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indaba
institute

6-12 Teacher Training Diploma

STUDENT HANDBOOK

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1. INTRODUCTION

Indaba Institute (II) located just outside Stellenbosch, South Africa, directs a course of study for a period of 29 weeks (face to face) over 15 months preparing adults to work with children from 6 to 12 years of age according to the principles of Dr. Maria Montessori. Successful completion of this course leads to being awarded the internationally recognised *Elementary (6-12 years) Diploma* from the Association Montessori Internationale (AMI). The curriculum includes topics such as Montessori Philosophy, Psychology (theory and practice), Cosmic Education, which views the study of the whole universe as an interrelated entity. Cosmic Education includes mathematics, sciences, language, history, music and art. Also included is the development of the skill of scientific observation.

The course will include lectures, practice with materials, observation, reading and discussion. Students will write their own manuals from what they learn on the course.

Final examinations are given by an External Examiner selected by AMI. At the end of the course, students will be awarded the Diploma if they have met the following to a satisfactory level:

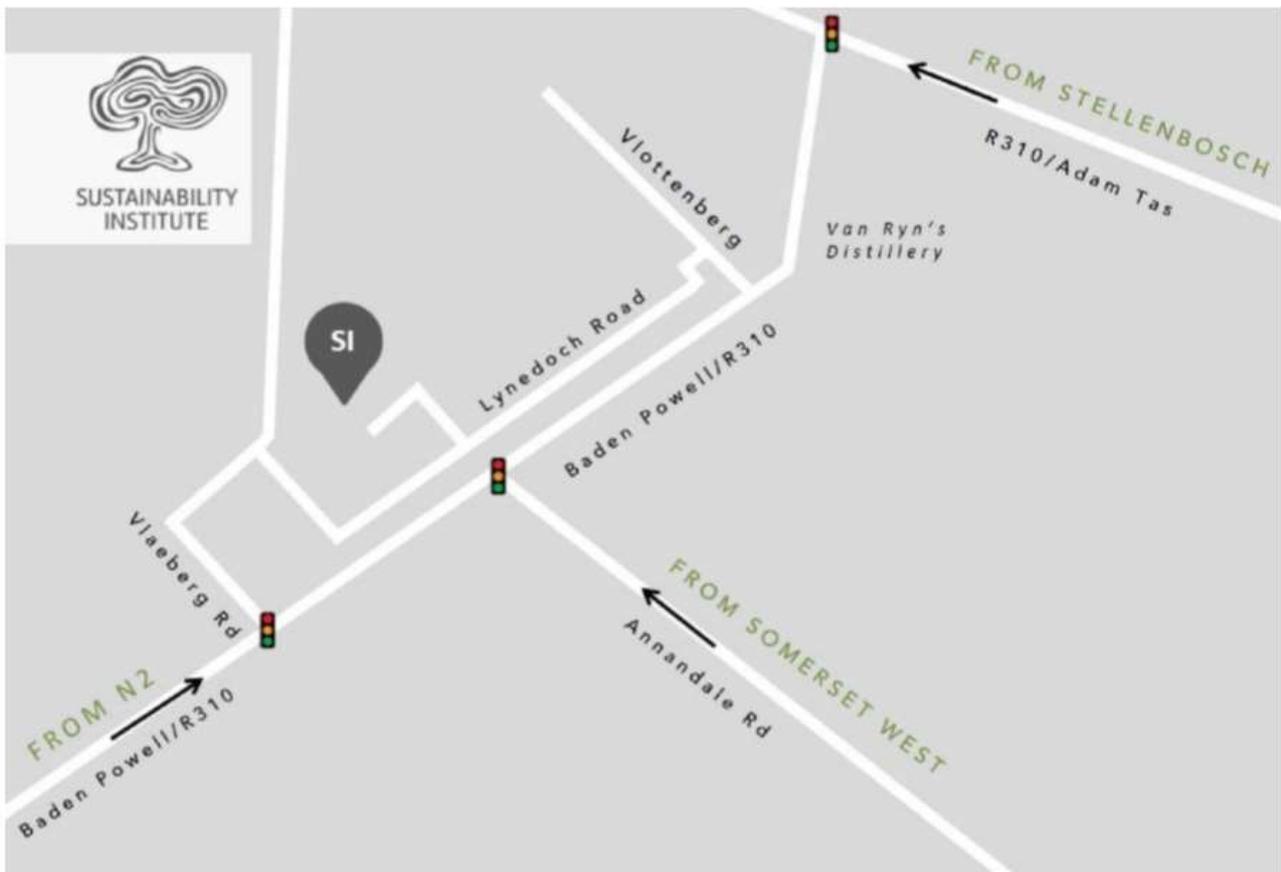
- 90% attendance to all the face-to-face blocks of Study
- Albums
- Material making
- Observation activities
- Analysis of Montessori teaching situations
- Written Examinations
- Oral examinations

