

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION AND VOCATIONAL TRAINING



Field Support Programme for Diploma in Secondary Education

TUTOR'S GUIDE

MoEVT, - NOVEMBER 2007

Ministry of Education and Vocational Training

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1.0. Introduction

The Ministry of Education and Vocational Training (MoEVT) in collaboration with Tanzania Institute of Education have revised the curriculum for Diploma in Secondary Education. The new curriculum has been designed to cater for two main phases namely; college-based and school-based training. This design requires that the theoretical part of the academic and pedagogical content be covered during the college-based training. The second phase of the training which is school based requires the student teacher to integrate theory and practice. After fieldwork, student teachers will go back to their respective colleges to prepare themselves for their final examinations.

The Ministry of Education and Vocational Training has prepared the self-study modules on different subjects that will be given to the student teachers. Guides for both student teachers and tutors have also been prepared.

It should be clear that, Diploma in Secondary Education Course remains to be two years. The minimum qualification for diploma in education also remains to be two principal passes in the Advanced Certificate for Secondary Education Examination (ACSEE).

The student teachers who were allowed to enroll for the diploma course with one principal pass and a subsidiary in their teaching subjects must re-sit for ACSEE to attain the minimum requirement of two principal passes in their two teaching subjects.

1.1. Rationale

The final examination for Diploma in Secondary Education will be done after fieldwork. This guide has been developed to support student teachers to do the following: First, to integrate the theories learned in college into field practice, Secondly, is to assist them to continue learning while they are in the fieldwork. Thirdly, is to help them to prepare for their final examinations. The final examinations for the Diploma in Secondary Education will be held in May of each year unless stated otherwise.

1.2. Objectives:

The overall purpose of this guide is to enable you to provide effective support for the second year diploma students while in their fieldwork. It is expected that you will be able to:

- Supervise student teachers in performing the tasks and activities provided in their self study modules;
- Assess student teacher during field work;
- Give constructive feedback by regarding the student teachers to:
 - Create and construct knowledge through various methods in conducting a lessons;
 - Demonstrate professional competences, ethics and commitment to work;
 - Select and organize learning resources for effective student activities;
 - Work with learners with special needs;
 - Use media and appropriate instructional technologies in the teaching and learning process;
 - Communicate effectively in English across the subjects;
 - Counsel students for their personal development, adjustment and learning
 - Develop entrepreneurship skills within students.

2.0 Student's fieldwork;

The student teachers are required to do the following core activities and responsibilities:

- Teaching: - to transform the acquired theories into real classrooms situations;
- Carry out project/independent study – Applying research skills.
- Performing learning activities provided in the self-study modules.

How to use the guide

Students are provided with a self study guide and self-study modules. Therefore, you as a tutor you are required to study student teacher and their self study modules and their guide in order to be able to provide the necessary support.

Professional support/Mentoring

Facilitators and mentors in this context are the personnel and officials who are supposed to guide the student teachers in their fieldwork. These include officials in different levels who have various responsibilities including: MOEVT, college principals, tutors, heads of school and inspector of schools. Their role and responsibilities are as follows:

(i) MoEVT, TIE & NECTA

- Overall supervisor of the programme
- Support the programme before, during and after the fieldwork.
- Support follow up and the implementation of the programme.

(ii) College Principal

- To coordinate students and tutors during college and school based training.
- Conduct orientation on how to use student's guide, tutors guide and student teacher self study modules.
- Coordinate the implementation of field work.
- Support the student teacher during field work
- Allocate student teachers in schools areas for the fieldwork in consideration to proximity for follow-up.
- Organize for availability of field report, independent study and compilation of course work.
- Communicate with various Education Stakeholders to support the program.

(iii) School Head:

- Assist and guide the student teachers allocated in her/his school.
- Ensure that student teachers are allocated to teach two subjects of their specialization (maximum of teaching load 20 periods per week)

- Make frequent assessment and evaluation of the student teacher both to and outside the classroom.
- To assess the student teachers as directed in the modality of assessment and sent the report to the college.
- Compile assessment report for student teachers and submit to the respective teachers' college.

(iv) College tutors

- Guide the students for fieldwork.
- Assess the students in the field according to the modality of assessment.
- Mark the student's activities in accordance with the Framework for Diploma in Education (Refer Appendix 1).
- Compile the student teachers marks of in academic and pedagogy subjects.
- Guide student teachers in carrying out an independent study.

(v) School inspectors (supervisor)

- To support the programme in the zone.
- To assess student teachers (Moderation).
- To assess student teachers in their daily work.

Assessment and Evaluation

You will assess student-teachers according to the frame work for diploma in secondary education.

