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IN-SERVICE EDUCATION AND TRAINING (INSET) OF UNIVERSITY LECTURERS

Questionnaire number

VI    1-3

Please answer all questions

Supply your answer by **circling** an appropriate number in a shaded area or by writing on shaded block

**SECTION A: PERSONAL PARTICULARS**

1. Please describe your position, rank or status.

1. Tutor	1
2. Junior Lecturer	2
3. Lecturer	3
4. Senior Lecturer	4
5. Associate Professor	5
6. Head of Department / School / Unit	6
7. Professor	7
8. Vice / Deputy Dean	8
9. Dean	9
10. Other (Specify)	

V2  4  
 V3  5  
 V4  6  
 V5  7  
 V6  8  
 V7  9  
 V8  10  
 V9  11  
 V10  12  
 V11   13-14

2. What is your age in completed years ?

--

V12   15-16

3. What is your gender ?

Male   1      Female   2

V13  17

4. What is your marital status ? (Choose one answer only)

Single	Married	Widow / er	Divorced
1	2	3	4

V14  18



IN-SERVICE EDUCATION AND TRAINING (INSET ) OF UNIVERSITY LECTURERS

Questionnaire number

V1    1-3

Please answer all questions

Supply your answer by **circling** an appropriate number in a **shaded** area or by writing on **shaded** block

**SECTION A: PERSONAL PARTICULARS**

1. Please describe your position, rank or status.

1. Tutor	<b>1</b>
2. Junior Lecturer	<b>2</b>
3. Lecturer	<b>3</b>
4. Senior Lecturer	<b>4</b>
5. Associate Professor	<b>5</b>
6. Head of Department / School / Unit	<b>6</b>
7. Professor	<b>7</b>
8. Vice / Deputy Dean	<b>8</b>
9. Dean	<b>9</b>
10. Other (Specify)	

V2  4  
 V3  5  
 V4  6  
 V5  7  
 V6  8  
 V7  9  
 V8  10  
 V9  11  
 V10  12  
 V11   13-14

2. What is your age in completed years ?

--

V12   15-16

3. What is your gender ?

Male  **1**      Female  **2**

V13  17

4. What is your marital status ? (Choose **one** answer only)

Single	Married	Widow / er	Divorced
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

V14  18

5. What is your actual teaching experience at university in years ?

0 - 5	6 - 10	11 - 15	16 - 20	21 - 25	25 +
1	2	3	4	5	6



6. What is the name of your University ?

V16   20-21

7. What is the name of your Faculty ?

V17   22-23

8. What is the name of your Department / School ?

V18   24-25

9. What is the nature of appointment ?

Permanent	Temporary	Part - time	Contractual
1	2	3	4

V19  26

10. Qualifications

10.1. What is your highest Academic Qualification ?

V20   27-28

10.2. What is your Highest Professional Qualification ?

V21   29-30

11. Are you currently studying to improve your academic / professional qualifications ?

Yes  1      No  2

V22  31

11.1 If your answer is **yes** to *Question 11*, please indicate below :

11.1.1 Degree / Diploma / Certificate / Course / etc.

V23   32-33

11.1.2 Duration of Degree / Diploma / Certificate / Course

--



V24   34-35

11.1.3 Institution at which you are studying

University	Technicon	Other (State)
1	2	

V25  36

12. Are you studying?

Full-time	Part-time	Distance Education
1	2	3

V26  37

13. Indicate the course(s) / subject(s) / module(s) you are responsible for :

1	
2	
3	
4	
5	

V27   38-39

V28   40-41

V29   42-43

V30   44-45

V31   46-47

14. If you are continuing your formal qualifications...

14.1. Is(Are) the course(s) / subject(s) / module(s) which you lecture related to what you are studying?

Yes	1	No	2
-----	---	----	---

V32  48

14.2. If you are continuing your formal qualifications and the course(s) / subject(s) / module(s) which you lecture is (are) not related to the course which you are studying explain briefly your choice of study:

--

V33   49-50

15. With respect to your university...



15.1 Indicate the total number of lecturing staff.

0-100	101-500	501-1000	1001-1100	1101-2000	2000+
1	2	3	4	5	6

V34  51

15.2 Indicate the total number of lecturing staff in your faculty

Less than 10	10 - 15	16 - 20	More than 20

V35  52

15. How would you rate yourself at present on a scale of 1 to 5 on the following items ?  
Note that the rating scale is provided