Students who do not hold an Association Montessori Internationale 3-6 Diploma must complete the foundation module, which will be offered from 25th February 2019 to 5th April 2019 at the **Indaba Institute**. Whilst it is not compulsory for students who already hold the AMI 3-6 diploma, it is highly encouraged. The foundation module is included in the cost of the course and, exemption from the foundation module is at the discretion of the course director.

Please note that all classes at the **Indaba Institute** are given in English.

2. LYNEDOCH CAMPUS MAP

The Association Montessori Internationale Elementary Diploma will be held at the **Indaba Institute**, Sustainability Institute (SI) located in Lynedoch, Stellenbosch, South Africa.



2.1. THE SUSTAINABILITY INSTITUTE

Indaba Institute partnered with the Sustainability Institute (SI) to house the globally accredited AMI Training Centre. The SI, a non-profit trust founded in 1999, focuses on learning for sustainable African futures and based in Stellenbosch, South Africa, has provided development facilitation to create a child-centred approach to building sustainable communities in Africa.

3. ENTRY REQUIREMENTS

The course will require you to be comfortable in reading, speaking, writing and understanding the English language. South African students are required to have completed a minimum NQF 4 and international students are required to have completed an A-Level certification, or equivalent. Special admissions may be allowed at the discretion of the Course Director. To apply for the course, you are required to submit the following:

- 1) A completed application form
- 2) 2 recent photographs (passport size)
- 3) Clear copy of ID/passport document
- 4) A short essay to include the following information: What led to your interest in Montessori Education? What is your purpose for taking the Elementary Montessori training? If you have worked with children in any capacity, please describe your experiences.
- 5) Copy of your highest qualification/highest grade passed
- 6) Your resume/CV
- 7) 3 x references: Please provide the full name, telephone number, e-mail address and complete mailing address of each of your references.
 - one former instructor, teacher or professor;
 - one employer
 - one family or friend who has known you for several years.

A one on one interview with the Course Director and the staff of **Indaba Institute** may be required during the application process. Applications will be reviewed on a rolling basis until enrollment has reached capacity, at which time a waiting list would be established. Note that the final decision lies with the Course Director and **Indaba Institute** staff.

4. COURSE INFORMATION

4.1. COURSE OUTLINE

The course will cover the following topics, which will be written up and made into manuals by each individual:

- Montessori Theory
- Geography
- History
- Language
- Mathematics
- Geometry
- Biology
- Visual Arts
- Music
- Physical Education

In addition, the course will include:

- Observation Skill development through activities and videos.
- Analysis of teaching practices through videos
- Practice sessions
- Material making
- Reading and discussion of Montessori theory

More information regarding the course structure and content will be provided on the first day of the course.

4.2 COURSE READING LIST

4.2.1 **Required and Recommended Reading:**

Required for Foundation Course

Montessori, Maria *The Absorbent Mind*

Montessori, Maria *The Discovery of the Child*

Montessori, Maria *The Secret of Childhood*

*Montessori, Maria *The Formation of Man*

*Montessori, Maria *The Four Planes of Education* (pamphlet)

*Montessori, Mario *The Human Tendencies and Montessori Education* (pamphlet)

Required for Elementary Course

Montessori, Maria *The Advanced Montessori Method, Volume I*

Montessori, Maria *The Advanced Montessori Method, Volume II*

Montessori, Maria *Education and Peace*

Montessori, Maria *To Educate the Human Potential*

Montessori, Maria *From Childhood to Adolescence*

Montessori, Maria *Psychogeometry*

Montessori, Mario *Cosmic Education* (pamphlet)

Recommended

Montessori, Maria *Education for a New World*

Montessori, Maria *The Child, Society, and the World*

Montessori, Mario Jr. *Education for Human Development*

5. SCHEDULE

BLOCK #	START DATE	END DATE	# OF WEEKS
(Foundation Course)	25 th February 2019	05 th April 2019	6
(Elementary begins)	24 th June 2019	2 nd August 2019	6
3	6 th January 2020	21 nd February 2020	7
4	23 rd March 2020	8 th May 2020	7
5 (Exam prep and administration)	22 nd June 2020	10 th July 2020	3

6. COMPLETION OF COURSE

6.1. REQUIREMENTS FOR CERTIFICATION

Admission to the course does not guarantee certification. Basic requirements hereunder must be met by each student in all areas of the course.

