

Module 1

Introduction to Household Food Security

■ Module code: PHFS01K



TUTORIAL LETTER 103/2010

Tutorial Letter 103: General Information on the programme

READ THIS LETTER CAREFULLY

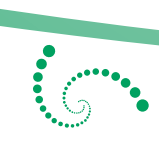
It contains important information on the programme and the modules

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





	PAGE
INTRODUCTION	3
1. THE UNITS OF THE MODULE 1?	3
2. IN WHAT SEQUENCE WILL THE MODULES BE OFFERED?	5
3. WHAT DOES YOUR STUDY PACK CONSIST OF?	4
4. HOW DO YOU COMMUNICATE WITH THE HOUSEHOLD FOOD SECURITY (HFS) PROGRAMME OFFICE AT UNISA?	4
5. WHAT SUPPORT WILL YOU RECEIVE?	5
6. HOW WILL YOU BE ASSESSED?	5
7. WHAT IS A PORTFOLIO?	6
8. PLAIGARISM	8
9. HOUSEHOLD FOOD SECURITY PORTFOLIO EVIDENCE SHEETS	8





Dear Student,

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 food security, nutrition, and health. So the programme is designed to give you enough background information and skills on important issues in areas of food security.

The focus of the programme is on your work with households. In each module you are expected to carry out activities with households which will involve them in reflecting on their food security practices and behaviours in order to find workable ways of building on, or improving those that will contribute to food security.

You will find specific information regarding the portfolio, instructions and evidence sheets in this tutorial letter.

1. THE UNITS OF THE MODULE 1

The portfolio activities are an integrated combination of the workbook activities, discussions sessions and theory in assignments. The portfolio is the total and final assessment of the learning in this module. The module consists of four units and the Unit 4 with Portfolio activities is an integrated assessment of the three first units:

- Unit 1** Finding out about food security
- Unit 2** Linking food security with nutrition and livelihoods
- Unit 3** Stakeholders and action for food security
- Unit 4** Taking action for household food security

The units are linked by the portfolio which combines what you have learned in the doing studying the guide, doing the workbook activities, discussions and debates and assignments.

2. IN WHAT SEQUENCE WILL THE MODULES BE OFFERED?

The Household Food Security Programme will be offered over a period of 12 months. You cannot choose to complete modules randomly but have to complete the modules in sequence, starting with Module 1 and ending with Module 6. The portfolio activities also flow from the one module to the other on each other to simulate a community and household food security process.

- Modules 1, 2 and 3 will be offered during the first six months of this programme.
- Modules 4, 5 and 6 will be offered during the second six months of the programme.

3. WHAT DOES YOUR STUDY PACKAGE CONSIST OF?

You should have received and completed the following:

Study Guide

Workbook

Tutorial Letters:

- Tutorial Letter 301 with the General Information
- Tutorial Letter 101 with the Assignments 01 and 02
- Tutorial Letter 104 with Workbook
- Tutorial Letter 201 with Memorandum for Assignment 1
- Tutorial Letter 202 with Memorandum for assignment 2
- Tutorial Letter 102 with the Portfolio Evidence Sheets
- Tutorial Letter 203 with Memorandum for the portfolio

The portfolio Tutorial Letter 102 consists of the following:

- Information on to do the portfolio
- Information on the assessment of the portfolio
- Portfolio Evidence Sheet Activity 1.1
- Portfolio Evidence Sheet Activity 1.2
- Portfolio Evidence Sheet Activity 1.3
- Portfolio Evidence Sheet Activity 1.4
- Portfolio Evidence Sheet Activity 1.5

4. HOW DO YOU COMMUNICATE WITH THE HOUSEHOLD FOOD SECURITY (HFS) PROGRAMME OFFICE AT UNISA

The HFS Programme Office in the Centre of Sustainable Agriculture and Environmental Sciences is responsible for offering this short learning programme. The HFS Programme Office in is the College of Agriculture and Environmental Sciences, UNISA Florida Campus, Johannesburg.

