

MODE OF DELIVERY: CONTACT LEARNING

Milpark Education offers a selection of its higher education qualifications via contact learning at the Melville, Johannesburg campus. Full-time contact learning requires attendance of classes on campus during office hours. Part-time students usually attend classes after hours or on weekends. If you choose to be a contact learner, this means you will engage with our lecturers face-to-face in a classroom setting.

What are the benefits of contact learning?

On our campus, you will experience dynamic and engaged lecturers, equipped to address the individual needs of all our students. Our lecturers are trained to assist students to learn from one another and to share their professional experience. Our students are encouraged to engage with each other, and with the academic staff, to ask questions and give input. Students have online access via the learning platform on *myMilpark*, and general academic support throughout the year is available, both in person (the lecturer or tutor) and online. *myMilpark* is an important communication channel between Milpark Education and its students. All documents relevant to students' modules and qualifications can also be accessed on *myMilpark*.

The campus is Wi-Fi enabled, and facilities for studying and group work are available. Student relaxation areas are also provided, and an on-campus canteen providing food and drink is easily accessible. We also offer academic support and professional counselling services to students who experience problems.

Contact-learning students have easy access to our on-campus library (also available to students online from the *myCourses* home page) and computer facilities. Students have access to online journal databases (including Emerald, Ebsco and Sabinet) and an eBook library, Scholartext. Students and lecturers create their own virtual bookshelf containing books which can then be read offline. Librarians are available to assist students in accessing suitable resources.

Milpark offers two contact-learning intakes per year and our dedicated Programme Manager will be available to advise you on the best possible qualification choice and learning path.

Who should consider this option?

This mode is best suited to those who are able to attend timetabled classroom sessions on the Johannesburg (Melville) campus. Contact learning requires attendance of classes on campus during office hours for day students, and after hours and/ or on weekends for part-time students.

What to expect from Milpark

Milpark offers a high-quality learning experience in small classes, designed to enable you to achieve a qualification that is relevant to the contemporary world. It is our lecturers' mission to develop students' business acumen and management capabilities through systematically building up knowledge in key business areas. Lecturers are all well qualified and experienced in their field. Student support has been maximised in every possible way in order to deliver an optimal learning experience. Contact students also have their own virtual learning environment on *myCourses*. Lecture slides, additional material and practice questions will be uploaded here.

You will be supplied with a detailed timetable well in advance of time. Students are assessed through a combination of formative and summative assessment. The exact assessment structure for each module is outlined in a document named "Assessment Guidelines" that can be found on *myCourses* for each module and will be explained during contact sessions. It is very important to consult this document in order to understand the weightings, duration, etc. of each assessment.

Our dedicated Programme Manager is only an email, a visit or a phone call away to assist you with any academic query or concern. Outside of class hours, all contact students have access to our tutor line where an academic query can be raised. Our Student Services Advisers will also make contact with you regularly to check on your progress and assist with any administrative queries. Technical assistance is available all hours of the day or night via a call centre. Internet connection is made available to all registered students in our computer studio or via Wi-Fi on a student's device.

What Milpark expects from you

First and foremost, all contact-learning students are required to attend classes. We expect punctuality and professional behaviour on our campus and in our classes at all times. Should you not be able to attend a class, you should inform your programme manager in writing before the class takes place, or as soon as possible thereafter, in the case of an emergency.

Evidence exists that demonstrates a clear link between academic performance and teaching and learning interactions, whether in a real or virtual classroom. As an institution of higher education, Milpark wants to ensure that its students are enabled, supported and monitored in their learning. Class attendance for contact-learning students and participation are the simplest mechanisms through which to achieve these goals.

Class attendance is not only for your own benefit, but also for the benefit of your classmates as a lot of discussion and debate will happen during class times. Success in contact learning is maximised if you take part in class activities and discussions. These discussions will be led by your knowledgeable lecturer on contemporary

challenges related to the subject matter. You will learn from the contributions of fellow students who will in turn expect to benefit from your experience.

For the reasons mentioned above, many of our contact-learning qualifications have set minimum class attendance requirements, named Due Performance (DP) requirements. These will be communicated to you in your Student Handbook and at induction.

You are also expected to visit the online learning environment, *myMilpark*, regularly as extra material and communications will be uploaded there.

You should always take part in all assessment activities, whether compulsory or not. A good formative mark sets you up well for the final summative examination.

You are expected to follow the correct channels for queries, namely the Student Services Department for any administrative query relating to your registration, your lecturer or the tutor line for any content-related queries, and finally the Programme Manager for issues pertaining to module choice, exemptions, articulation, etc.

How will I be assessed?

Formative assessment consists of a combination of online tests, assignments (uploaded and marked online) and class participation or class tests, as outlined in a module-specific assessment guidelines document available on *myCourses*. Should you not be in attendance on a day that a class test is taking place, you will forfeit those marks. While all these assessments contribute to your overall formative mark, only the assignments are required for examination entrance.

Summative assessment consists of a written, invigilated examination. This examination is available at any of our 40 examination venues countrywide. In limited instances, supplementary examinations also become available.

Disclaimer

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

WEBSITE: www.milpark.ac.za

EMAIL: info@milpark.ac.za

JOHANNESBURG CAMPUS: Tel: (011) 718-4000 Fax: (011) 482-1814

Cnr Main Road and Landau Terrace, Melville Ext 2

P O Box 91714, Auckland Park, 2006

Email: studentservices@milpark.ac.za

Website: www.milpark.ac.za

CAPE TOWN CAMPUS: Tel: (021) 673-9100