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Dear Prospective Student,

The College of Modern Montessori was established in 1981 in London, United Kingdom, and initially The College offered only correspondence courses. The concept of learning the Montessori method was met with such overwhelming enthusiasm all over the world, that we developed the Early Childhood (2½ - 6 year age group) Montessori Teacher Training Course for students who wish to enrol on a more comprehensive course. There are various modes of delivery – specifically, full time and part time and our most recent option – the online and in-residence hybrid course.

Plato said, “necessity is the mother of invention” and with the advent of Covid19 and associated lockdown restrictions in 2020, we introduced online instruction for some of the course components with phenomenal success. We therefore made preparations to formally introduce our online and in-residence hybrid course in 2021. The academic phase of the course is comprised of both online instruction (videos and live lectures) and a three-week in-residence component (when students will be required to attend lectures onsite at our head office in Sandton, Johannesburg). Students are also required to complete the practicum component, which is comprised of observations and a teaching practice internship at a Montessori school.

I take pleasure in enclosing herewith information on the part time online and in-residence hybrid early childhood Montessori teacher training course and we welcome any questions you may have.

We look forward to hearing from you.

Kind regards,

OLIVIA DARBY
Director of Studies

The College of Modern Montessori

(Established 1981, London, United Kingdom)

Early Childhood Montessori Teacher Training Course Online Course Prospectus

“Whoever touches the life of the child, touches the most sensitive point of a whole which has roots in the most distant past and climbs towards the infinite future.”
~ Maria Montessori

1. Introduction

The College of Modern Montessori (established in London, United Kingdom in 1981) was founded for the purpose of offering superior quality distance learning, part time, full time and online Montessori teacher training.

2. Mission Statement

To educate students to be imbued with the spirit and ideals of Montessori principles.

3. Educational Objectives

- To help students form a coherent and consistent set of values that blend with Montessori principles.
- To enable students to study and understand the theory and philosophy of Montessori ideas.
- To enable students to build a versatile set of skills to work with and advance children's learning in a Montessori classroom.
- To develop the growth of Montessori education.

4. Code of Ethics

The principles and ideas of Montessori on the integrity and needs of children underpin all aspects of the course. Students, academic and administrative staff strive to apply these same principles in their work and relationships with each other. All members are expected to act with integrity and dignity and to respect each other.

5. Contact Details

Gauteng

- Registrar: Adam Darby
- Director of Studies: Olivia Darby
- Telephone: 011-608-1584/2206 (Office); 082-896-6162 (Adam - Cell)
- Fax: 086-671-7281
- Email: modmont@global.co.za & adam.m.darby@gmail.com
- Address (Head Office): The School and College of Modern Montessori
119 1st Road, Linbro Park, Sandton, Gauteng

6. Course Description

Overview:	Montessori teacher training course
Montessori Age Range:	Early childhood: 2½ - 6 year age group
Course Delivery:	Part time course, comprising online, in-residence and practical components.

7. Course Components: Academic, Practicum & Additional

The course is comprised of an academic component and a practical component. The academic and practicum course components are discussed in detail to follow.

7.1 Academic Course Component

The academic course component is comprised of an online instruction component and an in-residence lecture component, comprising a total of 220 hours.

7.1.1 Online Instruction

Online instruction includes a minimum of 100 hours of live lectures, downloadable lectures and presentations and interactive chat sessions

7.1.2 In-residence Instruction

**Please note that in the context of this prospectus, the term 'in-residence' simply means lectures that are conducted onsite, face-to-face between lecturer and student. Accommodation and meals are not provided.*

In August of each year, students are required to attend 120 hours of lectures onsite, at our head office in Sandton Johannesburg. Please note that the costs of travel and accommodation are the responsibility of the student.