From time to time you may need to contact the HFS Programme Office. For example, if you have not received any of the items that should be in your study pack or Tutorial Letters you contact your tutor. If you want to confirm information on your registration, student records and general administrative questions, you can contact the following person

Mr Lutendo Phidza

Telephone: 011- 471 3092

E-mail: lphidza@unisa.ac.za

Cell: 0715964213

Send and SMS message or call.

or

Mrs. Annamarie Koekemoer

Telephone 011-471 2143

E-mail: tkoekea@unisa.ac.za



5. WHAT SUPPORT WILL YOU RECEIVE?

We do not expect you to do the portfolio without support. Your HFS tutor will support you in completing the portfolio. If you fail the portfolio you will receive a chance to resubmit once. You will not be writing an examination therefore the marking of the portfolio will be strictly according to an assessment matrix.

With the support from the HFS tutor you should have:

- Developed a deep and strengthened understanding of the concepts and content of the module;
- Received feedback on the learning activities completed in your workbook;
- Received appropriate support on assessment activities such as assignments;
- Worked in small groups on specified group activities that encourage lively discussion around common challenges and difficulties;
- Reflected on the context in which household food security facilitators are operating and identify what is working, what not, and what they can do to improve their interactions with households;
- Discussed any emerging issues of concern that are relevant to the module;
- Gathered evaluative feedback from your peers and HFS tutor about their experience of the module activities and discussions;

6. HOW WILL YOU BE ASSESSED?

Before you continue with your learning journey you will want to know what assessment activities you will be involved in, how these are organized, what is expected of you and what support you can expect from your tutor. In this section you will find answers to questions you may have about the assessment of the portfolio.

Care has been taken to create a variety of innovative portfolio assessment activities that integrate theory and practice. The overall purpose of portfolio assessment as we see it is to establish how you are progressing as facilitators who demonstrate characteristics such as intellectual imagination, personal initiative, spirit of selflessness, courageous perseverance and achievement excellence.

You will be required to demonstrate **four types of competences** in the assessment of the portfolio.

Research activities
Project management
Organisational
Subject specific

How to the portfolio contribute to the final assessment mark? Read the table below:

Type of assessment	Contribution to final assessment
Assignments	30%
Workbook	10%
Portfolio	60%
TOTAL	100%

As you can see from the above allocation of marks, you will be assessed on a continuous basis through the assignments, workbook, the items you include in your portfolio and the integrated project.

All four types of assessment are **compulsory**. You cannot for example, submit only the portfolio and get 50% for it, or submit only the assignments and project. In order to successfully complete the programme, you need to get at least 50% for each one of the four types of assessment. You will get one opportunity to improve on the portfolio activities.

This assessment strategy provides you with many opportunities to track your progress through the programme and your tutor will give you regular feedback. We see assessment as an essential part of the learning process in which you play an active role. Therefore the assessments do not only depend on assignment activities.

Successful completion of the assessment activities will ultimately result in a Certificate in Household Food Security.

You will note that the portfolio for each module, contributes 60% to the final overall assessment, which means that you need to put a lot of effort into compiling it.

7. WHAT IS A PORTFOLIO?

A portfolio is essentially a **collection of evidence** of the learning you achieved as you worked through the module. The term comes from fine art and graphic design where students collect samples of their work. Your portfolio will demonstrate your ongoing growth as a HFS facilitator in your community and will provide evidence of your skills, knowledge, and understanding.

DUE dates for portfolio:	Activity 1.1	21 August 2010
	Activity 1.2	4 September 2010
	Activity 1.3, 1.4 and 1.5	18 September 2010
FINAL Submission	Final Portfolio	18 September 2010
Marks Submitted	Final Portfolio	2 October 2010

The portfolio is a method that assists you in becoming a reflective practitioner. Reflection assists you in discovering yourself as a learner and being aware of how learning takes place.

