

# Tutorial Letter 101/3/2018

## Human Capacity Development

### IOP2605

#### Semesters 1 & 2

Department of Industrial and Organisational  
Psychology

#### IMPORTANT INFORMATION

Please register on myUnisa, activate your myLife e-mail addresses and make sure that you have regular access to the myUnisa module website, IOP2605-2018-S1/S2, as well as your group website.

Note: This is an online module and therefore it is available on myUnisa. However, in order to support you in your learning process, you will also receive some study material in printed format.

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# 1 INTRODUCTION

Dear Student

Welcome to Human Capacity Development.

We hope that you will find this module interesting, meaningful and enriching.

This module will enable you to develop a solid knowledge base and sound understanding of the theory of human capacity development and its practical implications in the work context. This module involves lifelong learning on an individual and organisational level.

The topic of this module, human capacity development, represents a new way of thinking about traditional training and development, taking it further by including not only development and growth in the work context, but also in your personal life. In this module, we strive to make you aware of the importance of functioning as a competent human being, which will lead you to a fulfilling life. You will be confronted with the bigger picture in terms of change and globalisation, which influence our lives on a daily basis. You will deal with lifelong learning and the importance of becoming a lifelong learner in a learning organisation.

Because this is a blended module, you will need to use myUnisa to study and complete some of the learning activities for this course. Visit the website for IOP2605 on myUnisa frequently. The website for your module is IOP2605-18-S1 (first semester) and IOP2605-18-S2 (second semester).

## 1.1 Getting started

Owing to the nature of this module, you can read about the module and find your study material online. Go to the website <https://my.unisa.ac.za> and log in using your student number and password. You will see IOP2605-18-S1 (first semester) or IOP2605-18-S2 (semester 2) in the row of modules displayed in the orange blocks at the top of the webpage. Select the **More** tab if you cannot find the module you require in the orange blocks. Then click on the module you want to open.

You will receive this tutorial letter and a printed copy of the online study material for your module. While the printed material may appear different from the online study material, it is the same, as it has been copied from the myUnisa website.

We wish you much success in your studies!

# 2 OVERVIEW OF THIS MODULE: IOP2605

## 2.1 Purpose

Students, who have completed this module successfully, will be able to demonstrate a solid knowledge base and sound understanding of the theory and practice of human capacity development in the organisational context for the purpose of facilitating professional development and lifelong learning.

This module is delivered using myUnisa and the internet as well as peer group interaction; community engagement is also included in some of the activities. Your lecturers will interact with you on myUnisa and via e-mail.

## 2.2 Outcomes

For this module, you will have to master several outcomes that we hope you will be able to accomplish by the end of the course:

- **Specific outcome 1:** Evaluate the concept and principles of human capacity development in a personal life context.
- **Specific outcome 2:** Argue the significance of capacity to change and the regional and global effects on people.
- **Specific outcome 3:** Function optimally as a lifelong learner and also assist others to become lifelong learners

## 3 LECTURER(S) AND CONTACT DETAILS

### 3.1 Lecturer(s)

The primary lecturer for this module is Ms SE Ramasodi

**Department:** Industrial and Organisational Psychology

**Telephone:** 012 429 2395

**E-mail:** [eramass1@unisa.ac.za](mailto:eramass1@unisa.ac.za)

The secondary lecturer for this module is Mrs SW Dyosi

**Department:** Industrial and Organisational Psychology

**Telephone:** 012 429 3332

**E-mail:** [dyosisw@unisa.ac.za](mailto:dyosisw@unisa.ac.za)

### 3.2 Lecturer availability

The lecturers for this module will be available to take phone calls on academic matters and/or to attend to students who may prefer to visit personally for academic engagement. However, the days and times of lecturer's availability will be communicated in the module page on myUnisa. The days and times are subject to change from time to time in order to accommodate the lecturer's work schedule and other commitments. The changes on the days and times will be communicated by the lecturer in advance through the announcement option on myUnisa as and when this happens. Students are advised to check the module page on myUnisa before making phone calls or visiting the lecturer's office for academic enquiries/engagements.

