you will be able to enhance your classroom management and assessment with the skills you develop.

SESSION 1: YOUR FIRST LAPTOP

After the session, you will:

- be able to identify the various hardware components
- appreciate the different operating systems, focusing on Windows
- be able to complete basic actions related to the laptop
- understand what apps are and what you can do with them
- be able to troubleshoot technical issues
- know how to take care of your laptop.

Required prior knowledge: Aimed at absolute beginners.

Required existing laptop skills: ■ Entry Level – Novice



SESSION 2: MANAGING FILES

After the session, you will:

- be able to use File Explorer
- appreciate different app formats and extensions
- be able to rename files and folders
- be able to share files and folders
- understand external storage drives and cloud storage.

Required prior knowledge: Content in Session 1 of this course.

Required existing laptop skills: ■ Entry Level – Basic



SESSION 3: CONNECTING WITH THE WORLD

After the session, you will:

- know how to connect to the internet
- be able to troubleshoot connection problems
- know how to use a browser effectively
- know how to make the most of email
- know how to keep safe online
- know how to create and use online collaboration opportunities
- know how to use online resources and copyright.

Required prior knowledge: Content in Session 1 of this course; content in session 2 of this course would be useful.

Required existing laptop skills: ■ Entry Level – Basic



SESSION 4: USING A DISPLAY DEVICE WITH YOUR LAPTOP

After the session, you will:

- know how to set up your display device
- be able to answer frequently asked questions (FAQs) about display devices
- be able to troubleshoot technical issues
- appreciate the pedagogical considerations of using displays.

Devices covered: Data projector, document viewer, interactive whiteboard.

Required prior knowledge: Content in Session 1 of this course; content in sessions 2 and 3 of this course would be useful.

Required existing laptop skills: ■ Entry level – Standard



SESSION 5: MAKING IT WORK WITH JUST ONE LAPTOP

After the session, you will:

- appreciate the pedagogical implications of using a laptop in a classroom (TPACK, SAMR)
- know how to use your laptop as a display device
- know how to use your laptop as content generator
- know how to use your laptop and your smart phone
- know how to use your laptop in the hands of your learners.

Required prior knowledge: Content in Session 1 of this course; content in sessions 2 to 4 of this course would be useful.

Required existing laptop skills: ■ Entry level – Standard





USING YOUR ANDROID TABLET TO MAKE A REAL DIFFERENCE IN YOUR TEACHING

If you have recently (or not so recently) been given an Android tablet to use in your classroom, then this course is for you.

You will learn the key skills to work with the tablet, so you can move on to creating, publishing and sharing what you have done using the word-processing, spreadsheet and presentation tools in the Microsoft 365 or Google Workspace courses. This course will help you be mindful of key pedagogical issues when introducing ICTs into the classroom. Furthermore, you will be able to enhance your classroom management and assessment with the skills you develop.

SESSION 1: ALL ABOUT ANDROID TABLET DEVICES

After the session, you will:

- appreciate the different operating systems (Android, Windows, iPadOS, Huawei [HarmonyOS])
- appreciate the various tablet types and their specifications
- understand how to create a Google account
- be able to complete basic actions related to the Android device, for example, turning it off, using the camera, etc.
- understand how an Android tablet device operates in terms of navigation of the tablet and apps
- be able to change the orientation (landscape/portrait) of your Android device
- be able to personalise the look of your Android tablet device
- be able to organise your Android tablet device for effective use
- understand how to maintain the security of an Android tablet device
- appreciate how long a battery on the Android tablet device lasts and how to manage it effectively
- understand the different types of connectivity
- appreciate data usage and how to manage it effectively.

Required prior knowledge: Aimed at absolute beginners.

Required existing tablet skills: ■ Entry Level – Novice



SESSION 2: APPS AND CONTENT FOR TEACHING AND LEARNING

After the session, you will:

- understand what an app is
- be able to navigate the Google Play Store
- know how to download, install and delete apps
- understand what the differences are between widgets and apps
- be able to choose an office productivity suite that fits your needs.

Required prior knowledge: Content in Session 1 of this course.

Required existing tablet skills: ■ Entry Level – Basic



SESSION 3: FINDING IT ON THE INTERNET

After the session, you will:

- understand what an internet browser does
- appreciate the strengths and weaknesses of different browsers
- know more about Chrome and Edge
- appreciate the difference between a tab and a window
- be able to conduct internet searches effectively
- be able to bookmark and favourite websites for later reading
- appreciate what cookies are and how to manage them
- understand how to use the browsing history
- understand how to download content safely from the internet
- be able to conduct advanced internet searches
- understand that online material is not always free to use (creative commons, copyright).

Required prior knowledge: Content in Session 1 of this course; content in sessions 2 and 3 of this course would be useful.

Required existing tablet skills: ■ Entry Level – Basic



SESSION 4: WHAT IS THE CLOUD?

After the session, you will:

- understand the concept of cloud storage and its benefits
- know about the different types of cloud storage services including the amount/size of storage that free accounts include
- understand the importance of cloud storage in education
- know how to create an account on a cloud storage service
- know how to upload files to the cloud
- understand how to organise files and folders in the cloud
- know how to share files and folders with others
- understand how to collaborate on documents in real-time using cloud storage
- know how to sync files across many devices.



- understand the security aspects of using cloud storage
- understand privacy and what cloud storage providers do to protect user data
- understand how to recover deleted files from the cloud
- know about cloud storage limitations and how to manage storage space effectively
- appreciate the types of online storage that are available, as well as the size of storage that free accounts include
- know about available external storage devices and the pros and cons of these devices.

Required prior knowledge: Content in Session 1 of this course; content in sessions 2 and 3 of this course would be useful.