Each person's portfolio serves as display of individual goals, growth and achievement, as well as a testimony to acquired knowledge, professional and personal attributes and contribution.

Evidence does not speak for itself. Therefore, any volume of material, no matter how impressive or vast, needs interpretation through a reflection process. Right from the start decide how you want to organize and present your portfolio so that it comes across as a coherent (**clearly understandable**)



reflection of what you have learned. Guidelines are included in the Tutorial Letter 102 during the Workshop sessions.

What to include in my portfolio

- Self assessment activities
- Documents you prepare to complete assessment activities, e.g. interview schedules, and other planning documents for working with households
- Reports of your work with households
- Relevant photographs
- Various forms of feedback/evidence from peers, colleagues, mentors, and the larger community
- Letters of reference and commendation
- Any other item you think demonstrates your proficiency as facilitator
- Self-reflection. Structured reflection on items included in the portfolio

Assessment criteria

Taken as a whole, your portfolio should offer to a person who has not been involved in the module, a snapshot of the learning and development that has taken place. To this end, the **core** of your portfolio should include at least ONE item from each unit in the module. The icon for a portfolio in your Study Guide indicates which activities in Unit 4 are portfolio activities for the module.

The criteria for assessing the portfolio are listed in the table below.

Criteria for assessing the portfolio

Criteria	Mark allocation
1. Completeness. The portfolio comprises items from the prescribed categories	25%
2. Reflection on items included in the portfolio. 2.1 Description of evidence 2.2 Explanation: <ul style="list-style-type: none"> • Why was the evidence included? • What does the evidence demonstrate about the development of pertinent knowledge and skills? 2.3 Description of how you will use what you have learned in practice?	50%
3. Presentation 3.1 Logically ordered 3.2 Easily accessible. Use is made of contents page, headings and simple numbering system that make it easy to navigate a way through.	25%

Self-assessment

Once you have completed your portfolio, you need to assess yourself against the criteria outlined above using the rating scale given below.

Lecturer/Tutor assessment

Your tutor also evaluates the completed portfolio and will take into consideration your assessment before deciding on a final mark.

Assessment rating scale

Exemplary	Good	Competent	Not yet competent	Re-do
100% - 75%	74% - 60%	59% - 50%	49% - 40%	39% or less
All the criteria have been met and some exceeded. The portfolio reflects a facilitator who has engaged fully and critically with the module and has been able to demonstrate both depth and breadth of understanding but also innovation in practical application.	All the criteria have been met. The portfolio reflects a facilitator who has engaged fully and critically with the programme and has been able to demonstrate some depth and breadth of understanding linked to practical application.	All the criteria have been met. The portfolio reflects a facilitator who has engaged meaningfully with the programme and has been able to link the learning to practical application.	Not all the criteria have been met. Small changes need to be effected and the portfolio re-submitted.	Few or none of the criteria have been met. Following the portfolio presentation and assessment process, the portfolio should be completely re-worked and then re-submitted for evaluation.

8. PLAGIARISM

Plagiarism is the act of taking words, ideas and thoughts of others and passing them off as your own. It is a form of theft, which involves a number of dishonest academic activities.

The *Disciplinary Code for Students* (2004) is given to all students at registration. Students are advised to study the Code, especially Sections 2.1.13 and 2.1.4 (2004:3-4). Kindly read the University's *Policy on Copyright Infringement and Plagiarism* as well

9. HOUSEHOLD FOOD SECURITY PORTFOLIO EVIDENCE SHEETS

See Unit 4 and the following sheets for more information on completing your portfolio:

Activity 1.1 Organisation meeting

Activity 1.2 Observation and walk: Food Security

Activity 1.3 Venn diagram: Stakeholders

Activity 1.4 Writing a report

Activity 1.5 Identifying my role in implementation of the IFSS policy

The Portfolio Evidence Sheets will be delivered to you in the session.



Best wishes with your journey through this programme!