### 3.3 Department

You can contact the Department of Industrial and Organisational Psychology as follows:

Telephone number: 012 429 8054 / 8033

E-mail: [DeptIOP@unisa.ac.za](mailto:DeptIOP@unisa.ac.za)

### 3.4 University

To contact the University, follow the instructions in the brochure, **Study @ Unisa**. Remember to have your student number available whenever you contact the University.

Whenever you write to a lecturer, please include your student number to enable the lecturer to help you more effectively.

## 4 RESOURCES

### 4.1 Joining myUnisa

If you have access to a computer that is linked to the internet, you can quickly access resources and information at the University. The myUnisa learning management system is the University's online campus that will help you communicate with your lecturers, other students and the administrative departments at Unisa – all through the computer and the internet.

You can start at the main Unisa website at <http://www.unisa.ac.za> and then click on the myUnisa orange block. This will take you to the myUnisa website. To go to the myUnisa website directly, go to <https://my.unisa.ac.za>. Click on the **Claim UNISA Login** on the right-hand side of the screen on the myUnisa website. You will then be prompted to give your student number in order to claim your initial myUnisa details as well as your myLife e-mail login details.

For more information on myUnisa, consult the brochure, **Study @ Unisa**, which you received with your study material.

### 4.2 Other resources – printed support material

Because we want you to be successful in this online module, we also provide you with some of the study material in printed format. This will allow you to read the study material even if you are not online.

The printed study material will be sent to you at the beginning of the semester, but you do not have to wait for it before you start studying – you can go online as soon as you have registered and find all your study material there. The material we will send you is an **offline** copy of the formal content for the online module. Having an offline copy will enable you to study for this module WITHOUT having to use the internet or to go to an internet café. It will save you time and money, and you will be able to read and re-read the material and start doing the activities.

**There is no prescribed book for IOP2605.**

All the prescribed learning material can be accessed on myUnisa from the **Learning Units** tool. There are six learning units for this module.

It is very important that you log in to myUnisa regularly. We recommend that you log in at least once a week or every 10 days to do the following:

- **Check for new announcements.** You can also set your myLife e-mail account to receive the announcements by e-mail on your cell phone.
- **Do the Discussion Forum activities.** When you do the activities for each unit, we want you to share your answers with the other people in your group. You can read the instructions and even prepare your answers offline, but you will need to go online to post your messages.
- **Do other online activities.** For some of the unit activities, you will need to take a quiz or complete a survey under the **Self-Assessment** tool. Do not skip these activities because they will help you complete the assignments and the activities for the module.

We hope that by giving you extra ways to study the material and practise all of the activities, this system will help you succeed in the online module. To get the most out of the online course, you **MUST** go online regularly to complete the activities and assignments on time.

Remember, the printed support material is backup material for everything that is found online on myUnisa. It does not contain any extra information. **In other words, do NOT wait for the printed support material to arrive before you start studying.**

### 4.3 Library services and resource information

For brief information, go to [www.unisa.ac.za/brochures/studies](http://www.unisa.ac.za/brochures/studies).

For detailed information, go to <http://www.unisa.ac.za/library>. For research support and services of personal librarians, click on "Research support".

The library has compiled numerous library guides:

- finding recommended reading in the print collection and e-reserves – <http://libguides.unisa.ac.za/request/undergrad>
- requesting material – <http://libguides.unisa.ac.za/request/request>
- postgraduate information services – <http://libguides.unisa.ac.za/request/postgrad>
- finding, obtaining and using library resources and tools to assist in research – [http://libguides.unisa.ac.za/Research\\_Skills](http://libguides.unisa.ac.za/Research_Skills)
- contacting the library/finding us on social media/frequently asked questions – <http://libguides.unisa.ac.za/ask>

## 5 STUDENT SUPPORT SERVICES

The following student support services are available:

- **Administrative queries**

All administrative enquiries in the Department of Industrial and Organisational Psychology should be directed to the departmental helpdesk:

**E-mail address:** [DeptIOP@unisa.ac.za](mailto:DeptIOP@unisa.ac.za)

**Tel:** +27 (0)12 429 8033 or +27 (0)12 429 8054

- **Academic queries?**

All queries about the **content** of this module (IOP2605) should be directed to your lecturers.

Telephone calls should be made during office hours (08:00–16:00). Lengthy problems should rather be dealt with by e-mail.