Required existing tablet skills: Entry level – Standard

SESSION 5: TAKING YOUR TABLET TO SCHOOL

After the session, you will:

- appreciate the safety and security concerns that need to be dealt with when using the internet
- appreciate the need to keep personal and school data separate
- appreciate the learning options that a tablet adds to learning, both inside and outside the classroom
- know about recording learner progress and keeping digital records of learner-generated content.

Required prior knowledge: Content in Session 1 of this course; content in sessions 2 to 4 of this course would be useful.

Required existing tablet skills: Entry level – Standard



USING YOUR WINDOWS TABLET TO MAKE A REAL DIFFERENCE IN YOUR TEACHING

If you have recently (or not so recently) been given a Windows tablet to use in your classroom, then this course is for you.

You will learn the key skills to work with the tablet, so you can move on to creating, publishing and sharing what you have done using the word-processing, spreadsheet and presentation tools in the Microsoft 365 or Google Workspace courses. This course will help you be mindful of key pedagogical issues when introducing ICTs into the classroom. Furthermore, you will be able to enhance your classroom management and assessment with the skills you develop.

SESSION 1: ALL ABOUT WINDOWS TABLET DEVICES

After the session, you will:

- know about the different operating systems
- know about the various tablet types and their specifications
- know about the different operating systems
- unboxing and turning on
- understand how to create a Microsoft account
- be able to complete basic actions related to a Windows device, for example, turning it off, using the camera, etc.
- understand how a Windows tablet device operates in terms of navigation of the tablet and apps
- be able to change the orientation (landscape/portrait) of your Windows device
- be able to personalise the look of your Windows tablet device
- be able to organise your Windows tablet device for effective use
- understand how to maintain the security of a Windows tablet device
- appreciate how long a battery on the Windows tablet device lasts and how to manage it effectively
- understand the different types of connectivity
- appreciate data usage and how to manage it effectively
- appreciate the importance of backing up data.

Required prior knowledge: Aimed at absolute beginners.

Required existing tablet skills: Entry Level – Novice



SESSION 2: APPS AND CONTENT FOR TEACHING AND LEARNING

2 HRS

After the session, you will:

- understand what an app is
- be able to navigate the Microsoft Store
- know how to download, install and delete apps
- understand what the differences are between widgets and apps
- choose an office productivity suite that fits your needs.

Required prior knowledge: Content in Session 1 of this course.

Required existing tablet skills: Entry Level – Basic



- understand privacy and what cloud storage providers do to protect user data
- understand how to recover deleted files from the cloud
- know about cloud storage limitations and how to manage storage space effectively
- be knowledgeable about the types of online storage that are available, as well as the size of storage that free accounts include
- know about available external storage devices and the pros and cons of these devices.

Required prior knowledge: Content in Session 1 of this course; content in sessions 2 and 3 of this course would be useful.

Required existing tablet skills: Entry level – Standard

SESSION 3: FINDING IT ON THE INTERNET

2 HRS

After the session, you will:

- understand what an internet browser does
- appreciate the strengths and weaknesses of different browsers
- learn more about Chrome and Edge
- know the difference between a tab and a window
- be able to conduct internet searches effectively
- be able to bookmark and favourite websites for later reading
- appreciate what cookies are and how to manage them
- understand how to use the browsing history
- understand how to download content safely from the internet
- be able to conduct advanced internet searches
- understand that online material is not always free to use (creative commons, copyright).

Required prior knowledge: Content in Session 1 of this course; content in sessions 2 and 3 of this course would be useful.

Required existing tablet skills: Entry Level – Basic



SESSION 5: TAKING YOUR TABLET TO SCHOOL

2 HRS

After the session, you will:

- appreciate the safety and security concerns that need to be dealt with when using the internet
- appreciate the need to keep personal and school data separate
- appreciate the learning options that a tablet adds to learning, both inside and outside the classroom
- know about recording learner progress and keeping digital records of learner-generated content.

Required prior knowledge: Content in Session 1 of this course; content in sessions 2 to 4 of this course would be useful.

Required existing tablet skills: Entry level – Standard



SESSION 4: WHAT IS THE CLOUD?

2 HRS

After the session, you will:

- understand the concept of cloud storage and its benefits
- understand the different types of cloud storage services including the amount/size of storage that free accounts include
- understand the importance of cloud storage in education
- know how to create an account on a cloud storage service
- know how to upload files to the cloud
- understand how to organise files and folders in the cloud
- know how to share files and folders with others
- understand how to collaborate on documents in real-time using cloud storage
- know how to sync files across many devices
- understand the security aspects of using cloud storage.



SOFTWARE

The Software theme is specifically tailored for educators aiming to harness the full potential of productivity suite software to craft classroom materials.

The theme covers:

