



## HEEDMORINE MUNICIPAL INSTITUTE

ACADEMIC & PROFESSIONAL TRAINING AT PARTICIPATING MUNICIPALITIES  
ACCREDITATION N<sup>o</sup> AG / c / p / 0218 / 08

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### EVENTS

Table 1: Specific Planned Training and Conference Activities as at 02/01/13

N <sup>o</sup>	CRITICAL ACTIVITIES	EMPLOYED DIPLOMA AND DEGREE HOLDERS	UNEMPLOYED TERTIATY STUDENTS
	<b>PART 1: COURSE WORK (2 Assignments)</b>	<b>DATE</b>	<b>DATE</b>
1	Conclusion of selection of applications and feedback to successful applicants for Schedule "A" Modules	27 <sup>th</sup> March 2013	15 <sup>th</sup> June 2013
2	Study Materials for Online/Distance courses posted on our website	28 <sup>th</sup> March 2013	16 <sup>th</sup> June 2013
3	Compulsory Contact Sessions for Unemployed Tertiary Students who will register for Schedule "A" Modules	Not Applicable	1 to 5 days (July to Dec 2013)
4	<b>Submission of Assignment 01</b> Electronic Portfolio of Evidence via e-mail ( <i>Major Assignment: 80 Marks</i> )	15 <sup>th</sup> May 2013	After attending Contact Session
5	Release of Results for Assignment 01	15 <sup>th</sup> June 2013	To be advised
6	<b>Submission of Assignment 02</b> Electronic Portfolio of Evidence via e-mail ( <i>Minor Assignment: 20 Marks</i> )	30 <sup>th</sup> June 2013	To be advised
7	Release of Results for Assignment 02	31 <sup>st</sup> July 2013	To be advised
8	Submission of appeals via e-mail related to assessment results for assignments	1 <sup>st</sup> Aug to 5 <sup>th</sup> Aug 2013	To be advised
9	Re-assessment of appealed assignments	6 <sup>th</sup> to 24 <sup>th</sup> Aug 2013	To be advised
10	Release of results for re-assessment of assignments	25 <sup>th</sup> Aug 2013	To be advised
12	End of Course Work and conclusion of graduation list	13 <sup>th</sup> Sept 2013	To be advised
13	Graduation Ceremonies will preferably be held in the evening during the "2013 Mentors In Workplaces, Academics And Communities Association Conference" in Cape Town ( <i>i.e. 2013 MIWAACA Conference</i> ).	25 <sup>th</sup> , 26 <sup>th</sup> and 27 <sup>th</sup> Sept 2013	To be advised
	<b>PART 2: PREPARATION FOR FIELD PRACTICE (No Assignments)</b>	<b>DATE</b>	
1	Start of preparations for Field Practice for Mentorship, Small Businesses & Driving Programs	1 <sup>st</sup> July to 27 <sup>th</sup> Sept 2013	To be advised
2	Mentors In Workplaces, Academics And Communities Association ( <i>MIWAACA</i> ) Conference	25 <sup>th</sup> to 27 <sup>th</sup> Sept 2013	To be advised
	<b>PART 3: FIELD PRACTICE (No Assignments)</b>	<b>DATE</b>	
1	Part Time Weekend Mentorship starts	15 <sup>th</sup> February 2014	To be advised
2	Small Trading Businesses Field Practice sessions start on Part Time Basis	15 <sup>th</sup> February 2014	To be advised
3	Submission of Portfolios of Evidence for Advanced Project Design	30 <sup>th</sup> November 2013	To be advised
4	Release of results for Advanced Project Design	28 <sup>th</sup> February 2014	To be advised

