

Module 1

Introduction to Household Food Security

■ Module code: PHFS01K



TUTORIAL LETTER 301/2010

Tutorial Letter 301: General Information

READ THIS LETTER CAREFULLY

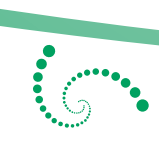
It contains important information on the Programme and the Modules

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





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Dear Student,

Congratulations on being selected as a student on this prestigious programme!

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 content and activities for the modules in the relevant study guide. This tutorial letter however, contains important general information, which you will need to refer to from time to time, so file it for future reference.

1. WHICH MODULES FORM PART OF THE HOUSEHOLD FOOD SECURITY PROGRAMME?

The Household Food Security Programme consists of six modules.

PHFS01K	Introduction to Household Food Security Concepts
PHFS02L	Participatory Extension for Household Food Security
PHFS03M	Sustainable Natural Resource Use
PHFS04N	Food Behaviour and Nutrition
PHFS05P	Optimising Household Food Production
PHFS06Q	Food Resource Management

Each module is an important part of the programme. The modules are linked and what you learn in one module also helps you in others. The diagram below is a *programme map* that gives you an overall picture of the programme. It shows you the main purpose of the programme and what each of the six modules focuses on.

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.

- 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 PACK CONSIST OF?

The study pack you receive for each one of the six modules consists of a selection of study materials. You will not receive all of the study packs at the same time, but one by one as you work your way through the programme.

The study pack you receive for EACH one of the six modules consists of a selection of study materials. The seventh module will be instructions for compiling the final portfolio.

Check your study pack for the following:

Tutorial letter 301. (TUT 301) This is a General Information letter	
A Study Guide Module PHFS01K	
Tutorial Letter 104 (TUT 104) Workbook	
Tutorial Letter 101 (TUT 101) with Assignment 1 and 2 Tutorial Letter 103 (TUT 103) with Assignment 3 The memo for each Tutorial Letter will be TUT 201, 202, 203	

Please note that there is no prescribed textbook for the Household Food Security Programme.

3.1 The Study Guide

The Study Guide for each module is very important tool as it gives you detailed content information, as well as a variety of activities which will enhance your learn experience. You will find a detailed explanation in the introductory section of the Study Guide.

3.2 Tutorial Letter 104 : The Workbook

Each module includes a workbook with four sections, one for each of the units in a module. You will find detailed information on the workbook later in this letter under No. 6, entitled *How will you be assessed?*

3.3 Tutorial Letter 101

Tutorial letter 101 (TUT 101) forms part of the study packs you receive for each module. It is an important letter as it contains information on the assignments as well as Assignment 01 and Assignment 02. You need to read Tutorial Letter 101 (TUT 101) very carefully and submit the assignments before or on the due dates.



In addition to Tutorial Letter (TUT 101), you will also receive the following types of tutorial letters during the year:

- Tutorial letters that contain memoranda and comments on the assignments you have submitted. You will receive these tutorial letters through the HFS tutor about three weeks after the due date of each assignment. They are not be forwarded together with the marked assignment, but separately.
- Tutorial letters regarding general matters.

You should file all your tutorial letters for future reference.

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, students records and general administrative questions, you can contact the following person

Mr Lutendo Phidza (from 9:00 - 15:00) or Telephone: 011- 471 3092 E-mail: lphidza@unisa.ac.za Cell: 0715964213 Send and SMS message or call. Project Leader: Cell: 0767075243 SMS ONLY	Mrs. Annamarie Koekemoer Telephone 011- 471 2143 E-mail: tkoekea@unisa.ac.za
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5. WHAT SUPPORT WILL YOU RECEIVE?

We do not expect you to work without support. You will be supported by means of the HFS tutor and the workshop sessions.

5.1 Student groups

The HFS Office cannot supply a list of student contact details or other students enrolled. We recommend that you form study groups that work together and can share your information with your consent.

5.2 Tutor-facilitated sessions

We have arranged for you to meet a trained HFS Tutor of the Household Food Security Programme every three weeks. Do not confuse these HFS tutors with UNISA tutors and which work another system. We use a community-based approached.

The **purpose** of the HFS tutor-facilitated sessions is to:

- Offer students the opportunity to deepen and strengthen their understanding of the concepts and content of the modules in the programme;
- Give students feedback on the learning activities they complete in their workbooks;
- Provide appropriate support to students around assessment activities such as assignments and portfolio activities;
- Create space for students to work in small groups on specified group activities that encourage lively discussion around common challenges and difficulties;
- Assist students to reflect on the context in which they are operating and identify what is working, what not, and what they can do to improve their interactions with households;
- Introduce students to follow-up module(s)
- Discuss any emerging issues of concern that are relevant to the programme;
- Gather evaluative feedback from students about their experience of the programme;

The dates for the contact or workshop sessions for the HFS Programme is attached to the letter. Your HFS tutor will contact you on the venue.

What do you need to bring to the contact sessions?