16.1. Professional competencies

*Rating scale*  
Low      Moderate      High  
**1   2   3   4   5**

1. Knowledge and understanding of subject matter.	1	2	3	4	5
2. Understanding the major objectives and outcome of the teaching field of my subject.	1	2	3	4	5
3. Possess a broad grasp of my subject and related fields.	1	2	3	4	5
4. Have a good knowledge of the programme or course goals.	1	2	3	4	5
5. Possess ability to organise the lecture room for learning and priorities of my role function.	1	2	3	4	5
6. Seek to enrich the learning environment of my students by supplementing materials and experiences whenever needed or appropriate.	1	2	3	4	5

V36  53

V37  54

V38  55

V39  56

V40  57

V41  58

16.2. Effectiveness of interaction between lecturer and student

1. I have made a conscious effort to learn more about each of my students	1	2	3	4	5
2. I have given students a range of experiences to help them to learn	1	2	3	4	5
3. I make an effort to involve students in planning when appropriate	1	2	3	4	5
4. I treat each of my students in terms of his / her uniqueness	1	2	3	4	5
5. I am positive in my attitude and approach when interacting with students	1	2	3	4	5

V42  59

V43  60

V44  61

V45  62

V46  63

16.3. In-service Education and Training ( INSET )

1. I am committed to the advancement of education	1	2	3	4	5
2. I am always making an effort to improve my teaching performance	1	2	3	4	5
3. I am always making an effort to improve my research performance	1	2	3	4	5
4. I am always making an effort to improve my community outreach service	1	2	3	4	5
5. I participate in independent professional reading	1	2	3	4	5

V47  64

V48  65

V49  66

V50  67

V51  68



**SECTION B: INSET NEEDS FOR LECTURERS**

1. In your role as lecturer, how important do you consider formal, award bearing INSET?

Very important	Important	Not important	Not sure
1	2	3	4

V52  69

2. In your role as lecturer, how important do you consider non-formal, non-award bearing INSET?

Very important	Important	Not important	Not sure
1	2	3	4

V53  70

3. Do you discuss INSET needs with colleagues?

Never	Rarely	Sometimes	Often	Very frequently
1	2	3	4	5

V54  71

4. How are your INSET needs mainly determined in your university?

Self	Colleagues	Management	Other (specify)
1	2	3	

V55  72

5. Does your university provide INSET programmes for university lecturers ?

Yes	1	No	2
-----	---	----	---

V56  73

6. If yes, how would you describe the provision of the programmes ?

More than adequate	Adequate	Less than adequate
1	2	3

V57  74

7. Do you think the university authorities should allow for release time for INSET?

Yes	1	No	2
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V58  75

8. If release time for INSET was available, which of the following would you prefer ?

1. A single block of one term or longer?	1
2. A series of one month block?	2
3. One day release?	3
4. One day release and short blocks?	4
5. Full time study leave with pay?	5

V59  76

V60  77

V61  78

V62  79

V63  80



9. Rank your reasons for INSET from 1 - 5 where 1 is the lowest and 5 is the high

1. Career promotion	
2. Keep abreast with developments in your subject	
3. Improve competency in research	
4. Improve competency in teaching	
5. Improve competency in community outreach activities	

V64	<input type="text"/>	81
V65	<input type="text"/>	82
V66	<input type="text"/>	83
V67	<input type="text"/>	84
V68	<input type="text"/>	85

10. How would you rate the pass rate of the students you teach?

Excellent	Good	Adequate	Inadequate	Grossly inadequate
1	2	3	4	5

V69	<input type="text"/>	86
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11. What kind of INSET course(s) would you prefer? Rank your preference from 1 - 9 where 1 is the lowest and 9 is the highest.

1. A prescribed course of study over a period of time, say one term, full time.	
2. A one day course with an outside facilitator	
3. Courses of more than one day up to a week or so	
4. The pursuit by your own study research of a topic of your own choice- self directed for personal development	
5. Distance Education courses for Improved Qualifications	
6. Work within a group of lectures / seminars / workshops on a problem of professional interest. e.g. writing research articles for the purpose of publication.	
7. INSET course(s) facilitated by an outside facilitator.	
8. INSET courses that are mainly offered during working hours.	
9. INSET courses that are mainly offered after working hours.	