7.1.2.1 In-residence Lecture Venue

The College of Modern Montessori
119 1st Road
Linbro Park,
Sandton,
Gauteng

7.1.4 Lecture Attendance

- Students are required to attend a minimum of 90% of scheduled hours.
- Students exceeding the maximum 10% absence quota are required to attend private lesson(s), in order to make up academic clock hours.

7.1.5 Course Work

The course director/lecturer sets written work (assessments) during and at the end of each section to establish competence. This is called course work and is included in the academic course component. Course work is comprised of a variety of evaluative measures, which include:

- Essays
- Tests
- Research projects
- Material making
- Book summaries

7.1.6 Course Work Evaluation and Expected Performance

Students are informed of their performance and results thus:

- During the course cycle all written and practical work is marked and returned with a grade.
- Every student is given a comprehensive mark sheet detailing where marks are awarded for each piece of work submitted, which highlights areas of strength and weakness and shows the student precisely what is expected in order to improve.
- The minimum pass mark is 60% (for each piece of assigned work).
- All assigned course work is compulsory and no exemptions will be considered.
- Students must obtain a minimum course work average of 60% in order to gain entrance to the final practical and theory examinations.

7.1.7 Course Work Subject Categories and Final Overall Grade

- An average of the course work grades achieved in each of the following subject area categories is calculated:
 - 1) Montessori Philosophy and Childhood Development
 - 2) Practical Life
 - 3) Sensorial
 - 4) Language
 - 5) Mathematics
 - 6) Art, Music and Religion
 - 7) History and Science
 - 8) Geography
 - 9) Botany and Zoology
 - 10) Observation (Records and Manual)
- An average of all ten subject area categories constitutes the final course work grade, which accounts for $\frac{1}{3}$ (one third) of the overall course grade, which reflects on the academic transcript and the diploma.

7.1.8 The Final Written Examination

- The written examination is comprised of a 'seen' question and an 'unseen' paper.
- The 'seen' question is released two weeks prior to the examination. Students are required to research the topic; write the essay; learn the essay; and write it under remote examination conditions. Students are allocated 1½ hours to write the essay, which counts for 22% of the written examination mark allocation.
- The 'unseen' paper is comprised of eight essay questions, of which students must choose six to answer. Students are allocated 3 hours to write the 'unseen' examination paper, under remote examination conditions, which counts as 78% of the written examination (13marks per essay are allocated).
- Students must pass the written examination with a minimum grade of 60%.
- The written examination result accounts for $\frac{1}{3}$ (one third) of the overall final course grade.

7.2 Practicum Course Component

The practicum is comprised of 402 hours. Specifically, 342 hours of teaching practice; and 60 hours (10 x 6 hours) of observation

- **Teaching Practice**

During teaching practice, students conduct themselves as ‘trainee’ Montessori Directresses in a real Montessori classroom environment. Teaching practice is the forum for students to put the knowledge and skills acquired during lectures, demonstrations, supervised and private practice into practice.

- **Observation**

Observation is one of the fundamental cornerstones of the Montessori philosophy. It is only through watching and recording what a child is doing and how he/she behaves, that one is able to assess abilities and strengths and weaknesses. Observation is the act of accurately watching and recording all the facts of a situation as they occur naturally (i.e. a classroom situation), in order to identify the needs of the situation and proceed accordingly.

7.2.1 Practicum Venues (Teaching Practice and Observation Sites)

It is essential that the schools at which students undertake teaching practice and observations are well equipped enough for the students to benefit and that the supervising teachers (directresses) are sufficiently well trained to mentor the students throughout their practical experience. For this reason, The College of Modern Montessori has ‘Practicum Site Agreements’ with a selection of Montessori schools in South Africa. In the event that a student has found a Montessori school at which he or she would like to undertake teaching practice and we do not yet have a practicum site agreement in place, we are happy to make the necessary arrangements.