6.1.1. Eligibility

- A.** In order to be eligible to sit for the written and oral examinations a minimum attendance of 90% is required in the following:
- a. Theory lectures;
 - b. Supervised Practical sessions;
 - c. Demonstrations of materials in each area;
 - d. Discussions/reviews as organised by the training course;
 - e. The required reading seminars on Montessori books as stipulated by the training course.

6.1.2. Certification

- B.** In order to receive a diploma at the end of the training course the following requirements must be met:
- (i) Compilation and submission of acceptable and original albums in all areas;
 - (ii) Compilation and submission of acceptable materials as required by the course;
 - (iii) Observation activities and papers
 - (iv) Practice teaching activities and papers

6.1.3. Deferral Examination

Students deferred for any part of the examinations must retake that part the subsequent year (within 12 months) and may re-sit each examination only once.

6.1.4. Failure to Complete Course Work

Students failing to complete any part(s) of the other requirements must fulfil that part(s) the subsequent year (within 12 months) in compliance with the recommendations and dates laid down by the Board of Examiners and/or the Director of Training.

6.1.5. Courses Offered Once Only in Current Location

Students deferred who are enrolled at a training institution that is offering a one-time course will be informed by the Director of Training of the nearest institution where s/he can appear in the examinations the following year (within 6 months). These arrangements will be settled in conjunction with the Director of Training.

6.1.6. Fail Status

Students who fail Summative Assessments will be given a second opportunity to write. Clarification of this will be given by the Director of Training.

6.1.7. Academic Honesty

The Institution has an obligation to deal with acts of academic dishonesty. Acts of academic dishonesty which will result in suspension or dismissal from the course are:

- Undisclosed recording of any kind on the premises of the Training Institution.
- Plagiarism in all its forms and facilitating academic dishonesty on the part of another student.
- Students caught in acts of academic dishonesty during written examinations will be immediately dismissed from the course and will not be eligible to complete the examination process, resulting in a fail grade recorded for the course.

6.1.8. Formative Assessments

During the course, you will submit essays and projects which will be given a formative assessment in the form of constructive criticism and discussion. Formative Assessments will be considered as follows:

1. The work does not meet the set criteria and must be **redone** and re-submitted.
2. Some of the criteria have been met, however the work is still not of a satisfactory standard and needs to be **modified** and re-submitted.
3. The work has attained a satisfactory standard though it can still be improved upon. Suggestions for improvement will be included in the Assessment sheet.
4. The work has attained a good standard and ideas and references show depth of thought.

Some suggestions for further improvement may be included in the Assessment sheet.

If your course work does not meet the required criteria, you must meet the resubmission date set by your Advisor.

6.1.9. AMI Diploma Examinations

Students are eligible to sit for the AMI Montessori International Diploma if they have achieved 90% attendance at course lectures/sessions and full attendance at supervised practical sessions. The AMI Diploma is awarded on the completion of Observation activities and Teaching Practice activities as designated by the Director of Training, and the following four parts of the examination:

Written Examination: Theory Paper A – 3 hours

Written Examination: Applied Theory Paper B– two days, 2.5 hours each

- Practical (Oral) Examination in 6 areas – 3 hours
- Course Work – Albums (manuals) and Materials

NOTE: Students must have paid all tuition and student expenses due to **Indaba Institute** in order to be eligible to sit for oral exams at the end of the course. Student files and records will be kept in the school office for no less than 5 years and will be available to students on request.

6.2. GRIEVANCE PROCEDURE

A grievance is defined as a written statement which declares a specific violation of procedures, rules or regulations infringing on the personal and professional rights of the grievant.

There is a grievance procedure for students to follow in the unlikely event that the need arises.

A copy is available upon request.

If you have any questions or concerns, please email admin@indabamontessoriinstitute.org

6.3. LEAVE OF ABSENCE POLICY

Students who drop out or ask for a leave of absence may request to attend the following course to fulfill needed classes and take the examination. This applies only to the course following dropout or absence; after that the student would be required to reapply and retake the full course.