V70	<input type="text"/>	87
V71	<input type="text"/>	88
V72	<input type="text"/>	89
V73	<input type="text"/>	90
V74	<input type="text"/>	91
V75	<input type="text"/>	92
V76	<input type="text"/>	93
V77	<input type="text"/>	94
V78	<input type="text"/>	95

12. Which of the following providing agencies would you prefer to conduct INSET programmes? Rank your preference from 1 - 5 where 1 is the lowest and 5 the highest

1. Personnel from your own university	
2. Personnel from other universities	
3. Consultants from outside your university	
4. Personnel from government departments.	
5. Personnel from Non-Governmental Organisations (NGO's)	

V79	<input type="text"/>	96
V80	<input type="text"/>	97
V81	<input type="text"/>	98
V82	<input type="text"/>	99
V83	<input type="text"/>	100

13. In your own view, Should INSET be

Voluntary ?	Mandatory ?
1	2

V84	<input type="text"/>	101
-----	----------------------	-----

14. Do you attend conferences, seminars or workshops voluntarily?

Never	Rarely	Sometimes	Often	Very frequently
1	2	3	4	5

V85	<input type="text"/>	102
-----	----------------------	-----



15. Do you attend conferences, seminars or workshops by instruction?

Never	Rarely	Sometimes	Often	Very frequently
1	2	3	4	5

V86  103

16. When do you think INSET should be mainly offered?

During working hours	After working hours
1	2

V87  104

17. If after working hours, should it be offered

Over weekends?	Afternoons/evenings?	During vacations?
1	2	3

V88  105

18. Does your university have

18.1 A clearly articulated policy document for INSET?

Yes	1	No	2
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V89  106

18.2 A person(s) designated for INSET of lecturing staff?

Yes	1	No	2
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V90  107

18.3 Suitable accommodation and facilities for INSET?

Yes	1	No	2
-----	---	----	---

V91  108

18.4 Procedure(s) for regular evaluation of INSET programmes?

Yes	1	No	2
-----	---	----	---

V92  109

18.5 Access to outside consultants

Yes	1	No	2
-----	---	----	---

V93  110

18.6 Do you participate in decision making with respect to INSET in your university?

Yes	1	No	2
-----	---	----	---

V94  111

19. How supportive is your university management staff for INSET programmes?

Very supportive	Occasionally supportive	Never supportive
1	2	3

V95  112



20. Who should pay for INSET activities?

The university	Participants	Providing agencies
1	2	3

V96  113

21. Would you be prepared to attend INSET activities at your own costs?

Yes	No	Undecided
1	2	3

V97  114

22. When should INSET programmes be evaluated?

During the INSET programme	At the conclusion of the programme	At some other time
1	2	3

V98  115

23. Who should evaluate the INSET programmes?

Lecturers	Consultants from outside the university	University staff development unit
1	2	3

V99  116

24. For each item below, circle an appropriate number in a shaded area which best describes the level of guidance you need in your task as lecturer, using the following scale:

1 = High Need      2 = Some Need      3 = No Need

24.1 RESEARCH

1. Ability to search for and locate literature in your subject area	1	2	3
2. Upgrading your technical skills. Eg. computer literacy	1	2	3
3. Writing proposals for research grants / funding	1	2	3
4. Writing a dissertation / thesis	1	2	3

V100  117  
V101  118  
V102  119  
V103  120

24.2 TEACHING AND LEARNING TECHNIQUES

1. Developing learning / teaching techniques	1	2	3
2. Multi-cultural teaching and training	1	2	3
3. Teaching for transfer of training— ensuring that classroom teaching is appropriate for implementation in the work environment	1	2	3
4. Implementation of theories for teaching and learning in the classroom	1	2	3
5. Use of multiple (integrated) teaching / training methods and techniques	1	2	3
6. Guidance and Counseling techniques for students in need of assistance	1	2	3
7. Motivational techniques for learning	1	2	3
8. Assessment of students' performance	1	2	3
9. Constructing relevant test items	1	2	3
10. Developing opinion, interest and / or attitude questionnaires	1	2	3

