



A WINNING PLAN TO COMPLETE THE COURSE IN 12 MONTHS

Dear learner

The following is a roster that you can use to plan your course to ensure you complete the course within 12 months.

Session	Watch Audio-visual presentations	Book for summative assessment	Do learning activities	Write Formative Assessment	Write summative assessment
	Allow 2-3 days	Book on the last day of audio-visuals (Allow 4-5 weeks)	Allow 2-3 weeks	Allow 3 days after learning activities to give the tutor time to mark	According to the year plan downloaded from the website
1					
2					
3					
4					
5					
6					
7					
8					

To plan, start from the last column and work your way back to the 2nd column.

- Step 1:** Go to the following website: www.sbuys.co.za, Academy page, and specifically the calendar.
- Step 2:** Go to the next month (e.g. if it is now August, go to September).
- Step 3:** Look for the venue closest to you (e.g. Goodwood - orange).
- Step 4:** Find a date at least 5 weeks from today (e.g. if today is 10 August, select 22 September - Wednesday).
- Step 5:** Fill in this date in the last column, "Write summative assessment".
- Step 6:** Count 3 working days back for the formative assessment, 2nd last column (18 September).
- Step 7:** Count back 5 weeks from the date of the summative assessment (e.g. 18 August) and write this date in the 3rd column, "Book Summative assessment"
- Step 8:** Count back 2 days from the booking date (e.g. 16 August) and write this date in the 2nd column, "Watch Audio-Visual presentations"
- Step 9:** Count 3 weeks from the date you book for the Summative assessment (e.g. 8 September) and write it into the 4th column "Do learning activities". You should use these 3 weeks to complete your learning activities to hand them to your tutor to be marked on the date (e.g. 8 September).
- Step 10:** Follow this process for each session.

The most significant 2 rules are: You must book at least one month in advance, AND your audio-visual workshop template must be completed to be sent in with your booking form.

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