7. FEES AND PAYMENTS

7.1. COURSE FEES

Course fees are payable as follows:

Local Student (This fee includes all African citizens)	International Student
Registration fee: R250 application fee to be submitted with application (non-refundable)	Registration fee: \$26 application fee to be submitted with application (non-refundable)
Tuition fee: R45 000	Tuition fee: \$9000
Total Tuition: R45 000	Total: \$9000

7.2. PAYMENT PLAN

Student accounts can be settled through the following modes of payment:

Option 1: Payment in four instalments

ON ACCEPTANCE Compulsory first instalment of 10% of the total student fees

March 2019 A minimum of 20% of the total student's fees account before the start of Block 1 (Foundation course)

May 2019 A minimum of 20% of the total student's fees account before the start of Block 2 (Elementary begins)

November 2020 A minimum of 25% of the total student fees before the start of Block 3

February 2020 A minimum of 25% of the total student fees before the start of Block 4¹

Option 2: Payment in multiple installments

ON ACCEPTANCE Compulsory first instalment of 10% of the total student fees

¹ All fees are to be paid 14 days before the commencement of the module. Proof of payment must be emailed to admin@indabamontessoriinstitute.org

March 2019
TO March 2020

A further eleven installments over a 12-month period

Payments are to be made directly into the **Indaba Institute** account:

Name of Account: **Indaba Montessori Institute**

Bank: Standard Bank

Branch: Helderberg

Account no: 301977887

Type of acc: Business Current account

Swift code: SBZA ZA JJ

Please note that students are required to send Proof of Payment documents for all payments to admin@indabamontessoriinstitute.org. Please reference your payments as follows: **Indaba Institute** [Name] [Surname].

7.3. CANCELLATION POLICY

Students who wish to discontinue their studies should notify **Indaba Institute** in writing of their decision to cancel their registration as a student, in liaison with the Programme Coordinator. Any student who discontinues his/her studies shall be liable for the remaining course fees.

8. THE TRAINERS

CAROL HICKS

Director of Training



Carol Hicks is an AMI Teacher Trainer at the elementary level, an AMI Elementary School Consultant and Examiner, a member of the AMI Scientific Pedagogical Group and is a past chair of the AMI Elementary Alumni Association. She earned her Bachelor of Arts Degree in History with a minor in Elementary Education from Marquette University. She holds both Primary and Elementary AMI Diplomas.

Carol brings a wealth of practical experiences to her work. She has eighteen years of teaching experience at the elementary level in both public and private Montessori schools and served eight years as a Montessori program coordinator in the Milwaukee Public Schools. She worked as a trainer at the Montessori Institute of Milwaukee. She has also given courses in Toronto and at WMI and lectured on a course in Thailand.

9. GUIDELINES FOR ACADEMIC STANDARDS AND CODE OF CONDUCT

The following guidelines are set forth in bringing the student's work in the course to the level required for the AMI examination and in order for them to be prepared for the task of assisting children in their development. Due to the special nature of this course and its instruction, its intensity and the importance of continuity, no credit towards completion is granted for previous experience or training.

9.1.1. Attendance

Any absences from the course must have the approval of the Director. In the event of extended absence due to medical reasons, each individual case will be reviewed by the Director. Students must arrange with individual instructors to make up work missed due to excused absence. The work of the course is condensed to a tight schedule, so absences will be difficult to make up, and would therefore affect academic and practical performance.

Students failing to maintain at least 90 percent attendance will be notified by the Director of Training. If attendance fails to improve, the Director of Training, acting at her discretion, may dismiss a student for unsatisfactory attendance. Three unreported absences will be grounds for dismissal of that student from the course. Full course fees will be payable and bursared students will be held liable for the full course fee.

9.1.2. Re-enrollment Policy for Students Terminated Due to Absence /Make-up for Work Missed

A student who has been terminated from the course may re-enroll to continue the course when it is next offered for: lectures missed during the time he/she did not have sufficient attendance, to receive special tutoring by a trained staff member, or to attend selected units or lectures during the subsequent course. An additional fee will be charged. Re-enrollment is at the discretion of the Director of Training.

9.1.3. Quality of Work

Progress conferences are held periodically by the Director of the course. Any student not performing at the standards expected may be asked to withdraw from the course. Students may be asked to discontinue the training course for medical, psychological, academic or other cogent reasons. Students are expected to abide by the conditions laid down for taking the course and any arrangements made for their training during the course.