V104  121  
V105  122  
V106  123  
V107  124  
V108  125  
V109  126  
V110  127  
V111  128  
V112  129  
V113  130



### 25.3 COMMUNITY-OUTREACH PROGRAMMES

1. Conducting needs analyses to determine community needs	1	2	3
2. developing, implementing and evaluating relevant community - based programmes	1	2	3
3. Establishing self-help programmes for the community	1	2	3

V114	<input type="text"/>	131
V115	<input type="text"/>	132
V116	<input type="text"/>	133

26. Mention any other needs not previously addressed in this questionnaire regarding :

#### 26.1. Research

1
2
3

V117   134-135

V118   136-137

V119   138-139

#### 26.2 Teaching and Training techniques

1
2
3

V120   140-141

V121   142-143

V122   144-145

#### 26.3 Community service and outreach programmes

1
2
3

V123   146-147

V124   148-149

V125   150-151

Thank you for your co-operation

Please return your completed questionnaire to:

Mr L. E. Mofokeng  
P.O. Box 5102  
THERONVILLE  
9702



Tel. 058 - 3038914

Fax. 058 - 7130180

University of the North ( Qwa - Qwa Campus)

Faculty of Education

Department of Educational Management and  
Leadership

Private Bag x13

**PHUTHADITJHABA**

9866

20 March 2000

The Head of Academic Division / Staff Development Unit

University of .....

Private Bag.....

.....

.....

Dear sir / Madam

**Ph. D research questionnaire on “ In-service Education and Training ( INSET ) for  
university lecturers.**

I am engaged in investigating the In - service education and training ( INSET ) of university lecturers in South Africa. In order to ensure that the research is representative of a broad spectrum of lecturers, universities have been selected in terms of the random sampling procedure so that all universities had a chance to be included.

Your institution has been selected for inclusion in the study. You are therefore humbly requested to distribute the enclosed questionnaires to all tutors, junior lecturers, lecturers, senior lecturers, associate professors, professors, teaching heads of departments / schools and teaching vice or deputy deans and deans. You are also requested to provide any policy document that may throw some light on INSET activities in your institution.

The responses of the above mentioned academic staff as well as the requested policy documents will enable me to

- study the current provision and delivery systems of INSET for university lecturers.
- identify the INSET needs of university lecturers with regard to teaching, research and community outreach activities.
- investigate the management or supervision of INSET courses and related activities in South African universities.
- make appropriate recommendations for the future design and planning of INSET courses and related activities for both lecturers and INSET management or supervisory staff.

As I am fully aware of your crowded programme, I make a special appeal to you to distribute the enclosed questionnaires and provide me with a copy of INSET policy document(s). The questionnaire responses will be treated with utmost confidentiality and no reference by name will be made to your institution when the research results are reported.

Thanking you in advance for your cooperation

Yours sincerely



L. E. Mofokeng

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Faculty of Education

Department of Educational Management and  
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Private Bag x 13

**PHUTHADITJHABA**

9866

25 March 2000

Dear colleague

**Ph. D research questionnaire on " In-service Education and Training ( INSET ) for  
university lecturers."**

The head of Academic Division or Staff Development Unit in your institution is aware that I am involved with investigating the In- service Education and Training ( INSET ) of university lecturers. This investigation forms part of my study for Ph. D degree at the University of Pretoria.

Currently there is an increasing awareness for improved INSET programmes for university lecturers all over the world. University lecturers are faced with the challenge of renewing, expanding and consolidating their professional knowledge and skills. This becomes patently clear when it is realised that rapid and continuing change is taking place as a consequence of innovations from outside the university system and the demands imposed by national interests as well as those emanating from educational research and development.

Consequently, I would like to research the possible INSET needs of lecturers in our universities. To this end, I am sending a questionnaire to selected universities. The opinions of lecturers ( that is, tutors, junior lecturers, lecturers, senior lecturers, associate professors, professors, teaching

heads of departments / schools as well as teaching deans / vice deans ) will be critical in informing this research. Your responses will enable me to

- study the current provision and delivery systems of INSET for university lecturers.
- identify the INSET needs of university lecturers with regard to teaching, research and community-outreach activities.
- investigate the management or supervision of INSET courses and related activities in South African universities.
- make appropriate recommendations for the future design and planning of INSET courses and related activities for both lecturers and INSET management or supervisory staff.

