

25 March 2024

**COMMUNIQUÉ FROM THE OFFICE OF THE DEPUTY VICE-CHANCELLOR: TEACHING AND
LEARNING**

2024 TEACHING ASSISTANT ONLINE SHORT COURSE

Dear Staff and Students

The University Teaching and Learning Office (UTLO) is offering a free online short course for teaching assistants, including tutors, ADOs, supplementary instructors, and demonstrators, to improve their skills in teaching and learning. The course covers topics such as the roles and responsibilities of a teaching assistant, institutional culture, learning theories, assessment, diversity and inclusivity, technology-enhanced learning, facilitation skills, management and self-management. This course emerged from a collaboration between the UTLO and the college teaching and learning units to provide a comprehensive resource for teaching assistants to excel in their roles and support student learning.

The course uses an adaptive learning approach to keep participants engaged. Participants will receive grades, badges and certificates for active engagement, reading and taking quizzes. A course completion certificate is awarded when an overall grade of 80% or higher is achieved. The activities and quizzes can be repeated several times to achieve the desired grade.

Since the 2019 pilot, the course has evolved and has been adopted by college teaching and learning units to train academic monitoring and support teaching assistants. UTLO encourages the use of this free resource by staff and students to learn more about the fundamental principles, theories and practices of teaching and learning.

The new features of the 2024 version of the online teaching assistant short course include:

- A mobile responsive design
- A portal to review the certificate

The online short course for teaching assistants has the following features:

- **Mode of delivery:** Fully online
- **Enrolment method:** Self-enrolment
- **Duration of course:** Self-paced
- **Course design approach:** Adaptive learning
- **Incentive for completion:** Automated certificate of completion
- **Gamified engagement:** Automated certificate of engagement

To enrol for this course, please go to the course webpage on the UTLO website by clicking this link: [2024 Teaching Assistant Online Short Course](#). We wish you success in your learning journey and hope you find this course beneficial and enjoyable.

Professor Thabo Msibi
Deputy Vice-Chancellor: Teaching and Learning