Mode of assessment for the BTP

The total marks for Block Teaching Practice (BTP) is 100%. This will be attained by assessing the items shown in the table below:

Place	Year of study	Term	Assessment items	Frequency	Total Marks (%)
College	First	II	BTP ₁ Classroom observations (2)	2	30
School	Second	I	BTP ₂ Classroom observations (3)	3	50
College	second	II	Portfolio assessment (Reflections)	2 (for the teaching subjects)	20
Total Marks					100

Note:

- Two teaching subjects
- Use ordinary assessment form and make the conversions accordingly
- Marks should be awarded by tutors
- Portfolio for the teaching subject of specialization should contain.
 - Lesson plans
 - Scheme of work and
 - Reflections =
 - Other tasks should also be seen like, summary notes, tests, table of specifications etc.
- Portfolios for other subject should be treated as part of course work.

WORKING PLAN FOR SECOND YEAR-FIELD WORK

S/No	Objectives	Activities	Time Frame	Input	Outcome	Indi
1.	To familiarize with field work program	Orientation to tutors on BTP ₂ .	July	Modules & Teacher and students' guides	Proper use of modules & guides	Mod guide
		Orientation to student teachers on BTP ₂ . Submitting proposal of independent study.	July	All modules and guide	Proper use of modules & students' guide	Mod stude guide subm prop
2.	Preparation for field work	Allocating schools for field work	July	List of student teachers and schools. All modules and students teachers guide	Completion of postings	Stud teach scho
3.	Supervision & Assessment	BTP ₂ Field work, Data collection for independent study	July- Nov	Assessment forms & stationeries	Marks awarded for each teaching subject	Mark avail every teach
4.	Writing independent report for submission	Carry out Independent study	Jan-Feb	Stationeries	Report at hand	Writ for e s/tea
5.	Compiling course work	Submission of Independent study report & Portfolios and student teachers Back to college	End of Feb	Independent study reports, Portfolios, BTP marks (1 & 2)	Independent study reports, Portfolios, BTP marks (1 & 2) at hands, student teachers arrival from field work & availability of examination number for each qualified student	Com mark every teach
6.	Preparation for final examinations	Revision and Reflections	Mar-Apr	Student teachers and Tutors	Student teachers do revision and reflections	Stud teach readi
7.	Qualification	Final examination	May	Examinations & student teachers	Results out for each qualified student teacher	Sittin exan

Appendix

List of subjects taught in secondary schools from which teaching option will be selected.

1. Physics
2. Chemistry
3. Biology
4. Mathematics
5. Additional Mathematics
6. English
7. Kiswahili
8. French
9. Arabic
10. Geography
11. History
12. Civics
13. Home Economics
14. Physical Education
15. Fine Art
16. Commerce
17. Book-keeping
18. Agriculture
19. Technical Subjects

8.8 Assessment of Diploma in Secondary Education

SN	Name of course	Time	Types of Assessment					
			Continuous Assessment					
				Frequency	%	Frequency	%	
1	Psychology Guidance and counselling	Term I	1.Seminar Presentation 2.Tests 3. Essay Writing	4 4 2	10 20 20	1	50	100
2	Foundations of Education	Term I	1.Seminar Presentation 2. Tests 3. Essay Writing	4 4 2	10 20 20	1	50	100
3.	Educational Research, Measurement and evolution	Term 1	1.Seminar presentation 2. Tests 3.Essay Writing	6 4 4	10 20 20	1	50	
4.	Curriculum and Teaching	Term 1	1. Seminar Presentation 2. Tests 3. Essay Writing	4 4 2	10 20 20	1	50	100
5.	Teaching Option I	Term II	1.Tests 2.Essay Writing 3.Practical	2 2 4	10 20 20	1	50	100

	Teaching Option I Methods	”	”	”	”	”	”	”
5	Teaching Option II	Term II	1.Tests 2.Essay Writing 3.Practical	2 2 4	10 20 20	1	50	100
	Teaching Option II Methods	”	”	”	”	”	”	”
6.	Communication Skills	Term I and II	1. Practical activities 2. Essay Writing	10 6	20 30	1	50	100
7.	Information Communication and Technology	Term I and II	1.Practical Activities 2.Test	7 7	25 25	1	50	100
8.	General Studies	Term II School Based	1.Essay Writing 2.timed Test	2 2	30 20	1	50	100
9.	Teaching Practice	Terms II& III	1.Observations	2	30			

SN	Name of course	Time	Types of Assessment					
			Continuous Assessment			Final Exams		Total
				Frequency	%	Frequency	%	
		School Based	2.Classroom practice	3	50	-	-	100
		College Based 4Weeks of tern 11	3.Reflections	1	20			