You are welcome to visit your lecturers at their offices on the Muckleneuk Campus, but please make an appointment beforehand. Appointments should be made **at least three days in advance**. The lecturers cannot guarantee that they will be able to attend to you if you arrive at the Department of Industrial and Organisational Psychology without an appointment.

Contact details:

<p><b>Ms SE Ramasodi</b>  <b>Office number:</b>          AJH van der Walt Building 3-88  <b>E-mail address:</b> <a href="mailto:eramass1@unisa.ac.za">eramass1@unisa.ac.za</a></p>	<p><b>Mrs SW Dyosi</b>  <b>Office number:</b>          AJH van der Walt Building 3-82  <b>E-mail address:</b> <a href="mailto:dyosisw@unisa.ac.za">dyosisw@unisa.ac.za</a></p>
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- **What support can I expect from my lecturers?**

Your lecturers will use the home page to post regular messages to guide you through the semester. Furthermore, you will receive regular announcements to draw your attention to important learning events and assessment tasks. We have also prepared supporting learning resources and various discussion forums and topics, which you will be able to access through myUnisa. You can thus expect regular communication from us (your lecturers). Remember, help is just a click away.

- **What resources will I be able to access via myUnisa?**

We realise that as a distance education student, you cannot always visit the **library** when you are searching for information. Therefore, we have included online resources on our module site, which you can access at any time.

On this site, you will find the following material:

- electronic copies of the MO and tutorial letters (under **Official Study Material**)
- a direct link to the Unisa library (from the menu bar on the left of your module site)
- summaries of discussion forums (in the relevant forums)

**Please note:** There are no prescribed books or books reserved via the electronic e-reserves system for this module.

- **General student matters**

If you need to contact the University about matters unrelated to the content of this module, please consult the publication *my Studies @ Unisa* that you received with your study material. This booklet contains information on how to contact the University (e.g. to whom you can write for different queries, important telephone and fax numbers, addresses, and details of the times that certain facilities are open).

Always provide your **name**, **student number** and **module code** when you contact the University.

- **Are there any study groups for this module?**

There are no official study groups for this module. However, we strongly recommend that you form your own study groups with fellow students living in your area. To form study groups, you can share your contact details with your fellow students in the Student Lounge forum in Topic 2: Fellow student contact detail. Contact students who live near to you and invite them to form a study group.

- **I am disabled, what support is there for me?**

Please contact the Advocacy and Resource Centre for Students with disabilities ([ARC SWiD](#))

**E-mail address:** [zmgolomb@unisa.ac.za](mailto:zmgolomb@unisa.ac.za)

**Tel:** +27 (0)12 429 3829 or fax +27 (0)12 429 6729

## 6 STUDY PLAN

<b>Week</b> <i>Week 1 refers to the first week of February for semester 1 and the first week of July for semester 2.</i>	<b>Activities</b>
<b>Week 1</b>	<ul style="list-style-type: none"> <li>• Read the Materials Online document</li> <li>• Read the welcome page</li> <li>• Go to <b>Learning Units</b> and read the GETTING STARTED section</li> <li>• Go to <b>Learning Units</b> and read the INTRODUCTION TO IOP2605 section</li> <li>• Introduce yourself to your fellow students on the Student Lounge discussion forum</li> <li>• Read Tutorial Letter 101</li> </ul>
<b>Week 2</b>	<ul style="list-style-type: none"> <li>• Go to Learning Unit 1</li> <li>• Read the material for learning unit 1</li> <li>• Participate in the Discussion Forum for learning unit 1</li> <li>• Complete the self-assessment activities for learning unit 1</li> <li>• Connect with your e-tutor</li> </ul>
<b>Week 3</b>	<ul style="list-style-type: none"> <li>• Go to Learning Unit 2</li> <li>• Read the material for learning unit 2</li> <li>• Participate in the Discussion Forum for learning unit 2</li> <li>• Complete the self-assessment activities for learning unit 2</li> <li>• Connect with your e-tutor</li> </ul>
<b>Week 4</b>	<ul style="list-style-type: none"> <li>• Go to Learning Unit 3</li> <li>• Read the material for learning unit 3</li> <li>• Participate in the Discussion Forum for learning unit 3</li> <li>• Complete the self-assessment activities for learning unit 3</li> <li>• Connect with your e-tutor</li> </ul>
<b>Week 5 &amp; Week 6</b>	<ul style="list-style-type: none"> <li>• Complete and submit Assignment 01:               <ul style="list-style-type: none"> <li>○ Semester 1: Due date – 2018/03/15</li> <li>○ Semester 2: Due date – 2018/09/03</li> </ul> </li> </ul>
<b>Week 7</b>	<ul style="list-style-type: none"> <li>• Go to Learning Unit 4</li> <li>• Read the material for learning unit 4</li> <li>• Participate in the Discussion Forum for learning unit 4</li> <li>• Complete the self-assessment activities for learning unit 4</li> <li>• Connect with your e-tutor</li> </ul>