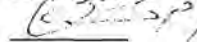
INSET has been defined in various ways. However, in this particular research, INSET is regarded as everything that happens to the lecturers from the day they are appointed until they retire which contributes directly or indirectly to the way in which they execute their professional duties ( Henderson, 1977 : 163 ).

As I am fully aware of your tight schedule, I make a special appeal to you to fill in the attached questionnaire fully. The questionnaire is completely anonymous. Personal details required are integral to the research and affect the special circumstances of lecturers such as the following categories:

- women lecturers because they have special requirements in terms of the course timing and attendance.
- young or beginning lecturers because they differ from experienced lecturers with regard to needs.

Thank you for your cooperation

Sincerely yours



LE Mofokeng ( Mr )

## GLOSSARY OF TERMS USED IN THE QUESTIONNAIRE

- Release time** : The time during which a lecturer is deemed to be on duty and on full pay.
- Job-related** : Relevant to but not necessarily involved with your role function.
- Consultant** : Person with expertise in a specified body of knowledge outside of your institution generally.
- INSET** : In-service Education and Training-activities that include courses and programmes for continuing education and professional development of lecturers.
- Lecturer** : Tutors / junior lecturers / senior lecturers / associate professors / professors / teaching heads of departments or schools / teaching vice or deputy deans and deans.
- Award-bearing course:** A course or programme of studies which results in a formal certificated qualification. e.g. certificate, diploma or degree.
- Management team** : those personnel involved in administration. E.g. head of department or school, executive director, registrar, head of staff development unit, rector.
- Community-service** : Programmes linked to higher education which involve participants in activities designed to deliver social benefit to a particular community and which teach the participants to work jointly towards the achievement of the common goal. Participation in community-service usually involves a degree of personal sacrifice in terms of time, remuneration and convenience.

## QUESTIONNAIRE FOR CURTIN UNIVERSITY OF TECHNOLOGY ACADEMICS

The context in which Professional Development Programmes (PDPs) in a developing country (South Africa) has been outlined for you in this seminar. The aim of the presentation was to :

- Outline the current provision and delivery systems of PDP for academics in South Africa.
- Provide information on the management or supervision of Professional Development courses and related activities in South African universities.

Given the background concerning the provision of PDPs in the developing country as well as tapping from your expertise and experience as an academic in the developed country, what would you regard as the priority needs of South African academics if they were to perform their tasks more effectively and efficiently in the following categories?

### Teaching tasks

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### Research tasks

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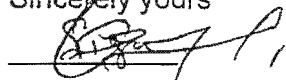
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Please note that this questionnaire is completely anonymous and that all responses will be treated with utmost confidentiality. Thank you for your time and co-operation.

Sincerely yours



**LE Mofokeng**

# T&L@C Seminar Series - Semester 2, 2000

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46	Glynis	Jones	LIS	jonesgc@boris.curtin.edu.au			
47	Alex	Kaiko	Applied Geology	alexk@lithos.curtin.edu.au	4459	academic_ft	email
48	Garry	Leadbeater	Mechanical Engineering	garry@vesta.curtin.edu.au	7654	academic_ft	flyer
49	Derek	Lichti	Spatial Sciences	lichti@vesta.curtin.edu.au	2691	academic_ft	email
50	Lynn	Lim	Marketing	lynnlim@usa.net	411060088	academic_sess	flyer
51	Marina	Lommerse	Interior Architecture	Marina@arch.curtin.edu.au	7876	academic_ft	colleague
52	Tim	Mazzarol	Management	MazzarolT@cbs.curtin.edu.au	7716	academic_ft	email
53	Michael	Perrot	School of Media & Information	perrotma@yahoo.com	94432831	postgrad	email
54	Richard	Potger	Information Systems	potgerr@cbs.curtin.edu.au	7342	academic_ft	email
55	Margaret	Potter	Physiotherapy	M.Potter@curtin.edu.au	3662	academic_pt	email
56	Dong	Qing Tan		cang@upnaway.com			
57	Steve	Reddy	Applied Geology	sreddy@lithos.curtin.edu.au	4371	academic_ft	email
58	Leonie	Renni	SMEC	irenniel@info.curtin.edu.au	7484	academic_ft	colleague
59	Brenda	Ridgewell	Art	B.Ridgewell@curtin.edu.au	2822	academic_ft	
60	Rose	Senior	SOLIE	R.Senior@spectrum.curtin.edu.au	2387	academic_pt	email
61	Ng	Siu shan caline		ssng1006@hotmail.com		postgrad	email
62	Mike	Stewart	Spatial Sciences	stewart@vesta.curtin.edu.au	7600	academic_ft	email
63	Irene	Styles	Murdoch	styles@central.murdoch.edu.au	93602613	academic_ft	colleague
64	Patricia	Swanson	Psychology	swansonp@psychology.curtin.edu.au	7619	visiting fellow	
65	Michael	Thorpe	Economics & Finance	thorpem@cbs.curtin.edu.au	3416	academic_ft	email
66	Yu-Chu	Tian	Chemical Engineering	tiany@che.curtin.edu.au	3776	academic_ft	colleague
67	Reena	Tiwari	Architecture Construction & Plann	tiwarir@arch.curtin.edu.au	4730	academic_pt	email
68	Jeffrey	Watkins	SMEC	j.watkins@smec.curtin.edu.au	7297	academic_ft	email
69	Nihal	Yatawara	Mathematics and Statistics	nihal@cs.curtin.edu.au	2399	academic_ft	email
70	Ellen	Young	Design	eyesrdr@ibm.net	4107	academic_ft	other
71	Mario	Zadnick	Applied Physics	m.zadnik@cc.curtin.edu.au	2326	academic_ft	email
72	Siti	Zuhro	SOLIE			postgrad	colleague