9.1.4. Ethical Conduct

A professional and positive attitude must be maintained at all times. This is in fairness to yourself, the children and their parents with whom you will be in contact during the course. Please feel free to discuss your opinions with the Course Director. **Indaba Institute** affirms the dignity and worth of every person and values the contribution each makes to the learning community. Mutual respect of individuals is expected at all times. In order that a productive work environment exist, verbal or physical conduct by any staff member and student which harasses, disrupts or interferes with another's work performance, or which creates an intimidating, offensive or hostile environment, will not be permitted. All staff and students are expected to be conscious of their personal conduct and how it reflects on the integrity of **Indaba Institute**, taking care not to exhibit any conduct that may have an adverse effect on it. Discipline of staff members and students for inappropriate behavior is imposed in a fair and consistent manner.

9.1.5. Dismissal

At the discretion of the Course Director, a student may be dismissed from **Indaba Institute** due to behavior such as creating a safety hazard to other persons or showing disrespectful behaviour toward students or staff members.

9.1.6. Manner of Dress

You are required to dress in a professional manner at **Indaba Institute** and schools during observation and practice teaching periods. Each student will take personal responsibility for maintaining an appropriate appearance and manner.

9.1.7. Drugs and Intoxicating Beverages

Drugs and intoxicating beverages are completely forbidden and will not be tolerated under any circumstances while attending **Indaba Institute** course. No exception will be made to this rule except drugs taken under medical prescription.

Further, any prescribed drugs must be kept out of reach of children attending classes. Eating or drinking will not be allowed in the prepared environment, children's classes or the lecture halls of the center.

9.1.8. Cell Phones & Video

Cell phones are not permitted inside the lecture room or model classroom environments at any time, unless explicit permission is given by the Course Director. You may leave your cell phone in your bag and use it freely in other parts of **Indaba Institute** during breaks, lunch periods, before and after class. If you have an extreme emergency and need to use your cell phone during class, you may leave the classroom to do so.

Students are not permitted to film their trainers in the classroom environments. Feel free to take videos of social aspects like lunches or extracurricular activities. We do want you to thoroughly enjoy your time here and to have memories to take with you back home!

- 1st Infraction: Student will receive a verbal and written warning.
- 2nd Infraction: Student will be excused from campus for the day.
- 3rd Infraction: Conference with **Indaba Institute, staff and Course Director** administration and possible dismissal from program.

9.1.9. Examination and Results

The AMI standards and goals for teacher trainees are set very high, albums and materials compiled by the trainee will be critically evaluated by the AMI examiners. The decision of an AMI Examiner is final.

9.1.10. Institute Rules for Family Members or Friends

Indaba Institute facilities are intended for **Indaba Institute** students only. Children, spouses, partners, other family members, or friends of students are not permitted at the Institute, unless permission had been granted by the Programme Director of the Indaba Institute and Director of Training. Kindly note childcare is not provided, children are not permitted in the classrooms, and children may not be left unattended under any circumstances.

Non-Discrimination Policy

Indaba Institute does not discriminate on the basis of sex, race, color, age, or national or ethnic origin in its admission policies, educational policies, or any other Training Center-administered program.

10. GENERAL INFORMATION

10.1. VISA REQUIREMENTS

A passport valid for at least thirty (30) days after departure from the Republic of South Africa containing at least two blank pages is required. A valid visa for the duration of the course is also necessary for passport holders that are not exempt from South African visa control. To find out whether you are exempt, please visit the Department of Home Affairs website.

10.2. ACCOMMODATION AND CATERING

Students need to arrange their own accommodation. Please feel free to use this link <http://www.stellenbosch.travel/visit/visitor-information-centre> as a guide for accommodation information. Do note that the institution is not in any way affiliated with **STELLENBOSCH INFORMATION CENTRE**.

10.3. GREEN CAFÉ

At Lynedoch, food is a place of gathering, a part of our relationships and cultures. Share in a healthy, nutritious meal at the Green Cafè, prepared with locally and organically sourced ingredients from our young chefs and farmers who bring our food straight from the farm to fork. Fair trade coffee, healthy snacks, beverages and local food products are available as well.

10.4. CONTACT DETAILS

For all questions, queries and concerns please contact:
admin@indabamontessoriinstitute.org.

Physical address:

Sustainability Institute
Off R310 Baden Powell Drive
Lynedoch
South Africa, 7603

SI Contact Details:

T +27 (0) 21 881 3500