<b>Week</b> <i>Week 1 refers to the first week of February for semester 1 and the first week of July for semester 2.</i>	<b>Activities</b>
<b>Week 8</b>	<ul style="list-style-type: none"> <li>• Go to Learning Unit 5</li> <li>• Read the material for learning unit 5</li> <li>• Participate in the Discussion Forum for learning unit 5</li> <li>• Complete the self-assessment activities for learning unit 5</li> <li>• Connect with your e-tutor</li> </ul>
<b>Week 9</b>	<ul style="list-style-type: none"> <li>• Go to Learning Unit 6</li> <li>• Read the material for learning unit 6</li> <li>• Participate in the Discussion Forum for learning unit 6</li> <li>• Complete the self-assessment activities for learning unit 6</li> <li>• Connect with your e-tutor</li> </ul>
<b>Week 10 &amp; Week 11</b>	<ul style="list-style-type: none"> <li>• Complete and submit Assignment 02</li> <li>• Semester 1: Due date – 2018/04/09</li> <li>• Semester 2: Due date – 2018/10/05</li> </ul>
<b>Week 12 – Week 15</b>	<ul style="list-style-type: none"> <li>• Revision</li> </ul>

## 7 HOW TO STUDY THIS MODULE ONLINE

### 7.1 What does it mean to study fully online?

Studying fully online modules differs completely from studying some of your other modules at Unisa.

- **All your study material and learning activities for online modules are designed to be delivered online on myUnisa.** Although we give you a printed copy to support your studies, the module is designed to be delivered online.
- **All of your assignments must be submitted online.** This means that you do all your activities and submit all your assignments on myUnisa. . You may post your assignments to Unisa via the South African Post Office, but we do not recommend this.
- **All communication between you and the University happens online.** Lecturers will communicate to you by e-mail, and using the **Announcements**, the **Discussion Forums** and the **Questions and Answers** tools. You can also use these ways to ask questions and contact your lecturers.

### 7.2 The myUnisa tools you will use

All the information about myUnisa tools is located under **Unit 0** on the myUnisa website for this module, under “**Learning Units**”. Inside the Discussions tool, there are several discussion forums with various topics where you can share ideas and post your opinions online.

## 8 ASSESSMENT

### 8.1 Assessment plan

We have given you a breakdown of the formal portfolio activities and assignments as they become due during the semester:

FIRST SEMESTER			SECOND SEMESTER		
Assignment	Due date	Unique number	Assignment	Due date	Unique number
01	2018/03/15	796919	01	2018/09/03	711332
02	2018/04/09	826167	02	2018/10/05	801021
03	Online self-assessment questions	N/A	03	Online self-assessment questions	N/A

To submit an assignment via myUnisa:

For detailed information on the assignments, see *Study @ Unisa*. To submit an assignment via myUnisa do the following:

- Go to myUnisa.
- Log in with your student number and password.
- Select the module.
- Click on assignments in the menu on the left-hand side of the screen.
- Click on the assignment number you wish to submit.
- Follow the instructions.

**Remember** to indicate the **unique number** for the particular assignment. Assignments **MUST** be submitted in **PDF format**. You can convert your MS Word assignments to PDF on the submission website.