Table 2: General Academic Planning Events as at 02/01/13

Nº	DELIVERABLE	PERFORMANCE INDICATOR	TIME FRAME	PERFORMANCE EVALUATION DATE	NUMBER OF BENEFICIARIES
1	Marketing of Heedmorine Municipal Institute	Compilation of a comprehensive annual multimedia publicity plan for all Academic Programs and Faculties	September 30 <sup>th</sup> Annually	15 <sup>th</sup> December Annually	Annual multimedia publicity will be designed and compiled with intention to reach 1 million members of the global public
2	Evaluation of Students via Normative Assessments and RPL	Preparation of Time Tables for Exams, Tests, Orals, RPL and Practical Assessments	15 <sup>th</sup> December Annually	By 15 <sup>th</sup> January Annually	Evaluation Time Tables will be prepared for 3 000 registered students
3	Financial Aid Advisory Services	Provision of inputs to funding Institutions regarding the design of financial aid packages	15 <sup>th</sup> December Annually	By 10 <sup>th</sup> January Annually	Inputs will be provided to 100 Funding Institutions
		Exhaustive advice to needy students with respect to study loans, fellowships, bursaries and research grants	15 <sup>th</sup> December Annually	By 10 <sup>th</sup> January Annually	Financial Aid Advise will be given to 3 000 registered first, second and third year students and 1000 potential first Year students
4	Workplace Integrated Learning (WIL) for: - Experiential Learners, - Interns & - Exchange Students	Identification of Placement Centres for Experiential Learners, Interns and Exchange Students <i>(The latter will be implemented in conjunction with the Centre for Foreign Students)</i>	October 20 <sup>th</sup> Annually	By 20 <sup>th</sup> January Annually	Placement Centres will be identified locally and internationally for 3 000 Experiential Learners, Exchange Students & Interns
5	Partnerships and Quality Assurance Committees	Formation and/or maintenance of strategic partnerships and Quality assurance Committees with beneficial individuals and organizations aimed at achieving objectives of the Institute such as Collaborative Training in Formal Programs and Non Formal Programs such as, In Service Training and Food Security Community Training	15 <sup>th</sup> December Annually	By 25 <sup>th</sup> January Annually	Strategic partnerships and Quality Assurance Committees will be formed and/or maintained with 50 beneficial individuals and organizations
6	Research & Co-ordination of Post Graduate Studies	Commissioning of plans for Co-ordination of Post Graduate Studies and participation in basic and applied research projects that are scheduled to run throughout the academic year <i>(i.e. 1 post graduate co-ordination program per year and 2 research projects per academic faculty)</i>	15 <sup>th</sup> June Annually	By 15 <sup>th</sup> July Annually	1 Co-ordination program for Post Graduate and Studies per year and 8 sets of plans for participation in basic and applied research projects will be commissioned so as to ensure 200 graduates are linked to post graduate programs and research results benefit 5 000 businessmen and farmers
7	Publications	Drafting of a publication schedule for quarterly periodical	15 <sup>th</sup> June Annually	By 15 <sup>th</sup> July Annually	1 Publication schedule for 1 quarterly periodical will be implemented so as to ensure that research results reach 20 000 community members, businessmen and farmers
8	Conferences <i>(e.g. MIWAACA Conference )</i>	Designing and/or preparation of Conference policy and program	15 <sup>th</sup> October Annually	By 20 <sup>th</sup> January Annually	Conference policy and program should have been concluded so as to reach 2 000 community members, businessmen and farmers
9	Alumni & Graduation Ceremonies <i>(Convocations)</i>	Designing and/or Revision of Modus Operandi of Alumni Association and Graduation Ceremonies <i>(Convocations)</i>	12 <sup>th</sup> December Annually	By 20 <sup>th</sup> January Annually	Modus Operandi of Alumni Association and Graduation Ceremonies <i>(Convocations)</i> will be designed and/or revised so as to solicit approval of 50% of students and alumni
10	Staff Development	Revision of Staff Development Program with its Policies and Procedures	10 <sup>th</sup> November Annually	By 15 <sup>th</sup> January Annually	Staff Development program will be revised so as to solicit approval of 75% of staff
11	Community Outreach	Designing and/or Revision of Community Outreach program	15 <sup>th</sup> August Annually	By 5 <sup>th</sup> January Annually	Community Outreach program must be Designed and/or Revised to benefit 20 community projects annually
12	In addition to Curriculum Development, the Academic Program / Time Table must reflect the breakdown and allocation of the 240 Qualification credits stated in table below	Stakeholder and Inter Faculty co-ordination of reviewing of Curriculum and drafting of Time Tables for Theory, Practical sessions, exams, tests and practical assessments	October 20 <sup>th</sup> Annually	By 15 <sup>th</sup> Jan Annually	Curriculum and Academic Program / Time Tables will be prepared for 3 000 registered students