

Module 3

Sustainable Natural Resources Use

■ Module code: PHFS03M

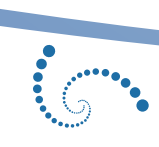


TUTORIAL LETTER 103/2010

Tutorial letter 103: Assignment 3
Due Date: 7 August, 21 August and 4 September 2010

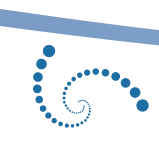
READ THIS LETTER CAREFULLY
It contains important information on the Portfolio of Module 3

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





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Dear Student

The purpose of the module in this programme is to strengthen and build your capacity to become to be knowledgeable in natural and other related resource issues and to facilitate the natural resource issues related to food security in the community. It is very important that you learn relevant communication, facilitation and community development skills you need to link food security with environmental issues. You are also expected to act as a resource person for the community around food security and natural resource use for nutrition and health. The module is designed give you enough background information to assess the natural resources and its use to ensure sustainability in the environment and support the household become more food secure.

The focus of the module is on therefore on the environment and the activities with requires you to work with the households to become aware and better assess the natural resources to use them sustainable and to their own household's nutritional and health improvement. As in the previous modules you are expected to carry out activities with households which will involve them in reflecting on their food security practices and behaviours in the environment 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 in this tutorial letter and the evidence sheets to be provided.

1. IN WHAT SEQUENCE ARE THE MODULES AND PORTFOLIO ACTIVITIES DESIGNED?

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.

The portfolio activities are an integrated combination of the workbook activities, discussions sessions and theory in assignments. The portfolio activities for each unit and the integrated activities are the total and final assessment of the learning in this module.

2. HOW HAS THE PORTFOLIO ACTIVITIES FOR EACH UNIT BEEN PLANNED IN MODULE 3?

The module consists of four units and the Unit 4 with Portfolio activities is an integrated assessment of the three first units. 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 practicing activities.

The due dates are 7 August, 21 August and 4 September 2010. The final submission date for the full portfolio is the 18 September 2010. See the schedule in TUT 301.

Unit 1: Natural resources and their importance Assignment 1

Unit 2: Resources and food security – Do Portfolio Activity 1 and 2

Unit 3: Use natural resource wisely – Do Portfolio Activity 3 and Assignment 2

Unit 4: Taking action for household food security – Do Portfolio Activities 4 and 5
Assignment 3 and 4

The portfolio should be worked on from the start as soon as the unit and related content has been read, discussed and the workbook activities have been done. The assignments can be done after each unit has been done and note the assignments contribute less marks towards your final mark. Therefore the portfolio activities are extremely important to be successful in each of the modules.

3. WHAT SHOULD YOU HAVE RECEIVED TO DO THE PORTFOLIO?

You should have received and completed the following:

Study Guide

Workbook

Tutorial Letter 103 and evidence sheets:

Tutorial Letter 301 with the General Information and Schedule.

Tutorial Letter 103 and with the Portfolio Evidence Sheets.

- Information on how to do the portfolio.
- Information on the assessment strategy for the portfolio.
- Package of Portfolio Evidence Sheets with the TUT103 or later in class.

After the portfolio and workbook is marked you will receive the following:

Tutorial Letter 203 with Memorandum for the portfolio

Tutorial letter 204 with Memorandum for the workbook

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

The HFS Programme Office is in 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 one of the following persons from: 9.00-15.00.



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 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 be 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 THE PORTFOLIO CONTRIBUTE TO THE FINAL ASSESSMENT?

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.

Information gathering for evidence or research competencies

Project management competencies

Communication and facilitation competencies

Subject specific competencies

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

Type of assessment	Memoranda	Contribution to final assessment
Assignments 1 & 2 TUT101	TUT 201 and 202	30%
Portfolio TUT103 (Assignment 3)	TUT 203	60%
Workbook TUT104 (Assignment 4)	TUT204	10%
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 assessment does not only depend on assignment activities.

Successful completion of the assessment activities will ultimately result in a Programme in Household Food Security Certificate. **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 growth as a HFS facilitator in your community and will provide evidence of your skills, knowledge, and understanding.

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



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 103 during the Workshop sessions.

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 purpose, group, method used and 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 is 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 ACTIVITY SHEETS

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

Note the activities in the study guide should have been numbered as follows and not with as if unit 4. We use 3 because it is Module 3.

Activity 3.1 Gender related activities to exercise use and control of resources

Activity 3.2 (Option 1) Draw a resource map of your area



Activity3.3 (Option 2) Draw a transect walk diagramme

Activity 3.4 Best water soil and plant practices

Activity 3.5 Creating a design plan for a homestead garden in your area

Activity 3.6 Write a reflection report

10. PORTFOLIO EVIDENCE SHEETS

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

Best wishes with your journey through this module!