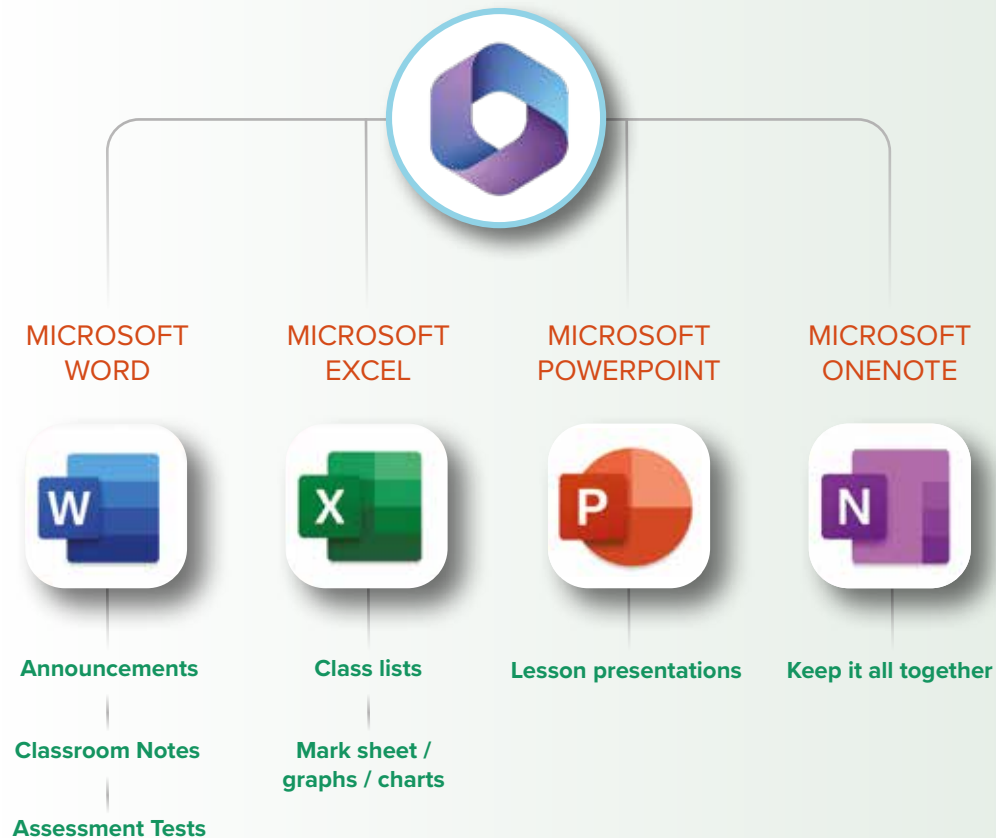
- Google Workspace (Docs, Drive, Slides, Sheets, Keep)
- Microsoft 365 (Word, Excel, OneNote, PowerPoint, One Drive)
- the essential skills required to proficiently use word-processing, spreadsheet and presentation tools
- the creation, publication and sharing of educational documents ranging from basic notes to analyses of marks to educationally sound presentations.

This theme ensures that teachers can effectively leverage this software to enhance classroom interaction, streamline administrative tasks and foster a collaborative learning environment.

For all these courses, the content in Session 1 of the following courses is essential.

- Using your laptop to make a real difference in your teaching or
- Using your Android tablet to make a real difference in your teaching or
- Using your Windows tablet to make a real difference in your teaching

MICROSOFT 365



GOOGLE WORKSPACE





MICROSOFT 365

In this course you will learn the key skills required to create, publish and share documents created using the word-processing, spreadsheet and presentation tools in Microsoft 365. You will learn to create documents using Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft OneNote. Furthermore, you will develop skills to use these products in mobile, web and desktop format.

SESSION 1: PRODUCING WRITTEN DOCUMENTS (USING MICROSOFT WORD) PART 1

+02 HRS

After the session, you will:

- be able to use a word processing app (Microsoft Word)
- be able to open and save documents
- be able to do basic formatting
- know how to use copy/cut/paste
- be able to use page view, page layout, page setup
- be able to use layout and paragraph formatting
- know how to use spelling and grammar checking
- be able to decide on various printing options
- be able to apply useful Word formatting for teachers.

Document created: Announcement.

Required existing laptop skills: Entry Level – Basic



SESSION 2: PRODUCING WRITTEN DOCUMENTS (USING MICROSOFT WORD) PART 2

+02 HRS

After the session, you will:

- know how to use styles
- know how to use more advanced layout and paragraph formatting
- know how to insert bulleted and numbered lists
- know how to insert tables, page breaks and section breaks
- know how to insert illustrations: pictures
- know how to add a word to the dictionary and to autocorrect
- know how to use the review tab
- know how to use the find and replace feature
- be able to insert basic headers and footers
- know how to insert automatic page numbering.

Document created: Classroom notes.

Required prior knowledge: Content in Session 1 (Basic functions of Word) of this course.

Required existing laptop skills: Entry Level – Basic



SESSION 3: PRODUCING WRITTEN DOCUMENTS (USING MICROSOFT WORD) PART 3

+02 HRS

After the session, you will:

- be able to copy and paste text from other documents
- know how to create multilevel lists
- know how to create tab settings
- be able to insert text boxes
- be able to insert symbols and maths equations
- be able to use the help function effectively.

Document created: Assessment Test.

Required prior knowledge: Content in Sessions 1 and 2 of this course.

Required existing laptop skills: Entry Level – Novice



SESSION 4: PROCESSING NUMERICAL DATA (USING MICROSOFT EXCEL) PART 1

+02 HRS

After the session, you will:

- be able to use a data processing app (Focus on Microsoft Excel)
- appreciate the skills Excel has in common with word processing
- understand the basic concepts of Excel
- know how to format and edit cells
- know how to use the autofill feature
- know how to use different number formats
- be able to resize rows and columns
- know how to sort data
- be able to format and edit spreadsheets.

Document created: Class list.

Required prior knowledge: Content in Sessions 1 to 3 of this course would be useful.

Required existing laptop skills: Entry Level – Basic



SESSION 5: PROCESSING NUMERICAL DATA (USING MICROSOFT EXCEL) PART 2

+02 HRS

After the session, you will:

- be able to use formulae to perform calculations
- be able to use basic functions to solve simple problems
- be able to identify problems based on error indicators
- be able to troubleshoot basic errors in formulae and functions
- be able to work with sheets in a workbook
- be able to perform calculations using Functions
- know how to create graphs/charts from given data and choose appropriate graph types



- be able to edit graphs
- know how to troubleshoot basic problems in graphs.

Document created: Mark sheet, graphs/charts.

Required prior knowledge: Content in Sessions 1 to 4 of this course would be useful.

