

## Advanced Certificate: Education (School Management and Leadership)

### Portfolio Assessment Matrix

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The portfolio brings together the two site-based projects and any additional information that students may wish to offer regarding their competence as school leaders and managers.

The following matrix identifies the core learning outcomes of the programme for which evidence of competence needs to be supplied.

<b>Learning outcome</b>	<b>Evidence from Project 1</b>	<b>Verified by:</b>	<b>Evidence from Project 2</b>	<b>Verified by:</b>	<b>Other evidence in portfolio</b>	<b>Verified by:</b>
	(to be completed by student)		(to be completed by student)		(to be completed by student)	
Demonstrate a basic understanding of what is involved in school management and leadership in South Africa						
Make an assessment of own abilities in management and leadership in terms of current notions of competence and relevance in South Africa in relation to management and leadership						
Demonstrate competence in reading, writing, listening and						

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speaking skills appropriate for school leadership and management						
Demonstrate the personal qualities necessary for effective management of policy, planning, school development and governance.						
Develop and communicate school values, vision, mission, policies and plans in a collaborative way and secure commitment to these.						
Develop and maintain sound working relationships with the School Governing Body as well as parents, learners, the community and the department.						
Understand and be able to apply relevant content knowledge in leading and managing policy,						

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planning, school development and governance.						
Demonstrate the personal qualities necessary for effective leadership and management of people.						
Plan, allocate, support and evaluate work undertaken by groups, teams and individuals ensuring clear delegation of tasks and devolution of responsibilities.						
Develop the professional skills of self, groups and individuals to enhance their performance and that of the school.						
Create an environment conducive to collective bargaining, collaboration and negotiation (and conflict resolution).						
Understand and be able to apply relevant content knowledge in leading and managing people.						

<b>Learning outcome</b>	<b>Evidence from Project 1</b>	<b>Verified by:</b>	<b>Evidence from Project 2</b>	<b>Verified by:</b>	<b>Other evidence in portfolio</b>	<b>Verified by:</b>
Demonstrate the personal and professional qualities and skills necessary for effective management of organisational systems and financial and physical resources.						
Set up, implement, maintain and evaluate organisational systems for the school where possible making use of appropriate information and communication technology ICT.						
Manage the financial resources of the school in a transparent and accountable way.						
Understand and be able to apply relevant content knowledge and skills in the management of organisational systems, and physical and financial resources.						

<b>Learning outcome</b>	<b>Evidence from Project 1</b>	<b>Verified by:</b>	<b>Evidence from Project 2</b>	<b>Verified by:</b>	<b>Other evidence in portfolio</b>	<b>Verified by:</b>
Create, manage and sustain a safe, caring and disciplined environment.						
Demonstrate the personal and professional qualities necessary for effective management of teaching and learning.						
Manage the planning and implementation and monitoring/ evaluation of teaching to ensure quality learning for all in the context of national, provincial and school policy.						
Understand and be able to apply relevant content knowledge in the design, implementation and evaluation of teaching and learning and the organisation of the school environment.						
Create, manage and						

<b>Learning outcome</b>	<b>Evidence from Project 1</b>	<b>Verified by:</b>	<b>Evidence from Project 2</b>	<b>Verified by:</b>	<b>Other evidence in portfolio</b>	<b>Verified by:</b>
sustain a caring and disciplined environment and show commitment to following this through in the way in which teaching and learning is organised.						

Assessor verification ratings: NYC = Not yet competent; C = Competent; E = Exemplary