**NB! Please make a print screen of the receipt message that will be displayed after you have submitted your assignment (whether the submission was successful or unsuccessful). In the case where an assignment was submitted, but not received by the lecturer, or a student did attempt to submit, but received error messages from myUnisa, this “receipt” will serve as proof that you did attempt submission on or before the deadline of the assignment.**

## 8.2 Assessment criteria

Learning outcomes	Assessment criteria
<p><b>Evaluate the concept and principles of human capacity development in a personal life context.</b></p>	<ul style="list-style-type: none"> <li>• The common factors of a competent human being are discussed.</li> <li>• The importance of functioning as a competent human being in order to achieve the personal growth and development necessary to lead a fulfilling life is evaluated and justified.</li> <li>• The power of perceptions and more specifically the importance of perceptions, how they are formed, and their role in everyday life are discussed.</li> <li>• The process of developing self-awareness of personal values is discussed.</li> <li>• The development of a personal vision and setting relevant goals in becoming a competent human being are discussed.</li> </ul>
<p><b>Argue the significance of capacity to change and the regional and global effects on people.</b></p>	<ul style="list-style-type: none"> <li>• The impact of change on human functioning is discussed, showing an increased awareness of how to facilitate and manage change personally on a daily basis.</li> <li>• The impact of global and regional forces on individuals and organisations is discussed.</li> </ul>
<p><b>Function optimally as a lifelong learner and assist others to become lifelong learners.</b></p>	<ul style="list-style-type: none"> <li>• The concept of and need for lifelong learning is explained and justified.</li> <li>• The role that the knowledge highway plays in assisting the lifelong learning process is assessed and discussed.</li> <li>• The shift from training to learning is evaluated and discussed.</li> <li>• The changing nature of learning is discussed.</li> <li>• Development of responsibility towards self, others and the organisation with regard to lifelong learning is explained and justified.</li> <li>• The facilitation of human capacity development in the workplace is discussed.</li> </ul>

**8.3 Semester 1: Assignments (Only for students registered for semester 1)****COMPULSORY ASSIGNMENT FOR SEMESTER 1: ASSIGNMENT 01****Closing date:** 15 March 2018**Total:** 50**Unique number:** 796919**Study material:** Learning units 1 to 3**Question 1**

Organisations want their employees as productive as possible and change can influence this productivity considerably. Illustrate your understanding of change by:

- a) Defining the concept of change. (5)
- b) Explaining the necessity of change .(5)
- [10]**

**Question 2**

Illustrate your understanding of personal mastery by:

- a) Briefly discussing ways to increase self-awareness. (5)
- b) Defining personal values as explained by Roberts (1999) .(3)
- c) Clarifying how organisations can apply good values. (2)
- [10]**

**Question 3**

Critically discuss the following characteristics of self-actualisers as described by Abraham Maslow:

- a) A democratic character. (5)
- b) Creativeness. (5)
- c) A general acceptance of nature, others and oneself. (5)
- [15]**

**Question 4**

Illustrate your knowledge of the impact of globalisation on developing countries by discussing the following:

- a) Godinot (2012) international charters, which could be used as instruments to fight for greater justice in the poorest countries. (5)
- b) The benefits of globalisation. (5)
- c) Problems brought about by globalisation. (5)
- [15]**

**Total: [50]**

**COMPULSORY ASSIGNMENT FOR SEMESTER 1: ASSIGNMENT 02****Closing date:** 09 April 2018**Total:** 50**Unique number:** 826167**Study material:** Learning units 4 to 6**Question 1**

Explain the application of social learning in organisational learning. (10)

**Question 2**

Explain the five main antecedents that influence team learning. (10)

**Question 3**

Discuss the following three of the five disciplines of a learning organisation summarised by Bui and Baruch (2010) from Senge's framework:

- a) Mental models. (5)
- b) Shared vision. (5)
- c) Systems thinking. (5)

**[15]****Question 4**

Your human resources director asked you to prepare a presentation on the types of skills needed in the new world of work. Write down the content of your discussion. Remember to start with an introduction and end with a conclusion. (15)

**Total: [50]**

**8.4 Semester 2: Assignments (Only for students registered for semester 2)****COMPULSORY ASSIGNMENT FOR SEMESTER 2: ASSIGNMENT 01****Closing date: 03 September 2018****Total: 50****Unique number: 711332****Study material: Learning units: 1 to 3****Question 1**