Required existing laptop skills: ■ Entry Level – Novice

SESSION 6: PREPARING PRESENTATIONS (USING MICROSOFT POWERPOINT)

2 HRS

After the session, you will:

- be able to use a presentation app (Focus on Microsoft PowerPoint)
- be able to explain the purpose of a presentation
- appreciate the skills PowerPoint has in common with word processing
- be able to create a new presentation
- know how to design slides
- be able to insert animations, Illustrations (shapes and pictures), media (video, audio, screencast), SmartArt graphics
- know how to apply transitions to slides
- know how to record a presentation
- appreciate the characteristics of an excellent presentation.

Document created: Lesson presentation.

Required prior knowledge: Content in Sessions 1 to 5 of this course would be useful.

Required existing laptop skills: ■ Entry Level – Basic

SESSION 7: KEEPING THINGS TOGETHER (USING MICROSOFT ONENOTE)

2 HRS

After the session, you will:

- know how to use a note-taking app (Focus on Microsoft OneNote)
- be able to create and organise notebooks in Microsoft OneNote
- know how to open, edit, format, save and share notes in Microsoft OneNote
- know how to add multimedia and other documents to a note
- be able to use templates.

Required prior knowledge: Content in Sessions 1 to 6 of this course would be useful.

Required existing laptop skills: ■ Entry Level – Basic



SESSION 8: MASTERING ONLINE AND MOBILE MICROSOFT APPS FOR CLASSROOM SUCCESS

2 HRS

After the session, you will:

- understand the benefits of using online and mobile Microsoft applications in the classroom
- know how to use Microsoft Word Online and on mobile devices for creating and editing documents
- know how to use Microsoft Excel Online and on mobile devices for managing data and creating charts
- know how to use Microsoft PowerPoint Online and on mobile devices for creating engaging presentations
- know how to use Microsoft OneNote Online and on mobile devices for organising lesson plans and collaborating with learners
- know how to use Microsoft OneDrive Online and on mobile devices for storing and sharing documents and files with learners
- understand how to switch seamlessly between desktop, online and mobile versions of Microsoft applications.

Required prior knowledge: Content in Sessions 1 to 7 of this course is required.

Required existing laptop skills: ■ Entry Level – Basic





GOOGLE WORKSPACE

In this course you will learn the key skills required to create, publish and share documents created using the word-processing, spreadsheet and presentation tools in Google Workspace. You will learn to create documents using Google Docs, Google Sheets, Google Slides and Google Keep. Furthermore, you will develop skills to use Gmail and Google Drive.

SESSION 1: GETTING STARTED WITH GOOGLE

- After the session, you will:**
- be able to explain what Google Workspace is
 - understand the value of working in Google Workspace
 - be able to explain how Google Workspace works in the cloud
 - know where the various apps can be found for different devices
 - know how to download and install Google Chrome
 - have created a Google Account
 - know how to sign into and use a Gmail Account
 - know how to sign into and use Google Calendar
 - know how to sign into and use Google Drive
 - be able to point out the similarities and differences between using Google Drive in a browser or on a mobile device
 - know how to set files to be accessed offline
 - know how to use Google Keep.

Documents created: eMails, calendar entries, notes.
Required existing laptop skills: Entry Level – Basic

SESSION 2: PRODUCING WRITTEN DOCUMENTS (USING GOOGLE DOCS) PART 1

- After the session, you will:**
- know how to use a word processing app (Google Docs)
 - know how to open and save documents
 - understand basic formatting
 - know how to use the copy/cut/paste commands
 - know how to use page view, page layout, page setup
 - know how to use layout and paragraph formatting functions
 - know how to use spelling and grammar checking functions
 - be able to decide on various printing options.

Document created: Announcement.
Required prior knowledge: Content in Session 1 of this course.
Required existing laptop skills: Entry Level – Basic



SESSION 3: PRODUCING WRITTEN DOCUMENTS (USING GOOGLE DOCS) PART 2

- After the session, you will:**
- know how to use styles effectively
 - understand heading levels
 - be able to apply built-in styles to format text
 - understand layout and paragraph formatting
 - understand the use of bullets and numbered lists
 - know how to increase and decrease indents
 - have an advanced understanding of how to work with tables in a document
 - know how to use the show or hide non-printing characters option
 - be able to insert page and section breaks
 - understand how to use illustrations in Google Docs
 - understand picture formats
 - know how to apply wrapping options to pictures
 - have a deepened understanding of how to proof documents
 - understand how to use and insert headers, footers and page numbers.

Document created: Classroom notes.
Required prior knowledge: Content in Sessions 1 and 2 of this course.
Required existing laptop skills: Entry Level – Basic

SESSION 4: PRODUCING WRITTEN DOCUMENTS (USING GOOGLE DOCS) PART 3

- After the session, you will:**
- know how to copy and paste text from one document into another
 - be able to use layout and paragraph formatting
 - know how to create multilevel lists
 - understand how to insert tabs, shapes and textboxes
 - know how to insert basic symbols, diacritics and maths equations
 - know how to use the help menu.

Document created: Assessment Test.
Required prior knowledge: Content in Sessions 1 to 3 of this course.
Required existing laptop skills: Entry Level – Novice



SESSION 5: PROCESSING NUMERICAL DATA (USING GOOGLE SHEETS) PART 1

🕒 2 HRS

By the end of this session, you will:

- understand the purpose of a spreadsheet
- understand the concepts of a cell, a row, a column and a sheet
- understand the use of cell references
- be able to format and edit cells
- know how to use autofill
- know how to use number formats
- know how to resize rows and columns
- know how to format and edit spreadsheets
- know how to set a print area and print titles.

Document created: Class list.

Required prior knowledge: Content in Sessions 1 to 4 of this course would be useful.