- Your Workbook with the activities you had to complete
- Your Study Guide
- All tutorial letters you have received before the contact session for this
- module
- Writing materials (An exercise book in which to take notes and pen)
- Your own lunch

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 these and other questions you may have about assessment.

From the outset we want to challenge you to have an open mind to the assessment activities in this programme. Care has been taken to create a variety of innovative assessment activities that integrate theory and practice. The overall purpose of 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 undertake **four types of assessment** in the programme.



Type of assessment	Contribution to final overall assessment
Assignments	30%
Workbook	10%
Portfolio	60%
Integrated project	Certificate awarded on completion

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.

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

6.1 Assignments

There are two assignments for each module. Note that both assignments for each module are **compulsory**. You CANNOT, for example, submit only Assignment 01 and receive 90% and then not submit Assignment 02. Please start working on your assignments well in advance of the due date. You will find the assignments at the back of Tutorial Letter 101, which is included in the study pack for each module. TUT 101 also provides the due dates and general instructions regarding the assignments.

6.2 Workbook

You will note that your Study Guide contains a variety (different kinds) of activities. Some of these activities have been selected to deepen your understanding of the main topics dealt with in the module and are called workbook activities. You do these activities in the workbook provided for each module. You will either do these activities by yourself or in a group with other students in your area. Try to keep the groups small with a maximum of 6 members. Take your workbook with the completed activities to the tutorial sessions where you will have an opportunity to reflect on some of these activities.

How will you know which activities are workbook activities?

We use a specific icon indicated in your Study Guide, which clearly shows you which activities need to be done in the workbook.

6.3 Portfolio

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.

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 102 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 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.

7. 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.

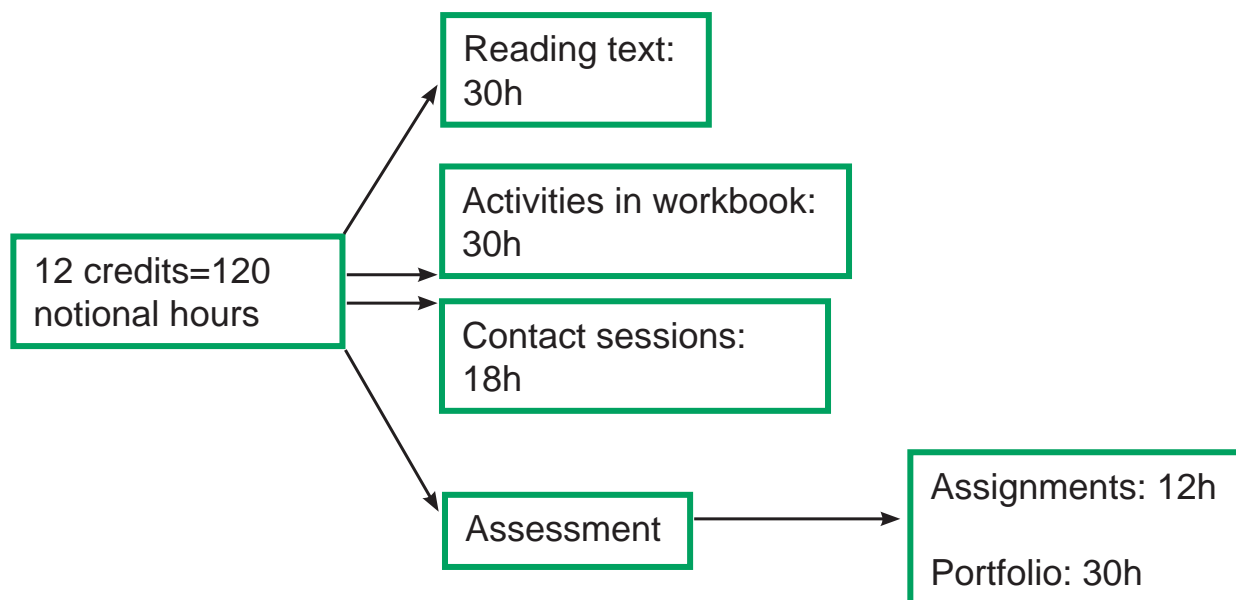
The *Disciplinary Code for Students* (2004) is given to all students at registration. Students are advised to study the Code, especially Sections 2.1.13 and 2.1.4 (2004:3-4). Kindly read the University's *Policy on Copyright Infringement and Plagiarism* as well

8. POINTERS FOR SUCCESS

The following points are of importance if you are to be successful in your studies:

- A methodical and planned approach to your studies is essential.
- Hard, constant work is the key to success.
- Do NOT delay. Start studying the moment you receive your study material, otherwise you might find that the work accumulates to such an extent that you cannot cope by the end of the year.

Each module is worth 12 credits, which amounts to 120 notional hours. What does this mean in practical terms? The following diagram gives you a rough idea of how much time to allocate to each of the main learning activities:



These hours are an approximate for each learning activity and will differ from module to module.



