



COMMONWEALTH *Of* LEARNING



Graduate Diploma in Open School Operation and Management



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PROGRAMME TITLE:

Open School Operation and Management

QUALIFICATION (CERTIFICATE/DIPLOMA/DEGREE):

Post-Graduate Diploma (with options to deliver it as two separate Post-Graduate Certificates)

ACADEMIC DEPARTMENT THAT WILL OFFER/ MANAGE PROGRAMME:

To be determined by the institution offering the qualification

DELIVERY MODE:

E-Learning

TOTAL PROGRAMME CREDITS:

120 Credits (Based on VUSSC TQF Guidelines)

DURATION/LENGTH OF PROGRAMME:

Full Time: One Year or three semesters (13 – 14 weeks each)

Part-Time – Minimum one course per semester (total 10 semesters)

PROPOSED START DATE:

To be determined by hosting institution



Open and distance learning (ODL) has proven to be a viable and flexible way to address the growing need for education throughout the developing and developed world. ODL and open school policies and practices allow nations to reach out to remote and underserved citizens.

To effectively employ ODL and open school methods to achieve national social, economic and education goals, educators must be developed and deployed to support this alternative education environment. This programme is a first step towards these goals.

OPEN SCHOOLING

Open schools are founded on the concepts and best practices of ODL, open educational resources (OER) and the flexible copyright permissions represented in Creative Commons (CC) licences. They can be defined by two elements:

- the physical separation of the school-level learner from the teacher, and
- the use of unconventional teaching methodologies and information and communications technologies (ICTs) to bridge the separation and provide the education and training.

Open schooling and its implementation is supported by COL, the National Institute of Open Schooling (NIOS), Namibian College of Open Learning (NAMCOL) and other stakeholders throughout the developing world. The aim of the open school movement is to support the Sustainable Development Goals by providing opportunities for all, including the disadvantaged, the working poor and others who wish to improve their educational qualifications. Open schools exist at the secondary level and more recently at the primary level. They are offered in a variety of forms and embrace a number of delivery methods.

As this delivery method gains in popularity, there is a requirement to ensure that those who design, deliver and manage ODL

programmes are prepared to support their learners. This graduate programme will prepare administrators, support staff and faculty to effectively plan and manage the day to day operations of an open school using a variety of delivery technologies and pedagogical methods.

TARGET AUDIENCE

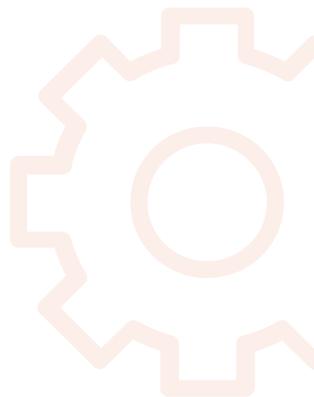
The target audience for this programme is professionals engaged in the day to day operation and management of open schools throughout the developing world. This can include, but is not limited to:

1. ODL programme coordinators
2. academic facilitators/instructors
3. open school administrators/managers
4. student support personnel
5. curriculum/instructional designers
6. ODL technology support personnel
7. ODL tutors/mentors
8. ODL programme evaluators
9. ministry professionals guiding the implementation and management of open school policies and regulations
10. consultants supporting open school/ODL clients

PROGRAMME LEARNING OUTCOMES

Upon completion of the Open School Operation and Management Graduate Programme, participants will be able to:

1. examine the historical development of the ODL approach and its philosophical and theoretical underpinnings;
2. examine the foundations and best practices of ODL and the open school methods;



3. design and develop ODL learning materials using a variety of sources including OER;
4. deliver ODL courses to open school learners;
5. employ a wide variety of media/ICT technologies and social media tools needed to support open school learners;
6. support and manage an open school environment, faculty and support staff;
7. create policies and guidelines to govern open school systems; and
8. demonstrate the habits of reflective practice as part of a process of continuing professional development.

POTENTIAL AREAS OF EMPLOYMENT FOR GRADUATES

Graduates can be employed in a wide variety of organizations that practice ODL or other forms of distance delivery. These can include:

- primary and secondary ODL schools
- ministries of education with an ODL department
- universities with ODL programmes
- colleges/schools of education
- private sector organizations that support the ODL environment
- ODL/OER/open school consultancies

REQUIREMENTS AND SUPPORT

The hosting institution will be required to provide access to online references, journals and e-books to support student studies and required module readings. In addition they should have access to paper-based distance education and ODL journals that can be

distributed to students via traditional mail. Some institutions may elect to create reading packages that can be distributed before the semester begins.

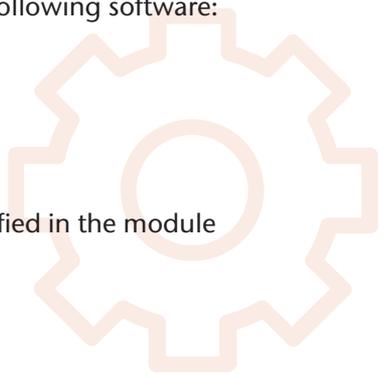
The hosting institution will also need to provide the following technologies:

- a learning management system (such as Moodle or others)
- an email system
- access to a conferencing system (be it online or telecommunications supported)
- authoring tools including graphic, audio and animation software
- access to social networking environments selected by the instructor

In addition, the hosting institution should provide a help desk/IT support that can troubleshoot student and faculty issues with the course site and communications tools that are being used to deliver content and communicate with learners.

Potential learners will need access to an Internet-ready computer with audio and video capability and the following software:

- MS Office or Open Office
- email access
- Skype or similar conferencing tool
- other specialised software, as specified in the module instructions or by the instructor



PROGRAMME STRUCTURE

A post-graduate diploma will consist of six modules and a major project/assignment, for a total of 120 credits. The modules include:

MODULE 1 – Foundations, History and Evolution of ODL and Open Schooling (10 Credits)

MODULE 2 – Open School Systems and Models (15 Credits)

MODULE 3 – OER Design, Development and Publication (20 Credits)

MODULE 4 – Management (15 Credits)

MODULE 5 – Student and Faculty Support in Open Schools (15 Credits)

MODULE 6 – Open School Management (15 Credits)

MODULE 7 – Major Project – (30 Credits)

The total programme should take no more than one academic year to complete and, if an institution offers the programme to part-time students, the maximum amount of time to complete the programme on a part-time basis should be five academic years, depending on the host institution's policy on part-time studies.

PROGRAMME FLEXIBILITY

Although this curriculum plan describes an seven module and major project approach to the completion of a Graduate Diploma, the content of the programme has also been designed so that institutions could decide to create separate certificate programmes, including a Post-Graduate Certificate in ODL/OER Design and Delivery and a Post-Graduate Certificate in Open School Management.



For more information:

Johan Hendrikz

Senior Adviser: Open Schooling

Commonwealth of Learning

4710 Kingsway, Suite 2500

Burnaby, BC., Canada, V5H 4M2

Phone: (1) 604-604-775-8235

Email: jhendrikz1@col.org

www.col.org