Required existing laptop skills:  Entry Level – Basic



SESSION 7: PREPARING PRESENTATIONS (USING GOOGLE SLIDES)

🕒 2 HRS

By the end of this session, you will:

- be able to identify and explain the differences between and among presentation apps
- know how to create a new Google Slides presentation
- know how to use slide templates, add, duplicate and delete slides
- be able to format slide text and edit a slide presentation
- know how to change slide backgrounds, work with images, shapes, tables, charts and diagrams
- know how to create animations and transitions
- be able to create a set of speaker notes and know how to use them
- know how to add interactive elements to a presentation
- know how to prepare for and present a good presentation.

Document created: Lesson presentation.

Required prior knowledge: Content in Sessions 1 to 6 would be useful.

Required existing laptop skills:  Entry Level – Basic



SESSION 6: PROCESSING NUMERICAL DATA (USING GOOGLE SHEETS) PART 2

🕒 2 HRS

By the end of this session, you will:

- know how to use formulae to perform calculations
- understand the order of preference
- understand the difference between and among cell names, ranges and references
- know how to use basic functions to solve simple problems
- identify problems based on error indicators
- understand how to troubleshoot basic errors in formulae and functions
- know how to work with sheets in a spreadsheet
- know how to perform calculations using functions
- be able to present numerical data
- know how to create graphs/charts from given data and choose appropriate graph types
- be able to edit graphs
- understand how to troubleshoot basic problems in graphs.

Document created: Mark sheet, graphs/charts.

Required prior knowledge: Content in Sessions 1 to 5 of this course would be useful.

Required existing laptop skills:  Entry Level – Novice





HANDY SKILLS

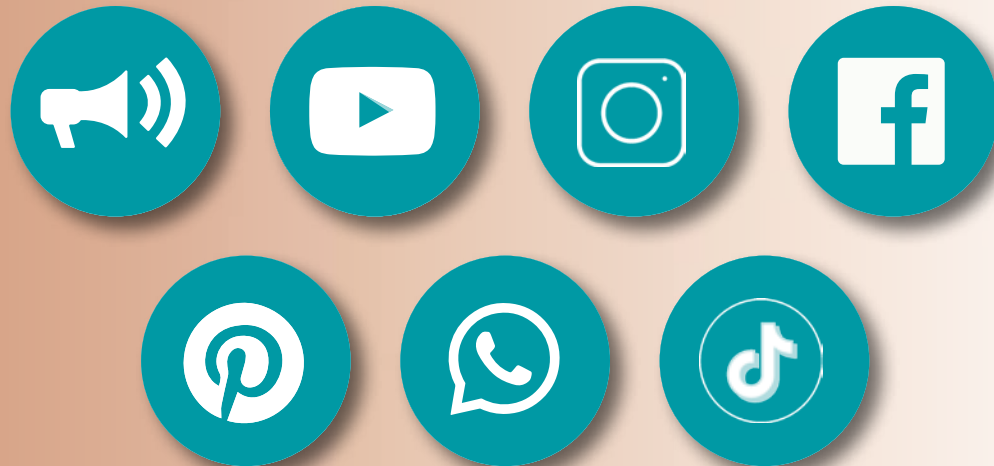
The Handy Skills theme is a mix of courses aimed at enhancing a teacher's digital skill set.

This theme covers:

- the practical application of social media in the classroom for educational purposes
- the powerful role these tools can play in engaging learners, facilitating innovative learning experiences and fostering digital citizenship
- the how to of online teaching, offering guidance on synchronous and asynchronous lesson delivery
- the effective use of Microsoft Teams for online education.

Through these courses, teachers will not only expand their digital repertoire but also learn to navigate the challenges and opportunities of teaching in a digitally connected world.

All the sessions in these courses require existing laptop/tablet skills at the Entry Level – Standard Level.



Artwork created using Ideogram.ai



USING SOCIAL MEDIA TO TEACH

As the landscape of education continually evolves, social media emerges as a powerful tool for enhancing teaching and learning. This course is designed for educators who wish to harness the potential of social media platforms to enrich their educational practices and engage learners in novel and impactful ways.

The course will guide you through the essentials of integrating social media into your classroom responsibly and in pedagogically sound ways. You will learn to appreciate the types of social media, understand their safe use and explore how these can facilitate more effective teaching. The course also addresses critical aspects such as digital citizenship and copyright awareness, ensuring you can guide your learners with confidence and care.

SESSION 1: THE PLACE OF SOCIAL MEDIA IN EDUCATION

After the session, you will:

- appreciate the types of social media and provide examples of each
- understand how to use social media responsibly
- understand the implications of using social media in the classroom
- appreciate data availability as a consideration in relation to using social media in the classroom
- be able to list the benefits and challenges of using social media in education
- appreciate how the different types of social media can help you become a more effective teacher
- understand the need to use social media in a pedagogically sound way in the classroom.

Required prior knowledge: Use of a tablet device or a laptop.