Critically discuss unemployment in South Africa as depicted by Yu (2013). (10)

**Question 2**

Explain how perceptions influence thoughts and behaviour. (10)

**Question 3**

Discuss how education as a regional force influences the current and future human capacity building of South Africa. (15)

**Question 4**

Provide a comprehensive discussion on the following three orientations of personal mastery as depicted by Robert Fritz. Give an example of each:

- a) The reactive orientation. (5)
- b) The creative orientation. (5)
- c) The interdependent orientation. (5)

**[15]****Total: [50]**

**COMPULSORY ASSIGNMENT FOR SEMESTER 2: ASSIGNMENT 02****Closing date:** 05 October 2018**Total:** 50**Unique number:** 801021**Study material:** Learning units: 4 to 6**Question 1**

Discuss the mental models as one of the disciplines of a learning organisation. (10)

**Question 2**

Summarise the underlying principles of partagogy. (10)

**Question 3**

Discuss the meaning of the following facets of lifelong learning:

a) Graduateness. (10)

b) Employability. (5)

**[15]****Question 4**

Critically discuss the workplace as a site of learning. Focus your discussion on the following:

a) Explain what a community of practice is. (5)

b) Discuss how a community of practice can work in your organisation or department. (2)

c) Contrast the expansive and restrictive characteristics of a workplace as a learning environment. (8)

**[15]****Total: [50]**

## 8.5 Year mark and final examination

Type of assessment	Format	Weighting
<b>Formative assessment</b>	<b>Assignment 01: Compulsory</b> Short essay questions	50% towards a year mark of 20%
	<b>Assignment 02: Compulsory</b> Short essay questions	50% towards a year mark of 20%
<b>Summative assessment</b>	<b>Examination</b> Long and short essay questions	80% towards final mark
<b>SUMMARY:</b>	<b>FORMATIVE ASSESSMENTS (Assignments)</b>	20%
	<b>SUMMATIVE ASSESSMENT</b>	80%

The examination paper is worth a total of 80 marks. The questions in the examination will be similar to the questions in the assignments and the questions posed on the discussion forums, but will obviously not be exactly the same. There will be NO multiple-choice questions in the examination. However, to prepare properly for the examination, you should study all the assignments as well as the self-assessment questions at the end of each learning unit.

This module is offered in a semester period. This means that if you are registered for the first semester, you will write the examination in May/June 2018 and the supplementary examination will be in October/November 2018. If you are registered for the second semester, you will write the examination in October/November 2018 and the supplementary examination will be in May/June 2019.

During the semester, the Examination Section will provide you with information on the examination in general and the venues, dates and times.

Total marks: 80  
 Pass mark: 50%  
 Time: 2 hours

Section A: 25-mark questions (four questions will be asked, of which you must answer any two)  
 Section B: 10-mark questions (five questions will be asked, of which you must answer any three)

Twenty-five-mark questions will be broken down into sub questions in the examination. Students can use 2016 or 2017 examination papers as an example. As the content for this module was redesigned from 2016, students **CANNOT** use examination papers older than 2016 for examination preparation. No memorandums will be provided for these questions, but students should contact e-tutors and lecturers if, during their preparation, they find they do not understand the content of the study material.

- **Examination admission**

**Please note:** To enable you to benefit fully from our tuition and assessment, the management of Unisa decided to introduce at least **two compulsory assignments** in all modules for 2018. The compulsory assignments will be different for semesters 1 and 2, and you must do the assignment set for the semester in which you are registered.



You must submit **two compulsory assignments**. Your marks for each of these **two compulsory assignments** will however contribute 50% towards a year mark out of 20%, which will be added to your examination mark.