## INTERVIEW SCHEDULE FOR UNIVERSITY LECTURERS IN SOUTH AFRICA

I am investigating the In-Service education and Training (INSET) of university lecturers in South Africa. This research forms part of study for Ph.D degree at the university of Pretoria. I would like to have your honest views about INSET and commit myself to treating the information which you will provide with utmost confidentiality. Could you please respond to the following questions:

1. How is INSET provided in your university, that is, is it formal or informal or both?
2. How would you like to be assisted with your teaching functions?
3. How would you like to be assisted with your research functions?
4. How would you like to be assisted with your community-service functions?
5. In general, what would you like the university management to do in order to facilitate your professional development?
6. Analysing the current design, planning, implementation and evaluation of INSET activities in your university, which things would you like to be done differently in future?
7. Would you like to comment on anything regarding your own professional development?



**From:** Mr L E Letsie <letsie@uniquwa.ac.za>  
**To:** murray@muresk.curtin.edu.au <murray@muresk.curtin.edu.au>  
**Date:** 29 June 2000 10:55  
**Subject:** STUDY VISIT

---

Telephone : ( 058 ) 3038914 P.O. Box 5102

Fax : ( 058 ) 7130156 THERONVILLE

**BETHLEHEM**

**FREE STATE PROVINCE**

9702

SOUTH AFRICA

19 June 2000

Prof. Murray Mc Gregor

Director Muresk Institute of Agriculture

Professor of Agribusiness

Northam 6401

Western Australia

Fax ( 08 ) 96901500

Mobile

Dear sir,

#### **REQUEST FOR SUPPORT DURING STUDY VISIT IN AUSTRALIA**

I am a lecturer at the University of the North ( Qwa-Qwa Campus ) employed in the School of Educational Management and Leadership. Our university is situated in the North Eastern part of the Free State province, South Africa. Our Campus Principal, Professor O.O. Dipeolu provided me with your particulars and assured me that you could assist me.

I would like to visit Australia at any time which will be convenient for you in July 2000 for a period of a week. Currently there is an increasing awareness for improved In-service Education and Training ( INSET ) of university lecturers in South Africa. The rapid and continuing change which is taking place as a consequence of innovations from outside our



university system and the demands imposed by national interests as well as those emanating from educational research and development have particular challenges for academic staff. As a result of these changes, university lecturers are faced with the challenge of renewing, expanding and consolidating their professional knowledge and skills.

As part of my studies for Ph D degree with the University of Pretoria, I am investigating INSET needs of South African university lecturers. Australia is one of the developed countries which have been selected for inclusion in this study as it is hoped that the programmes that are offered there can significantly enhance the quality of my research. When in Australia, I would like to

- • study the current provision and delivery systems of professional development for academics
- have an idea of the professional needs of academics with regard to teaching, research and community-outreach activities.
- investigate the management or supervision of professional development courses or related activities.