7.2.2 Practicum Schedule & Attendance

Teaching Practice

- A total of 342 hours of teaching practice must be completed. As part time online students’ available time is often limited by virtue of work and/or family obligations, the teaching practice course contingent can be completed, according to the student’s schedule, over a minimum of one year and a maximum of two years.
- A minimum of 100 hours of teaching practice must be completed during the academic year for which the student is enrolled.
- The remainder can be completed during the following academic year.
- Students must complete a minimum of 100 hours of teaching practice in order to gain entrance to the final practical and theory examinations.

Observation

- Part time online students are required to complete all 60 observation hours (10 observations) during the academic year for which he/she is enrolled and submit the requisite reports and manual on the date specified by the lecturer/course director.

7.2.3 Practicum Evaluation and Expected Performance

Teaching Practice

- The supervising teachers of the practicum sites have undertaken the responsibility of observing the students they are hosting, and act as mentors for the students throughout the teaching practice experience.
- The supervising teacher completes a report on the student's performance at the end of each subject area and returns it to the course director/lecturer. The student is informed of his/her strengths, weaknesses and areas that require improvement.
- The student is required to evaluate his/her own performance after each teaching practice day and complete a report detailing the experience.
- The field supervisor makes an appointment with the principal/supervising teacher to visit the school at which the student is undertaking teaching practice. The field supervisor observes the student and evaluates student performance (e.g. the accuracy of presentations, his/her rapport with the child, confidence, enthusiasm etc). The field supervisor discusses the student's progress with the supervising teacher, and where possible, with the principal of the school. The field supervisor holds a feedback session with the student in order to discuss strengths, weaknesses and areas that require improvement. Each student has a minimum of 3 field supervisor visits throughout the teaching practice experience. Online students' field supervisor visits may happen remotely, depending on the circumstances.
- The total number of teaching practice hours undertaken by the student is recorded on the academic transcript, which accompanies the diploma.

Observation

- After each of the ten observations, the supervising teacher completes a report which evaluates the student's performance.
- An observation manual is compiled by the student, which details the findings of each individual observation.
- The total number of observation hours undertaken by the student is recorded on the academic transcript, which accompanies the diploma.

7.2.4 The Final Practical Examination

- For the practical examination, each student is allocated a time slot, at which point, he/she will be required to prove proficiency in the practical application of the following subject areas: Practical Life; Sensorial, Language, Mathematics, Cultural subjects and the Three Period Lesson.
- Students are randomly allocated a practical examination sheet comprised of two presentations per subject area. Students are required to choose one presentation per subject area to perform for the examiners.
- In addition to the presentation itself, each student is required to demonstrate knowledge on three preceding exercises and three exercises that follow the allocated presentation ('before and afters'), the direct aim, the indirect aim, the control of error and show general understanding.
- Students are required to pass each subject area, with a minimum grade of 60%.
- In the event of a student being awarded a grade of below 60% for more than one subject area, this will result in failure of the practical examination.

- Should a student be awarded a grade of below 60% for only one subject area, he/she will obtain another chance to perform the presentation, in addition to the second presentation (from the same subject area) listed on the practical examination sheet.
- Online students may be examined remotely, depending on individual circumstances.
- The practical examination result accounts for $\frac{1}{3}$ (one third) of the overall final course grade.

7.3 Additional Hours: Independent Study

Independent study can be described as any work undertaken outside of scheduled online lecture hours and time watching assigned downloads. For example, time spent preparing for tests, assignments, material making, examinations, research, private practice etc.

- Students are required to keep a log of all independent study hours undertaken. These records must be submitted to the lecturer/course director.
- The total number of teaching practice hours undertaken by the student is recorded on the academic transcript, which accompanies the diploma.

8. Accreditation

8.1 International Accreditation - MACTE

The College of Modern Montessori holds accredited status for its early childhood teacher education certification courses from the Montessori Accreditation Council for Teacher Education (MACTE) through the years 2018 – 2025.

