

**Module 5**  
**Optimizing Household Food Production**  
Module code: PHFS05P



**Module Code PHFS05P**  
**GENERAL INFORMATION 301/2011**

**Tutorial letter 301: General information on the programme**

**READ THIS LETTER CAREFULLY**

**It contains important information on the programme and the modules**

**Programme Household Food Security**  
**College of Agriculture and Environmental Sciences**  
**University of South Africa**

## INTRODUCTION

Dear student,

You may remember from the previous Tutorial Letter that the purpose of this programme is to train you in Household Food Security facilitation.

The purpose of the programme is to strengthen and build your capacity to become community facilitators who work in the field of food security. As your role is to work with people and get them to do things for themselves it is very important that you learn relevant communication, facilitation and community development skills. You are also expected to act as a resource person for the community around issues relating to food security, nutrition, and health. This programme is designed to give you enough background information and skills on important issues in areas of food security.

In this module your main task is to link everything you have learnt in previous modules, and done with households so far to get the bigger picture and implement a homestead food garden together with households. You will plan and carry out a set of sustainable, low-input gardening activities with selected households in the area to help them finalize the design plans for their homestead food gardens. Why is this important? As people become informed and take actions to start and maintain their gardens, they will be able to sustain themselves and their families. This will help to break the cycle of poverty and protect the environment at the same time.

You will find specific information regarding the content and activities for the modules in the relevant study guide. This Tutorial Letter however, contains important general information, which you will need to refer to from time to time, so file it for future reference.

### **1. IN WHAT SEQUENCE WILL THE MODULES BE OFFERED?**

You cannot choose to complete modules randomly but have to complete the modules in sequence, starting with Module 1 and ending with Module 6.

- Module 1 - you will have completed this module in 2010. We spent a lot of time on the module for you to grasp the language of Food Security and become familiar with the learning approach and portfolio activities.
- Module 2 - requires you to invite households from your existing projects to voluntarily join in your HFS care group for the time you are studying on the programme. You will have to get their written consent to participate. It will be beneficial if the same group could work with you until you complete the programme in June 2011.
- Modules 3, 4, 5 and 6 will be offered in an overlapping fashion so as to provide time for field work during sessions or after sessions.

## 2. WHAT DOES YOUR STUDY PACK CONSIST OF?

You will receive in your study pack for **Module 5** the following items:

Tutorial letter 301. This is a <b>General Information</b> letter	
A <b>Study Guide</b> for Module HFS05P	
A <b>Workbook</b> for Module HFS05P	
<b>Tutorial Letter 102 (TUT 101) with Assignments 1 and 2</b> <b>Tutorial Letter 103 (TUT 101) with the portfolio activities</b> <b>Portfolio of evidence sheets</b> <b>The memo for each Tutorial Letter will be TUT 202 and 203</b>	

Please note that there is **no prescribed textbook** for the Household Food Security Programme. But you will be provided with the necessary print resources.

## 3. HOW TO COMMUNICATE WITH THE HOUSEHOLD FOOD SECURITY (HFS) PROGRAMME OFFICE AT UNISA

The HFS Programme Office is situated within the College of Agriculture and Environmental Sciences at UNISA's Florida Campus in Johannesburg. The College is responsible for offering this accredited short learning programme. From time to time you may need to contact the HFS Programme Office. For example, if you want to confirm information on your registration, student records and general administrative questions, you can contact the person whose contact details appear below. But if you have not received any of the items that should be in your study pack then you must contact your promoter.

Mr Lutendo Phidza (from: 9.00-15.00) Telephone: 011- 471 3092 or 011 471 2955 E-mail: <a href="mailto:lphidza@unisa.ac.za">lphidza@unisa.ac.za</a>
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**All Students should make an effort to pay their R600 (R100 PER MODULE) contribution to student fees before the 30 June 2011 in order to be able to receive their final results and Certificate for the Programme in Household Food Security on successful completion of the course. The banking details appear below.**

**ABSA Account: 4048746711**

**Reference number: Student no/ space/ 3534374764**

(Space means - leave a block open between the two numbers)

A timetable has been worked out to cater for the remainder of the programme which must be completed on not later than 30<sup>th</sup> June 2011. Please take special note of the assignment and portfolio task **dues dates for Module 5** from the timetable below.

## Timetable for the remainder of the HFS Programme 1<sup>st</sup> and 2<sup>nd</sup> intakes

- Promoters will together with their group the session dates for their group. These must happen not later than the Saturday date given on the schedule below. You can write the dates for your group in the left hand column.
- If you find your group is behind schedule, please make arrangements with your promoter to catch-up. This is the last phase of the programme and it is essential that you finish on time.
- NB: Some groups may be on time according to the schedule such as the groups from the first intake. Other second intake groups are ahead of time. This schedule will allow for students in those groups that are behind schedule to catch up. **Try to be ahead of time** (as a group) so that you have enough time to complete your assignments and portfolios.
- The assessment of the HFS programme and marks of students should be completed by the last day of June 2011. This means that you can then receive your results in August and graduate with the Certificate in Household Food Security in July /August 2011.