9. IMPORTANT FINANCIAL MATTERS

All students are expected to contribute R 200.00 registration fee per module. This amounts to R 1200.00 per year for the programme. This amount can be paid in ten monthly instalments of R 120.00.

NOTE: This arrangement is compulsory for all students. The arrangement can only fall away if a student has another financial agreement with their employer or recruiting organisation that stipulates the conditions under which a student will be financially supported.

Each student will receive a student card as soon as all student information has been correctly captured. For those who pay for at least one module R 200.00 by August an special surprise will be waiting.

The balance of the R 200 registration fees for the last two modules can then be paid monthly as a module before a module is completed.

HOWEVER, students who have not paid their fees cannot receive results and a Certificate in Household Food Security according to the Unisa University Policy which is a compulsory university rule for all students. Your cooperation is appreciated, as we do not want you to be at a loss.

The fees can be paid into the Unisa Account below:

ABSA: UNISA account: 404876711

Reference Number: Student number / one space/ 3534374764

NOTE : The DATES for Saturday as the last date to conduct the sessions are fixed. The tasks for each session may change should be aligned with the submission dates. The seasonal complications for the homestead gardening should still be considered. Although, a few changes are expected to accommodate all the practical work with households in communities portfolios.

Enjoy your journey through this programme!

Timetable for the first 3 modules of the HFS SLP

Second semester 2010

No	Date	Second semester intake	Material hand outs Assignments/ Portfolio tasks
<ul style="list-style-type: none"> ○ 11 June 2011 SOCCER WORLD CUP 2010 			
1	31 July 2010	Student orientation Delivery of study material Module 1 Distribute learning material Welcome and general matters Explain delivery. Form study groups and meet HFS tutor Distribute study pack: Prepare Module1 Unit 1	Distribute material and information TUT 301 Module 1 handed out
2	7 August 2010	Module 1 : Unit 1 Discussion, work book, portfolio and assignment Preparation Module1 Unit 2	
3	21 August 2010	Module 1 : Unit 2 Discussion, workbook and portfolio Prepare Module 1 Unit 3	Submit Module 1 Assignment 1 Submit Module 1 Portfolio activity 1.1
<ul style="list-style-type: none"> ○ CONFIRM CLASS LISTS 			
4	4 Sept 2010	Module 1 : Unit 3 discussion, workbook, portfolio and assignment, and Unit 4 activity Discuss portfolio final activities Prepare Module 2 Unit 1	Submit Module 1 Portfolio activity 1.2 and 1.3 Module 2 handed out Submit Module 1 Assignment 2 Discuss portfolio activities 1.4 and 1.5
5	18 Sept 2010	Module 1 : Submit portfolio Module 2 : Unit 1 Discussion, work book, portfolio and assignment Prepare Module 2 Unit 2	Submit Module 1 completed Portfolio Submit Module 1 Portfolio 1.4, 1.5
6	2 October 2010	Module 1 Portfolio final submitted Module 1 completed Module 2: Units 2 Discussion, work book, portfolio and assignment Prepare Module 2 Unit 3	Submit Module 2 Assignment 1 Portfolio final submission Module 1 evaluation Submit Module 2 Portfolio activity 2.1
MARKS SUBMITTED FOR MODULE 1			
N7& May			

7	16 October 2010	Module 2: Unit 3 discussion, workbook, portfolio and assignment, and Unit 4 activity Discuss portfolio final activities Prepare Module 3 Unit 1	Submit Module 2 Assignment 2 Module 3 handed out	
8	30 October 2010	Module 2: Submit portfolio Module 3 : Unit 1 Discussion, work book, portfolio and assignment Prepare Module 3 Unit 2 * Module2 completed	Submit Module 2 completed Portfolio 2.1, 2.2, 2.3 2.4 and 2.5. Submit Module 2 Assignment 2 Submit Module 3 Portfolio activity 3.1	
9	13 Nov 2010	Module 2 Portfolio final submitted Module 3: Unit 2 Discussion, work book, portfolio and assignment Prepare Module 3 Unit 3	Submit Module 2 completed Portfolio Submit Module 3 Portfolio activity 3.2 Module 2 evaluation	
MARKS SUBMITTED FOR MODULE 2				
10	20 Nov 2010	Module 3: Unit 3 Discussion, workbook, portfolio and assignment and Unit 4 activities	Submit Portfolio Activity 3.3, 3.4. and 3.5	
	27Nov 2010	Module 3: Submit complete Portfolio * Module 3 completed	Module 3 Portfolio submit 3.1, 3.2, 3.3, 3.4 and 3.5	
		Module 3 Submit final portfolio	Module 3 evaluation	
MARKS SUBMITTED FOR MODULE 3				
	20 Nov 2010	Analysing and writing evaluation reports		
	3 Dec 2010	Unisa Exam scripts submitted		
	10 Dec 2010	Unisa Release results / Schools close		
	14 Dec 2010	Unisa Publish results		
o 16 Jan 2011 Registration close				
	16 Jan 2011		o Final submit all portfolios	