The above information will enable me to make appropriate recommendations for the future design and planning of professional development courses and related activities for both academics and personnel charged with the management or supervisory responsibility these activities.

I have never had an opportunity to visit Australia before. Consequently, I do not have any contacts except you and a few others that our principal has mentioned to me. Being fully thoughtful of your tight schedule, I appeal to you to assist me with the following arrangements :

- organizing and coordinating a one week programme which can assist me to attain the above objectives,
- arranging transport and accommodation facilities for me during my stay in Australia.

If it is possible, I would also like, within this one week, spend a day or two at Griffith University. If it fits your schedule, I would liaise with professor George E. Kearney of the School of Human sciences to make the necessary arrangements.

I have been granted a research grant of about R 20 000, 00 ( Twenty thousand rand ) by our University Research Grant Senate Committee ).

I hope to hear from you very soon so that I can make the necessary traveling arrangements.

I thank you for your time and support

Sincerely yours

Lenka Mofokeng ( Mr )



**From:** Will Christensen <w.christensen@curtin.edu.au>  
**To:** Letsie@uniquwa.ac.za <Letsie@uniquwa.ac.za>  
**Date:** Friday, July 21, 2000 10:02 AM  
**Subject:** Proposed visit

---

Dear Mr Mofokeng, I have referred your letter to one of my colleagues for her response. I would certainly like to facilitate the project that you have expressed an interest in, but that might not be possible because of staffing movements that will impact upon the Centre for Educational Advancement from August. I will get back to you again shortly in that regard.

I note that you also want to squeeze a visit to Griffith U into your program. Griffith is a very long way from Curtin. You would need to allow a full day's travel time to get from Perth to Brisbane. If your total time in Australia is restricted to a single week, you could find yourself with very little time to get more than a superficial impression of the matters you wish to explore.

I expect to write to you again early next week. In the meantime, all best wishes.

Will Christensen  
Deputy Director  
Centre for Educational Advancement



**From:** Jennifer Weir <j.weir@info.curtin.edu.au>  
**To:** Letsie@uniqwa.ac.za <Letsie@uniqwa.ac.za>  
**Date:** Monday, July 24, 2000 10:13 AM  
**Subject:** Visit to Australia

---

Dear Mr Mofokeng

Dr Will Christensen is very supportive of your visit and asked me to respond to your fax.

I have had a meeting with my colleague A/Prof Alex Radloff to discuss how we could assist you. We feel that your time frame does not really allow a visit to Queensland. It is a full days' trip away from Perth. The second issue is that air travel between Australian cities is very expensive given how huge our country is. We note that you have R15,000 to support your trip. R15,000 is about \$3,700 Australian dollars. Once Rand is converted to dollars things become quite expensive. I am not sure if you know Prof Bojuwoye from your institution. He undertook a similar trip last year and can give you an idea of what is involved in travelling to Queensland, as well as general costs in Australia.

We suggest a program in Western Australia along the following lines:  
(3 days)

Curtin (Centre for Educational Advancement) - Meetings with Alex Radloff, Barbara de la Harpe, Tina Kulski, Bob Fox, & Des Thornton to provide general information about their various areas in professional development. In addition you would have access to relevant Uni policy relating to Professional development. You could also attend any professional development workshops that are on offer during the time you are here.

Curtin (Office of Teaching and Learning) - Meetings with Library and Information Staff, Anne Butorac (especially regarding accreditation issues) and Jennifer Weir co-ordinator of the Africa Teaching and Research Group

Curtin (Vice-Chancellory) - Barbara Groombridge (Leadership program) and Colleen Liston, (Director, Quality Office)

Learning Effectiveness Alliance Program project co-ordinators eg. Rob Baker, Ian Lee, and Linda Portsmouth

Office of Research & Development

1 day

Outside visits (University of Western Australia, Murdoch & Edith Cowan University) Visits to their respective staff development units.

1 day

7/24/00

**From:** Mr L E Letsie <letsie@uniquwa.ac.za>  
**To:** Will Christensen <W.Christensen@curtin.edu.au>  
**Date:** 15 August 2000 12:13  
**Subject:** Re: Visiting fellowship, Centre for Educational Advancement, Curtin University of Technology

---

Dear prof. Christensen,

Thank you for all the plans that you have already put in place for my visit.  
I am confirming the following:

1. I will depart from South Africa on the 19 August ( Saturday ) at 19h15 and arrive in Perth on 20 August ( Sunday ) at 10h10.
2. I will depart from Perth for South africa on 03 September (Sunday)
3. Please book me at Windsor Lodge where I will do my own cooking.