## Programme in Household Food security

### CONTACT SESSION WEEKS

### WORK IN THE COMMUNITY AND PREPARATION WEEKS

Site date	Last date	Contact session	Assignment	Portfolio	Promoter	Regional Coordinator
	Jan 2011	Continue from 2011 Module 3: Unit 1 and 2 Discussions and Workbook	CONTINUE FROM 2010	Work in community To complete where ended 2010	Promoters finalize and update all documentation to Unisa	<b>Module 1 evaluation done in 2010 - baseline</b>
	5 Feb 2011	Module 3: Unit 3 and Portfolio Activity 3.1 and 3.2				
		Finalize work on Module 3	Do assignment 2	Work in the community for portfolio activities 3.1 and 3.2	Send HFS attendance, mark sheets and reports	Receive, print and distribute sheets 2 and 3
	19 Feb 2011	Module 3: Finalize Units of Module 3 Discuss portfolio activities 3.3, 3.4 and 3.5	<b>Submit Module 3 Assignment 1 and 2</b>	Submit Module 3 portfolio activity 3.1 and 3.2 Receive sheets Portfolio 2 Receive sheets Portfolio 3	<b>Module 5 handed out Plus revised sheets Portfolios 2 and 3</b>	
		Prepare Module 5 Unit 1 and Unit 2 and Workbook activities	Do portfolio activities	Work in the community	Send HFS attendance, mark sheets and reports	
	26 Feb 2011	Module 5: Unit 1 and workbook activities		Submit Module 3 completed portfolio activities 3.3, 3.4 and 3.5		
		Prepare Module 5 Unit 2 and Work book activities	Do Module 5 Assignment 1	Work in the community	Send HFS attendance, mark sheets and reports	
	12 March 2011	Module 5: Unit 2 workbook activities	<b>Submit Module 5 Assignment 1</b>	Submit Module 5 portfolio activity 5.1 <b>Submit Module 1 Final portfolio (sheets)</b>	Last date for submitting Module 1 Portfolio	<b>Module 3 complete evaluation</b>
		Prepare Module 5 Unit 3 and Workbook activities	Do Module 5 Assignment 2	Work in community	Send HFS attendance, mark sheets and reports	

	26 March 2011	Module 5: Unit 3 and workbook activities	<b>Submit Module 5 Assignment 2</b>	Submit Module 5 portfolio activity 5.2 <b>Submit Module 3 Final portfolio</b>	<b>Module 4 handed out latest</b>	<b>Module 1 and 2 complete evaluation</b>
		Prepare Module 4 Unit 1 and Workbook activities	Do portfolio activities	Work in community	Send HFS attendance, mark sheets and reports	
	9 April 2011	Module 4: Unit 1 and Discussion, work book, portfolio		Submit portfolio 5 portfolio activities 5.3, 5.4 and 5.5		
		Prepare Module 4 Unit 2 and Workbook activities	Do Module 4 Assignment 1	Work in community	Send HFS attendance, mark sheets and reports	
	16 April 2011	Module 4 Unit 2 and Discussion, work book, portfolio	<b>Submit Module 4 Assignment 1</b>	Submit portfolio activity 4.1 <b>Submit Module 2 Final portfolio (sheets)</b>	Last date for submitting Module 2 portfolio	
	Easter	Prepare Module 4 Unit 3 and Workbook activities	Do Module 4 Assignment 2	Work in community	Send HFS attendance, mark sheets and reports	
	30 April 2011	Module 4 Unit 3 and Discussion, work book, portfolio	<b>Submit Module 4 Assignment 2</b>	<b>Submit final Portfolio Module 5</b> Submit portfolio activity 4.2	<b>Module 6 handed out latest</b>	<b>Module 5 complete evaluation</b>
		Prepare Module 6 Unit 1 and Workbook activities	Do Portfolio activities	Work in community	Send HFS attendance, mark sheets and reports	
	14 May 2011	Module 6 Unit 1 Discussion, work book, portfolio		Submit portfolio activities, 4.3, 4.4 and 4.5		
		Prepare Module 6 Unit 2 and Workbook activities	Do Module 6 Assignment 1	Work in community	Send HFS attendance, mark sheets and reports	
	21 May 2011	Module 6 Unit 2 Discussion, work book, portfolio	<b>Submit Module 6 Assignment 1</b>	Submit completed portfolio Module 4 Submit portfolio activity 6.1		
		Prepare Module 6 Unit 3 and Workbook activities	Do Module 6 Assignment 2	Work in community	Send HFS attendance, mark sheets and reports	
	28 May 2011	Module 6 Unit 3 Discussion, workbook, portfolio	<b>Submit Module 6 Assignment 2</b>	<b>Submit Final Portfolio Module 4</b> Submit portfolio activity 6.2		<b>Module 4 complete evaluation</b>
	4 June 2010	Work on portfolio <b>Optional Session</b>		Work community	Send HFS attendance, mark sheets and reports	

11 June 2011	Last session for finalizing the portfolio Module 6		Submit Portfolio activity 6.3, 6.4 and 6.5		
18 June			<b>Module 6 Portfolio Submit final portfolio</b>		<b>Module 6 complete evaluation</b>
25 June 2011	<b>Analyzing and writing evaluation reports</b>				
30 June 2011	Unisa Marks Submitted.				
July 2011	Unisa Release results				
August 2011	Unisa Informs students				
<b>Graduate with a Certificate in Household Food Security</b>					

**NOTE:**

1. The tasks for each session may change. The seasonal complications for the homestead gardening should still be taken into consideration. A few changes are expected to accommodate all the practical work that needs to be done with households.
2. The DATES set on a Saturday are fixed. That date indicates the last date for tasks to be done and submitted. No extensions will be allowed.