## 9 FREQUENTLY ASKED QUESTIONS

CATEGORY	QUESTIONS AND ANSWERS
Tutorial letters	<p><b>Question 1: What information does the tutorial letters contain?</b></p> <p><b>Answer:</b> Tutorial letters contain important information about the scheme of work, resources and assignments for this module. We urge you to read them carefully and to keep them at hand when working through the study material, preparing the assignments, preparing for the examination and addressing questions to your lecturers.</p> <p>More specifically, in Tutorial Letter <b>IOP2605/101/2017</b> you will find the assignments and assessment criteria as well as instructions on the preparation and submission of the assignments. This tutorial letter also provides all the information you need about the study material, other resources, and how to obtain it.</p> <p>Tutorial Letter <b>IOP2605 201/2017</b> contains feedback on Assignments 01 and 02; while Tutorial Letter <b>IOPALLA/301/2017</b> contains important information, which applies to <b>all students</b> registered in the Department of Industrial and Organisational Psychology.</p> <p>Right from the start, we would like to point out that you <b>must read all the tutorial letters</b> you receive during the semester, as they always contain important and sometimes urgent information.</p> <p>Please make sure that you work through the tutorial letters <b>before</b> you embark on any work in the study material or assessment tasks.</p> <p><b>Question 2: Will I receive all my tutorial material when I register?</b></p> <p><b>Answer:</b> Please note that <b>not</b> all of your tutorial material may be available when you register.</p> <p>Tutorial material that is not available when you register, will be posted to you as soon as possible.</p> <p><b>Please note:</b> It is not possible to fax outstanding tutorial letters to students. It is; however, possible to download them from the module site under the tools <b>Official Study Material</b> and <b>Additional Resources</b>.</p> <p>It is therefore to your benefit to register as an online student so that you can access and obtain your study material immediately</p>

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Online learning	<p><b>Question 1: Is it easier to learn online than through print-based material?</b></p> <p><b>Answer:</b> No. The course content of an online class is usually identical to that of a print-based distance-learning course on the same topic. Compared to regular face-to-face classes, some people think the workload is even more demanding, because you have to be a self-directed learner and stay motivated to keep on top of your work.</p> <p>The most successful online students tend to share the following characteristics:</p> <ul style="list-style-type: none"> <li>• They are self-motivated and self-starters</li> <li>• They have good organisational and time-management skills</li> <li>• They are fairly familiar with computers and the internet</li> <li>• They are resourceful and actively seek answers and solutions to questions and problems</li> </ul> <p><b>Question 2: What are the benefits of learning online?</b></p> <p><b>Answer:</b> In the online world, you can study anytime, anywhere and at a pace that suits your individual learning style. Remember, though, that you will still have to meet the required deadlines for assignment submissions.</p> <p>Question 3: What computer skills would be useful for online learning?</p> <p><b>Answer:</b> The most successful students tend to have the following skills:</p> <ul style="list-style-type: none"> <li>• Familiarity with their web browser</li> <li>• Familiarity with an e-mail program (including attaching documents and reading attachments)</li> <li>• Some familiarity with web-based interactions like e-mail, social networks, and learning management systems</li> <li>• Familiarity with word processing (MS Word)</li> <li>• Experience in successful internet searches by using a variety of browsers and search engines</li> </ul> <p><b>Question 4: How important is attitude to achieve success in my studies and in an online learning environment?</b></p> <p><b>Answer:</b> Your attitude is very important to ensure success. We know that you are interested in human capacity development otherwise, you would not have enrolled for this module. We want to encourage you to develop a positive attitude towards your studies and the online learning environment. To achieve this, there are a number of things to bear in mind.</p>

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	<p><b>TIME</b> is important for a distance education student. You must be in control of your time and manage it effectively. Draw up a study programme at the beginning of the semester. This requires discipline, but will ensure that you</p> <ul style="list-style-type: none"> <li>• have sufficient time to work through all the relevant study material</li> <li>• are able to submit the relevant tasks and assignments on the due dates</li> <li>• have sufficient time for revision and preparing for the assignments and examination</li> </ul> <p>We encourage you to follow these guidelines:</p> <ul style="list-style-type: none"> <li>• Do NOT fall behind in your planning.</li> <li>• Work regularly and consistently.</li> <li>• Make sure that you understand the work as you go along.</li> <li>• Do NOT give up on difficult work; rather seek help as soon as possible.</li> </ul> <p>Contact the <a href="mailto:counselling@unisa.ac.za">Directorate for Counselling and Career Development (counselling@unisa.ac.za)</a> for further information on how to manage your studies</p> <p>We hope that this information will make your studies easier, and that you will do well.</p> <p><b>Question 5: How should I approach my online learning?</b></p> <p><b>Answer:</b> We all have different learning styles and preferences. However, consider the following pointers/guidelines:</p> <ul style="list-style-type: none"> <li>• Allocate time to work through each learning unit and do the activities.</li> <li>• Allow extra time for work that seems difficult or with which you know you have a problem.</li> <li>• When you compile a study plan, allow time for personal responsibilities (e.g. family responsibilities, work obligations, social obligations, leave).</li> <li>• Use your most productive time for study (e.g. late evening after the children have gone to bed or early morning before the rest of the family wake up).</li> <li>• Remember that it is more effective to study for one hour on a regular basis (e.g. every day) than for ten consecutive hours every two weeks. Decide now how many hours you are going to spend on your studies per week. We recommend that you put one to two hours aside each day.</li> <li>• Keep a record of your progress. It will be gratifying to see what you have accomplished, and it will inspire you if you fall behind. Be prepared for disruptions to your study programme due to unforeseen circumstances. You should therefore monitor your progress so that you can catch up immediately if you fall behind. Remember that it is easier to catch up one week's lost hours than an entire month's.</li> </ul>