Required existing laptop/tablet skills: Entry Level – Standard



SESSION 2: YOUTUBE IN THE CLASSROOM

After the session, you will:

- know what the history of YouTube is
- be able to talk about the various YouTube tools that teachers can use
- create a YouTube account in a browser and on the YouTube app
- be able to navigate around the various YouTube pages and buttons
- know how to create a YouTube channel and playlist
- have uploaded a video
- appreciate the style of video suitable for education
- understand the importance of copyright
- understand what digital citizenship is



- appreciate the importance of using YouTube in pedagogically sound ways
- understand four theories that are useful for evaluating a social-media based lesson.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills: Entry Level – Standard

SESSION 3: INSTAGRAM IN THE CLASSROOM

After the session, you will:

- know what the history of Instagram is
- be able to talk about the various Instagram tools that teachers can use
- have created an Instagram account in a browser and/or in the Instagram app
- know how to navigate around the various Instagram pages and buttons
- know how to create an Instagram post (image, carousel, video, reel)
- understand the importance of copyright
- understand what digital citizenship is
- appreciate the importance of using Instagram in pedagogically sound ways
- understand four theories that are useful for evaluating a social-media based lesson.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills: Entry Level – Standard



SESSION 4: FACEBOOK IN THE CLASSROOM

After the session, you will:

- know what the history of Facebook is
- be able to talk about the various opportunities Facebook presents to teachers
- know how to create a Facebook account in a web browser
- know how to create an account on Facebook in the Facebook app
- know how to navigate the various Facebook pages and buttons
- know how to create a Facebook post
- appreciate the importance of copyright
- understand what digital citizenship is
- appreciate the importance of using Facebook in pedagogically sound ways
- understand four theories that are useful for evaluating a social-media based lesson.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills: Entry Level – Standard



SESSION 5: PINTEREST IN THE CLASSROOM

After the session, you will:

- know what the history of Pinterest is
- be able to talk about the various options that Pinterest presents to teachers
- know how to create a Pinterest account in a browser and in the mobile app
- know how to navigate the various Pinterest pages and buttons
- know how to create a pin
- appreciate the importance of copyright
- understand what digital citizenship is
- appreciate the importance of pedagogically sound use of Pinterest in the classroom
- understand four theories that are useful for evaluating a social-media based lesson.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills:  Entry Level – Standard

SESSION 6: BLOGGING AND PODCASTING IN THE CLASSROOM

After the session, you will:

- be able to give a brief history of blogging and podcasting
- appreciate what microblogging is
- be able to talk about educational uses of blogging and podcasting
- have created an account on the Blogger platform
- know how to navigate the various Blogger pages and buttons
- know how to create a blog and blog posts
- have created a Spotify for Podcasters account
- know how to navigate the various Spotify for Podcasters pages and buttons
- know how to create a podcast episode
- appreciate the importance of copyright
- understand what digital citizenship is
- appreciate the importance of using blogging and podcasting in pedagogically sound ways
- understand four theories that are useful for evaluating a social-media based lesson.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills:  Entry Level – Standard



SESSION 7: WHATSAPP IN THE CLASSROOM

After the session, you will:

- know what the history of WhatsApp is
- be able to talk about the educational uses of WhatsApp
- have created a WhatsApp account on a mobile device and in a browser
- know how to navigate the various WhatsApp pages and buttons
- be able to explain the uses of WhatsApp groups, communities and broadcast lists
- appreciate the importance of copyright
- understand what digital citizenship is
- appreciate the importance of pedagogically sound use of WhatsApp in the classroom
- understand four theories that are useful for evaluating a social-media based lesson.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills:  Entry Level – Standard

SESSION 8: TIKTOK IN THE CLASSROOM

After the session, you will:

- be able to explain the strengths and weaknesses of short-form video apps
- know what the history of TikTok is
- know about the various options that TikTok has that teachers can use
- know how to create a TikTok account in a browser and in the mobile app
- know how to navigate the various TikTok pages and buttons
- be able to explain the uses of TikTok groups, communities and broadcast lists
- appreciate the importance of copyright
- understand what digital citizenship is
- appreciate the importance of the pedagogically sound use of TikTok in the classroom
- understand four theories that are useful for evaluating a social-media based lesson.

Required prior knowledge: Session 1 of this course would be useful.

Required existing laptop/tablet skills:  Entry Level – Standard





TEACHING ONLINE

The COVID-19 pandemic and the lockdown taught us that learning and teaching can keep going if we move online. However, if online learning and teaching is to be effective, teachers and lecturers need the knowledge, skills and values to do online learning well.

This course is made up of sessions that will introduce you to the theory you need to know to do online teaching well; introduce how to teach online synchronously and how to prepare lessons for asynchronous teaching. You will also learn about Microsoft Teams as a platform for teaching online. The challenges posed by hybrid teaching are tackled as well.

It is recommended that you complete the first session before completing the teaching synchronously and/or the teaching asynchronously session.

SESSION 1: FOUNDATIONS OF ONLINE TEACHING – 5 PD POINTS

+2 HRS

After the session, you will:

- appreciate the possibilities of online teaching
- have a theoretical framework for online teaching
- understand the difference between synchronous and asynchronous teaching.

Required prior knowledge: Use of a tablet device or a laptop.

Required existing laptop/tablet skills: Entry Level – Standard



SESSION 2: TEACHING SYNCHRONOUSLY – 10 PD POINTS

+6 HRS

After the session, you will:

- understand the requirements of teaching synchronously online
- develop an appreciation for the various online platforms
- appreciate that content must be matched to the selected platform
- know how to do a successful live presentation.

Required prior knowledge: Session 1 of this course.

Required existing laptop/tablet skills: Entry Level – Standard



SESSION 3: TEACHING ASYNCHRONOUSLY – 10 PD POINTS

+6 HRS

After the session, you will:

- understand the requirements for teaching asynchronously online
- appreciate how to teach with video
- know how to create a teaching video
- know how to distribute the videos.

Required prior knowledge: Sessions 1 and 2 would be useful.

Required existing laptop/tablet skills: Entry Level – Standard



SESSION 4: USING MICROSOFT TEAMS TO COMMUNICATE YOUR MESSAGE – 5 PD POINTS

+2 HRS

After the session, you will:

- appreciate the value of using Microsoft Teams to teach
- know how to create a first meeting/teaching session.

Required prior knowledge: Sessions 1 to 3 would be useful.