MACTE is an autonomous, international, non-profit making accreditation agency for Montessori teacher education programmes. The MACTE Commission is based in the United States and is the premier, internationally recognised, standard setting and accrediting body for Montessori teacher education. Their contact details are as follows:

Address :	Rebecca Pelton Executive Director MACTE Commission 420 Park Street Charlottesville Virginia VA 22902 U.S.A	Tel: +1 (434) 202-7793 Fax: +1 (888) 525-8838 Email rebecca@macte.or Web: www.macte.org
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Follow this link should you wish to verify The College of Modern Montessori's accreditation status: <http://www.macte.org/southafrica.html>

8.2 National Accreditation – ETDP SETA

The ETDP SETA (Education, Training & Development Practice Sector Education & Training Authority) was established to promote and facilitate the delivery of education, training and development in order to enhance the skills profile of the ETD sector. The ETQA (Education Training Quality Assurance) unit of the ETDP SETA is formally accredited by SAQA (South African Qualifications Authority) in accordance with the SAQA Act (Act 58 of 1995).

The College of Modern Montessori is accredited by the ETDP SETA to offer the following qualification:

National Diploma in Early Childhood Development Practice
Qualification ID – 23118
Level 5
Credit Value - 240

9. MACTE Competencies

The candidate for certification:

- 1. Montessori Philosophy and Human Development**
 - a. demonstrates an understanding of and implements Montessori philosophy with a focus on the early childhood years;
 - b. comprehends and utilizes an understanding of the stages of human growth, development, and educational theories with an emphasis from two and one-half (2 ½) through six (6) years of age;
 - c. demonstrates evidence of personal growth through self-evaluation and introspection; and
 - d. demonstrates knowledge of developmental and behavioural norms and potential recommendations toward early intervention services.
- 2. Classroom Leadership**
 - a. demonstrates observation, documentation, and analytical skills necessary for planning and recording the progress of children;
 - b. utilizes cultural sensitivity in support of the development of individual children;
 - c. demonstrates an ability to implement effective classroom strategies;
 - d. demonstrates leadership skills and an understanding of professional standards; and
 - e. incorporates an understanding of administrative functions.
- 3. Curriculum Implementation**
 - a. demonstrates the principles of Montessori environmental and material design;
 - b. articulates the rationale and sequence of the Montessori curriculum;
 - c. demonstrates proficiency in applying Montessori principles in the context of the curriculum, didactic materials, and lesson presentations;
 - d. designs and maintains a developmentally appropriate Montessori environment in response to the needs of students;
 - e. utilizes a variety of instructional strategies and assessment methods; and
 - f. demonstrates an awareness and understanding of governmental regulations.
- 4. Community Involvement and Partnership with Families**
 - a. demonstrates cultural sensitivity in communications and work with families and children;

- b. demonstrates an awareness of community resources for additional support of children and families; and
- c. identifies and has an awareness of available professional associations.

10. Workload

The course curriculum is extensive and therefore, the workload is considerable. Students can expect to spend a minimum of two hours per day (i.e. over and above scheduled lecture; online study requirements, and practicum hours) dedicated to their studies (i.e. consolidation, course work preparation and revision).

11. Admission Requirements and Selection Procedures

- Students must be at least eighteen years old and have a matriculation certificate.
- Students must be interviewed by the Director of Studies/Registrar, either personally, telephonically, or remotely, to assess suitability for enrolment on the course.
- The prospective student's motivation, his/her commitment to hard work and determination to become a Montessori directors/directress is taken into consideration.
- Prospective students not meeting the above qualification, but would like to train as a Montessori director/directress will be interviewed to determine possible exemption. Applicants not in possession of a matric certificate are assessed to establish whether or not their educational level is high enough to meet the academic phase of the course. In other words, the applicant's ability to benefit is assessed. These candidates may be required to submit an essay detailing the motivating factors for embarking in a career in Montessori education.
- Students who are currently in grade 12 and have yet to sit their final examinations, or are awaiting results, are required to submit a transcript of their most recent grades achieved with their application form. A copy of their matriculation certificate must be submitted on, or prior to orientation.