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<p><b>Technical issues related to myUnisa</b></p>	<p><b>Question 1: How do I create a new topic in the Discussion Forum?</b></p> <p><b>Answer:</b> To create a new topic in a forum, you need to do the following:</p> <ol style="list-style-type: none"> <li>1. Select and access the <b>Student Lounge</b> forum from the list of forums in the <b>Discussion Forum</b> tool.</li> <li>2. Select the option “Add a New Topic”.</li> <li>3. Give your topic a <b>descriptive name</b> in the “Topic Title” box.</li> <li>4. In the “Message” box, write down the instructions for the discussion.</li> <li>5. Click “Submit” to create your topic for discussion.</li> </ol> <p><b>Question 2: What is expected of me when I participate in discussion forums?</b></p> <p><b>Answer:</b> Online discussion forums are not the same as e-mail messages, or a letter to the lecturer, or a chat room. Therefore, the myUnisa discussion forums must not be used for personal messages to your lecturers or to one another. You are however, welcome to use the <b>Student Lounge</b> to introduce yourself to your fellow students, to form study groups, and to create your own topics.</p> <p>In this module, we will be using the online discussion forum for <b>academic</b> purposes. Therefore, the discussions will be based on topics related to module outcomes, the assessments, and the supporting content.</p> <p>Online discussion forums are like class discussions in a face-to-face classroom, where the lecturers raise discussion points and ask questions. All the students can then respond to the lecturer's questions as well as to one another's responses. The lecturer can then clarify uncertainties and perhaps provide a summary at the end of a discussion.</p> <p>Participating in discussion forums provides opportunities to:</p> <ul style="list-style-type: none"> <li>• discuss and clarify issues in the subject area</li> <li>• share experiences and ideas with peers and lecturers</li> <li>• solve problems collaboratively</li> <li>• debate topical issues</li> <li>• raise questions about the topic under discussion</li> <li>• introduce the most recent developments in the subject area</li> <li>• receive immediate feedback on assignments</li> <li>• have access to additional resources related to relevant topics in this subject/discipline</li> </ul>
<p><b>Exams</b></p>	<p><b>Question 1: Any tips for the exam?</b></p> <p><b>Answer:</b> No. The lecturer will provide you with a scope of exam after the submission of assignment 02.</p>

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	<p><b>Question 2: Are there any past exam papers?</b></p> <p><b>Answer:</b> The lecturer will not provide you with past exam papers. If there are any past papers available, the exam department uploads them under <b>Official Study Material</b>. The lecturer will not give you the memorandums of the past papers.</p> <p>Please take note: you will not pass if you only study past exam papers, because questions are not repeated. Working out a past paper will only provide you with the skill to answer an exam paper.</p>

## 10 IN CLOSING

Do not hesitate to contact your lecturers by e-mail if you are experiencing problems with the content of this tutorial letter or with any academic aspect of the module.

We wish you a fascinating and satisfying journey through the learning material and trust that you will complete the module successfully.

Enjoy the journey!

Ms SE Ramasodi: Primary Lecturer for IOP2605  
Mrs SW Dyosi: Secondary Lecturer for IOP2605