Required existing laptop/tablet skills: Entry Level – Standard



SESSION 5: TEACHING SYNCHRONOUSLY WITH MICROSOFT TEAMS – 5 PD POINTS

+2 HRS

After the session, you will:

- appreciate how to teach with Microsoft Teams
- know how to make online teaching interactive with Microsoft Teams.

Required prior knowledge: Session 4 of this course; Sessions 1 to 3 would be useful.

Required existing laptop/tablet skills: Entry Level – Standard



SESSION 6: TEACHING EFFECTIVELY IN A HYBRID CLASSROOM – 5 PD POINTS

+2 HRS

After the session, you will:

- have an understanding of hybrid teaching
- be able to describe the hybrid teaching space
- appreciate how to prepare for teaching in a hybrid classroom
- be able to discuss the pedagogical considerations of hybrid teaching.

Required prior knowledge: Sessions 1 to 5 of this course.

Required existing laptop/tablet skills: Entry Level – Standard





WHAT PEOPLE SAY



“Thank you Via Afrika for giving me a chance to develop myself in ICT as a teacher. I have done many of your online training sessions. I am pleased and the training sessions are and were very useful for me. I have learnt about Coding and Robotics, Excel, YouTube and many other topics. I have acquired 60 SACE CPTD Points. Your training is from a beginner to an advanced level.

You have very informative videos and notes. I was even able to do your courses using my cell phone, it was easy. If, as a teacher, you have never done training from Via Afrika you are missing a big opportunity for professional development as a teacher.”

– **Nkosinathi Mzobi**, Deda Primary School, KwaZulu-Natal



“I recently completed a course with Via Afrika, and I cannot speak highly enough about the experience. From start to finish, the course was well organized, user-friendly and full of valuable content. The platform itself was easy to navigate and the modules were presented in a clear and engaging manner. The course material was comprehensive and up to date, covering all the relevant topics and providing useful resources for further learning.

Overall, I feel that the course has provided me with a strong foundation in the subject matter and has helped me to advance in my career. I would highly recommend Via Afrika’s online courses to anyone looking to expand their knowledge and skills in a flexible and affordable manner.”

– **Keneuwe Mokatsoane**, eLearning Cluster Co-ordinator



“Ek en my vrou het vanoggend ingegaan vir die aanlyn-opleiding. Sy het sommer die hele sessie klaargemaak tot by die Badge Assessment en dit ook reggekry. Deur julle harde werk en my hulp kan sy ook nou praat van ’n rekenaarprogram wat sy gedoen het op die tablet. Nogmaals baie dankie!”

– **Russell Pitchers**, Prinsipaal, Laerskool Warrenton



“I, Sikelelwa Mzamo, had embarked on a journey with Via Afrika Online courses recruited by Mr Rufaz Mavure. At the beginning I was unsure of what to expect but very curious about the digital space. Little did I know that this platform would meet my expectations, transform my understanding and competence in the digital space. Via Afrika has user-friendly modules for various levels of understanding and have a variety of digital courses to tap into. Via Afrika allowed me to do the courses at my own pace as their courses are self-paced. Today I am confident to pronounce that I can navigate the digital space with ease, in a way that I never thought will be possible.”

– **Sikelelwa Mzamo**, Deputy Director, Training and Development, Eastern Cape



“The online training was highly practical and relevant, enhances learning and retention with expert support and one can track progress.”

– **Sanele Ian Thusi**

“Via Afrika Digital Education Academy has been a transformative resource for our team of educators, e-learning coordinators, managers, curriculum officials and development professionals. The online courses provide comprehensive training and development opportunities that are tailored to the unique needs of our roles within the education sector, covering a wide spectrum of relevant topics essential for success in our roles. The flexibility of online learning allows us to access course materials at our own pace and schedule, fitting seamlessly into our busy professional lives. Additionally, the practical insights and real-world examples shared by experienced instructors have been invaluable in enhancing our skills and competencies. The Via Afrika Digital Education Academy has proven to be an indispensable resource for professional growth and advancement in the dynamic field of education.”

– **Patricia Nothobeko Nofumba**, eLearning Manager, Eastern Cape

“I am an educator in a school that faces a lot of obstacles due to lack of resources and keeping up with the changing world. Most of our schools are stacked on the old traditional ways of doing things due to inadequate access to new ways of doing things. After I have done the courses with Via Afrika I have noticed the reason why it is hard to administer teaching and learning effectively. In the courses I did, Via Afrika gives ways of closing the gap between teachers and learners through understanding the digital world. It is slowly coming to light that the kids that are born nowadays learn easily and effectively through technology.”

– **Linqa Phumlani**, eLearning Co-ordinator, Eastern Cape

“I found the online training to be very well designed in terms of the quality of the content and delivery. It was an amazing learning experience. I now prefer taking other courses online rather than face to face like I did before. I just applied to take Master’s degree through an online programme because of the wonderful experience I had.”

– **Bonolo Sedupane**

“I was among the privileged teachers who attended a number of workshops that were done by Via Afrika. Through these workshops my confidence and my teaching methodologies have significantly improved. As a born-before-technology teacher, I was so impressed by what I can do in class with my learners using technology with little to no effort other than just a click on an available gadget such as a laptop or a cellphone. The drive given by the facilitators towards digitalisation has transformed my teaching, giving greater emphasis to dynamism and learner interaction with the subject matter. The new technology tools and concepts that I have learnt not only bring innovation from learners in my class but also speed up the transfer of information, thereby increasing learner interest, participation and curiosity. Through these workshops learner concentration and comprehension has improved. I would like to thank Via Afrika for bringing back life in my class as my learners now are more flexible, critical thinkers and also self-motivated.”

– **Pikwa Xoliswa**, Educator, Mount Ayliff Hospital Junior Secondary School





TEENAGE WELLNESS COURSES

The Via Afrika Online Teenage Wellness Courses are aimed at learners in Grades 11 and 12, as well as first-year students at TVET Colleges and other institutions of higher learning.