12. Registration and Admission Sequence

- Telephonic/email enquiry is made by interested candidates.
- Course prospectus and application form is emailed/posted.
- Appointment (personal/telephonic/remote) is made with the Director of Studies/Course Director/Registrar in order to:
 - discuss the course content and structure in more detail;
 - interview the candidate to assess suitability for enrolment on the course.
- Application form; admission documentation; photographs; proof of payment of the deposit is returned to the Director of Studies/Course Director/Registrar. In order to facilitate the efficient processing of applications, applicants may email a scanned copy of the application form and admission documentation to modmont@global.co.za however, the original copy of the application form must be submitted either personally, or by courier, upon acceptance.
- Acceptance and date of commencement of studies is confirmed in writing.

12.1 Registration Closing Date

- There is no specific cut-off date for registrations. There are a limited number of places available and applications are no longer accepted once all the places have been filled.
- Where selection becomes necessary because the number of suitable applicants exceeds the number of available places, preference will be given to applicants who have submitted the application form; accompanying documentation and paid the deposit.

13. Course Duration

- One academic year (minimum) + 6 months research project
- Two academic years (maximum)

13.1 2021 Academic Calendar: Gauteng

- Orientation & 1st lecture: Wednesday 17th February
- Breaks will be allocated, depending on the progress of the class.

13.3.1 Orientation

Orientation will be held online on Wednesday 17th February at 9.00am and the first lecture will follow directly thereafter.

13.3.2 About Orientation

All students are required to attend the orientation for the following reasons:

- A short lecture on what you can expect for the year to come and on how you can best prepare yourself for lectures and teaching practice, is delivered.
- Academic faculty (course directors and lecturers) the management team and the administrative staff are introduced to the student body.
- Academic schedules are disseminated.

14. Academic Faculty

All members of academic faculty:

- hold accredited early childhood Montessori teaching qualifications;
- have early childhood Montessori instruction experience with children and adults;
- are committed to life-long learning and professional development and attend workshops and training courses periodically to update, refresh and expand their knowledge and skills repertoire;
- are registered assessors;
- are dedicated educators, committed to excellence, who subscribe to the maxim:
"The mediocre teacher tells. The good teacher explains. The great teacher inspires."
(William Arthur Ward).

15. Qualification – Diploma and Certification Documentation

Graduates are awarded a diploma, an academic transcript, copies of accreditation certification and a 'Statement of Results' (ETDP SETA).

15.1 Diploma

Each student is eligible to be awarded a diploma when:

- 90% of scheduled lectures/online work have been attended;
- all course work has been completed with a minimum average grade of 60%;
- all scheduled practical teaching hours have been completed;
- 10 days (60 hours) observation in Montessori classrooms have been completed;
- the final written examination has been passed with a minimum grade of 60%;
- the final practical examination has been passed with a minimum grade of 60%;
- and all fees have been paid.

15.2 Academic Transcript

The academic transcript can be described as a synopsis of the graduate's course performance. The academic transcript is signed by the Course Director and the Director of Studies and is comprised of the following information:

- The total number of lectures attended (academic clock hours – online and in-residence).
- The individual course work subject averages.
- The overall course work average.
- The practical examination grade.
- The theory examination grade.
- The overall course grade.
- The total number of observation hours undertaken.
- The total number of teaching practice hours undertaken.
- The total number of independent study hours undertaken.

15.3 Accreditation Certification

Copies of the part time course accreditation certification awarded by MACTE accompany the academic transcript and diploma.

15.4 ETDP SETA Statement of Results

After conducting a verification audit, the ETDP SETA will issue each student with a 'Statement of Results'. Please note that this will only occur once the research project has been submitted – midyear of the year following enrollment).

