

SOUTH AFRICAN EXTENSION UNIT  
DAR ES SALAAM

PROPOSED PLAN OF ACTION FOR THE YEAR 1988/89

MAY 1988

1.00 INTRODUCTION

- 1.01 During the Financial Year 1988/89 SAEU plans to consolidate the basic courses further. Units 13 - 18 of Maths and unit 12 of English will be edited and printed in new format Agriculture units 16 - 20 will be proof-read and printed in the new format.
- 1.02 SAEU also plans to complete production of the basic courses' study materials; as well as supporting documents. The Audio Cassette scripts will be edited and produced into single documents according to subjects.
- 1.03 The Unit will continue to enrol and service the secondary level courses programme at the Study Centres in Tanzania and those in other Frontline States.
- 1.04 There will be tutorial support and guidance services to Study Centres through constant monitoring and evaluation on the programmes.
- 1.05 The Unit plans a Preliminary collection of data pertaining to a new course in Primary Health Care. There is a pressing demand from clients for such a course.
- 1.06 Where course writing and editing is involved, workshops would be used to a large extent.



2.00 MATERIALS PRODUCTION:

2.01 SUBJECT REVISION:

The Unit intends to complete the revision of Maths (unit 8 - 18) and English (unit 9 - 15) in order to make them consistent with the reviewed English (unit 1 - 8) and Maths (unit 1 - 7).

2.02 STUDY MATERIAL SUPPORTING DOCUMENTS:

The Unit intends to review the following documents in line with the revised subject units.

- (i) Study materials supporting documents.  
Group Leaders' Guides and Notes & Marking Guides

(ii) AUDIO CASSETTE SCRIPTS:

The Unit also intends to review, edit and proof-read Audio Cassette scripts and re-record the same where necessary in line with the revised subject units.

3.00 MATERIALS PRODUCTION:

- 3.01 The Unit plans to print the revised Study Materials in  
English (unit 1 - 15)  
Maths (unit 1 - 18)  
Agriculture (5 remaining units)

4.00 PREPARATION OF STUDY GUIDES

- 4.01 The Unit plans to prepare subject study guides in the basic courses. The Study Guides will be based on essential guidelines contained in the group leaders' unit notes and group leaders' guide. The guides would enable students studying individually to non permissive group study approach



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benefit their studies without a group leader. This will entail a review of the group leader's guide as well as the group leaders' notes in order to minimize or eliminate duplication of effort in the supporting materials.

5.00 TUTORIAL SERVICES:

5.01 TRAINING WORKSHOPS AND SEMINARS:

(i) Refresher Seminars:

The Unit plans to organize refresher seminars for new tutors and group leaders. This is in anticipation of some tutors and group leaders being changed due to unavoidable circumstances. Also for those who would be teaching integrated science with the support of Zim-Sci Materials.

(ii) Study Skills Seminars:

The Unit plans to organize seminars for students studying secondary level courses on study skills. The Seminars would be organized during the first two days of the Introduction of the courses.

(iii) The Unit plans to conduct monthly weekend schools for secondary school students in order to support them on difficult areas of the Syllabus.

(iv) FACE-TO-FACE TUTORS' AND MARKERS' SEMINAR:

The Unit plans to organize seminars for face-to-face tutors and markers who are likely to be the same. The Seminars would highlight the main andragogical tenets generally, and distance teaching marking and commenting in particular.



(v) TUTORS' AND GROUP LEADERS' SEMINAR LUSAKA HARARE:

The Unit intends to organize seminars for tutors and group leaders who would cater for Zambia Study Centres for PAC and Zimbabwe Study Centres for PAC.

6.00 MONITORING AND EVALUATION:

6.01 Visits to Study Centres:

SAEU plans to make eight regular monitoring and evaluation visits to Mazimbu/Dakawa and Masuguru. Four such visits would be made to Kigwa. In most cases such visits would run concurrently with other activities such as weekend schools, or seminars. In Dar es Salaam there would be random visits to Study Centres.

6.02 SUPERVISORS/CO-ORDINATORS' VISIT TO SAEU HEADQUARTERS:

It is also intended to bring to Dar es Salaam the Field Supervisors/Co-ordinators at least four times a year at their own convenience in order to give the Unit a leeway during times when its staff are unable to do the physical monitoring due to other commitments.

6.03 At least one visit will be made by the SAEU staff to each Frontline State outside Tanzania running SAEU programmes.

7.00 EVALUATION OF TUTORIAL SERVICES:

7.01 TUTORIAL SERVICES REVIEW WORKSHOP:

The Unit plans to organize a tutorial services review workshop to determine the performance of both tutorial and administrative performance of the programmes.



7.02 SUMMATIVE EVALUATION:

The Unit plans to make a summative evaluation of basic courses programme. It is hoped that by April, 1989, the first study group will have completed their course.

8.00 OTHER SERVICES:

8.01 STUDENTS' STUDY VISITS:

The Unit in liaison with study centres plans to organize occasional study visits for students as a method of imparting knowledge.

8.02 ACQUISITION/PURCHASE OF STUDY MATERIALS:

The Unit plans to acquire/purchase study materials for Basic Courses, (Zim-Sci), secondary 'O' & 'A' level and other professional courses from other distance teaching institutions within or outside the region (Africa).

8.03 LABORATORY AND WORKSHOP FACILITIES:

These will be availed to SAEU by Institutions already approached by SAEU. Milambo Secondary School for Kigwa Centre. Ruvu Secondary School for Masuguru Centre. SOMAFCO for Mazimbu/Dakawa Centre. Jangwani Secondary School for Dar es Salaam Centres. *Approached*

8.04 JUNIOR SECONDARY LEVEL COURSES:

The Unit will continue to explore the possibilities of introducing the Junior Secondary level courses. Zim-Sci materials proposed to support Basic Integrated Science may prove useful at Junior Secondary Level. This need has yet to be established by the clients through the Advisory Committee.