Social Emotional Learning courses aim to help participants understand their emotions, to experience their emotions fully and to demonstrate empathy for others. Furthermore, the aim is to develop participants who can make positive and responsible decisions while they set and achieve goals in positive collaboration with others.

Social Emotional Learning has five competencies

- Self-awareness encompasses the skills to recognise your own emotions and to see how emotions have an impact on your mindset and behaviours. This is extended to the ability to acknowledge personal strengths and weaknesses to develop self-confidence.
- Self-management encompasses the skills to take control and ownership of your mindset, thoughts and emotions in all situations to enhance goal achievement.
- Social awareness is the ability to empathise with others from different cultural, social, economic and other backgrounds to your own.
- Relationship skills are the skills needed to create and maintain positive and healthy relationships with others.
- Decision-making skills are the skills needed to guide how you choose to respond to situations, challenges and people in a positive way that leads to your personal success and wellness.



Via Afrika offers three courses with Social Emotional Learning at their core.

Competency	A mindset for success	Stress and me	Stress, me and others
Self-awareness	X	X	X
Self-management	X	X	X
Social awareness		X	X
Relationship skills			X
Decision-making skills	X	X	X

COURSE 1: A MINDSET FOR SUCCESS

This course aims to develop self-awareness, self-management and decision-making skills.

By the end of the course, the participant will:

- understand how we think and why we act as we do
- be able to say what a success mindset is
- understand how values, beliefs and attitudes play a role in our identity and our success
- know how to regulate our physiological and emotional state
- be able to create a goal on solid foundations.

COURSE 2: STRESS AND ME

This course aims to develop self-awareness, self-management, social awareness and decision-making skills.

By the end of the course, the participant will:

- understand how and why we respond to events in our lives
- be able to define negative stress
- be able to define positive stress
- understand there is an optimal way to respond to events that could be perceived as negative stressors
- be able to use activities in daily life to manage stress effectively.

COURSE 3: STRESS, ME AND OTHERS

This course aims to develop self-awareness, self-management, social awareness, relationship skills and decision-making skills.

By the end of the course, the participant will:

- understand that our mindset has an impact on how we respond to others
- identify triggers that result in negative stress reactions to others
- know how to avoid triggers
- understand how to work effectively with stressed people in our lives
- be able to use activities in daily life to manage stress effectively.



Doing the courses

- The three courses have been developed to build upon each other and must be completed in order.
- The course is completed asynchronously online at www.vastudent.online
- Each course comes with a downloadable workbook and is available in English and Afrikaans.
- The courses can be done as an individual, or they can be purchased for a whole school.

REQUIREMENTS FOR AN INDIVIDUAL TO COMPLETE THE COURSES

- A PC or tablet device or mobile device
- Internet connectivity and sufficient data

REQUIREMENTS FOR SCHOOLS TO COMPLETE THE COURSES

- A PC and data projector
- Internet connectivity and sufficient data
- A teacher to facilitate the session

COST PER COURSE

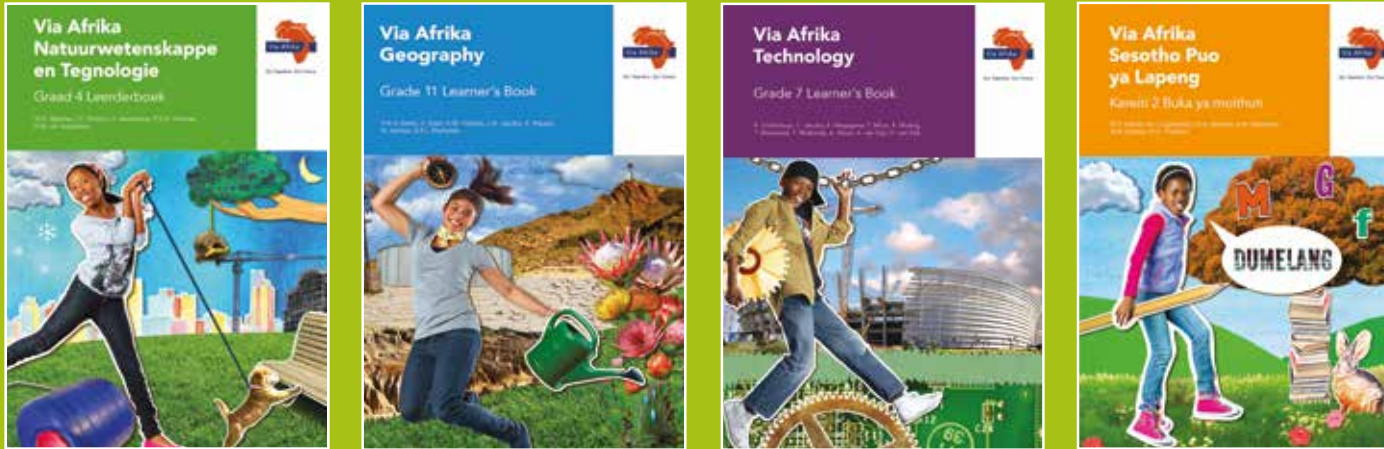
Individuals: R100,00 VAT incl. per course per individual

Schools: R5 000,00 VAT incl. for a school with more than 50 students . This course will be available for twelve months from date of purchase.



WHAT ELSE WE DO

CAPS-approved printed books Grades 1 – 12



Also available in digital formats with exciting enhancements like videos and interactive assets for PC and tablet devices.



Online social emotional learning courses for *students* at www.VAstudent.online

COURSE 1

A mindset for success for students

COURSE 2

Stress and me for students

COURSE 3

Stress, me and others for students