16. Pass Rate

MACTE accredited programmes must maintain a minimum pass rate threshold of 70%. The pass rate for the part time course ranges between 71% and 80% country wide.

17. Career Information and Opportunities

Our function is to train and equip our students with the skills and knowledge to enable them to become Montessori Directors/Directresses. We do not act as an employment agency or guarantee employment. However, every effort is made to place our students in suitable employment when vacancies arise. Schools and childcare agencies all over the world frequently approach the College for qualified directresses.

Most students' dream is to open their own school. We lecture comprehensively on how to realise this dream, consequently, many of our students have gone on to open their own schools.

18. Fees – 2021

- The 2021 course fee is R49 500.00
- A deposit of R8 500.00 is payable upon submission of the application form.
- The course fee includes text books and teaching manuals, MACTE registration, examinations and certification.

18.1 Payment Options

Full Settlement

- In this case a discount of 5% applies*.
- Fees: R49 500.00 – 5% (R2 475.00) = R47 025.00
- R8 500.00 deposit payable upon submission of the application form.
- R38 525.00 payable on/prior to orientation by cheque, direct deposit, electronic fund transfer (EFT), or in cash.

*The discount only applies in the event of full settlement on or prior to orientation.

*Fees can be paid by credit card (Visa or MasterCard only); however, in this case the 5% discount does not apply.

Quarterly Payments

- In this case, no interest applies.
- Fees: R49 500.00
- R8 500.00 deposit payable upon submission of the application form.
- R41 000.00 payable in 4 instalments of R10 250.00.
- Post-dated cheques, or future-dated/recurring EFT payments, or credit card details (Visa or MasterCard only) must be submitted according to the following schedule:

1st Quarter:	R10 250.00:	1 st February
2nd Quarter:	R10 250.00:	1 st April
3rd Quarter:	R10 250.00:	1 st July
4th Quarter:	R10 250.00:	1 st October
- Overdue accounts are subject to a 10% late payment penalty.

Monthly Payments

- In this case, interest of 10% on the full course fee applies.
- $R49\ 500.00 + 10\% (R4\ 950.00) = R54\ 450.00$
- R8 500.00 deposit payable upon submission of the application form.
- R45 950.00 payable in 10 instalments of R4 595.00.
- Ten instalments of R4 595.00 payable by post-dated cheques, or future- dated/recurring EFT payments, dated consecutively from 1st February to 1st November.
- Overdue accounts are subject to a 10% late payment penalty.

18.2 Banking Details

- Bank: Standard Bank
- Branch: Rosebank
- Branch Code: 004305
- Name of Account: The College of Modern Montessori
- Account Number: 00-198-172-2
- Reference: Surname and student number
- Payment Confirmation: Payment confirmation must be emailed to modmont@global.co.za

18.3 Withdrawal or Cancellation of Enrolment Refund Policy

- Fees will be refunded in full to any applicant not accepted for the course. Once a student has been accepted, under no circumstances will a refund be considered.
- If a student withdraws from the course during the cycle it is impossible to replace him/her with another student. Therefore, course fees cannot be refunded and the full course fees will still be payable.
- In the event that a student falls pregnant or ill, postponement of studies may be considered. In this case, the course fees remain payable in the year for which the student originally enrolled, and a place will be reserved for the student in the following academic year (no later). In this case, written confirmation detailing the student's condition is required from a medical practitioner.

18.4 Financial Aid

The College of Modern Montessori does not offer financial aid.

19. Non-Discrimination Policy

Discrimination is against South African law. Students and staff are appointed on merit. The course is rooted in the belief that all people regardless of race, colour, language, creed and gender are of equal worth and treated equally in the selection for and the conduct of the course. The course conforms absolutely with the Constitution of South Africa.

20. Conclusion

We thank you for your interest expressed in the part time course. In the event that you have any queries with the contents of this Prospectus, please do not hesitate to contact the Director of Studies/Registrar.