I apologise for the delay in confirming the dates and times. Since I have already purchased the air ticket, I am now looking forward to meeting you.

Once more, thank you so much for your incredible support.

Lenka Mofokeng

-----Original Message-----

**From:** Will Christensen <W.Christensen@curtin.edu.au>  
**To:** Letsie@uniquwa.ac.za <Letsie@uniquwa.ac.za>  
**Cc:** Bev Priest <rpriestb@cc.curtin.edu.au>  
**Date:** Thursday, August 10, 2000 5:24 AM  
**Subject:** Visiting fellowship, Centre for Educational Advancement, Curtin University of Technology

>Dear Mr Mofokeng, I am pleased to invite you to Curtin for a two week period  
>in connection with your planned project. The Centre for Educational  
>Advancement will be delighted to have you associated with us as an visiting  
>fellow. We will provide you with an office, telephone, computer facilities  
>and library access during this period, and will assist with your travel to  
>and from the campus. I will ask my secretary to write to you directly with  
>estimated accommodation costs at a place readily accessible to the campus.  
>  
>My staff are looking forward to your visit and have put together a  
>provisional itinerary to help ensure that you derive maximum benefit from  
>the short time you will spend with us.  
>  
>All best wishes  
>  
>Will Christensen



**From:** Mr L E Letsie <letsie@uniquwa.ac.za>  
**To:** Will Christensen <w.christensen@curtin.edu.au>  
**Date:** 27 July 2000 10:08  
**Subject:** Re: Proposed visit

---

Dear Dr Christensen

Thank you for the message regarding my visit to Australia. I appreciate your understanding of my request and the efforts you have already made. In the light of Griffith University being quite far away from your institution, I would not mind spending the rest of my stay in and around your place. I also understand your concern that one week will not be enough to accomplish the purpose of the resarch project. I would like to suggest that my schedule can go up to two weeks if it is convenient for the people coordinating my visit.

Once more thank you very much. I am looking forward to hearing from you next week. In the mean time, I have already communicated with Jennifer Weir, the Research Associate to the Deputy Chancellor.

Sincerely yours,

Lenka.

-----Original Message-----

**From:** Will Christensen <w.christensen@curtin.edu.au>  
**To:** Letsie@uniquwa.ac.za <Letsie@uniquwa.ac.za>  
**Date:** Friday, July 21, 2000 10:02 AM  
**Subject:** Proposed visit

>Dear Mr Mofokeng, I have referred your letter to one of my colleagues for  
>her response. I would certainly like to facilitate the project that you  
>have expressed an interest in, but that might not be possible because of  
>staffing movements that will impact upon the Centre for Educational  
>Advancement from August. I will get back to you again shortly in that  
>regard:

>  
>I note that you also want to squeeze a visit to Griffith U into your  
>program. Griffith is a very long way from Curtin. You would need to allow a  
>full day's travel time to get from Perth to Brisbane. If your total time in  
>Australia is restricted to a single week, you could find yourself with very  
>little time to get more than a superficial impression of the matters you  
>wish to explore.

>  
>I expect to write to you again early next week. In the meantime, all best  
>>wishes.

>  
>Will Christensen  
>Deputy Director

Telephone : ( 058 ) 3038914  
Fax : ( 058 ) 7130156 )  
Email address : Letsie @ uniqwa. Ac. za

P.O. Box 5102  
THERONVILLE  
BETHLEHEM  
9702  
FREE STATE PROVINCE  
SOUTH AFRICA  
29 May 2000

Prof. Robert Fox  
Centre for educational technology  
Curtin University of technology  
Western Australia  
GPO Box u 1987  
Fax ( 08 ) 92662777  
Perth 6845

Dear sir,

#### REQUEST FOR LOGISTICAL SUPPORT

I am a lecturer at the University of the North ( Qwa-Qwa Campus ) employed in the School of Educational Management and Leadership. Our university is situated in the North Eastern part of the Free State province, South Africa. Our Campus Principal, Professor O.O. Dipeolu provided me with your particulars and assured me that you could assist me.

I would like to visit Australia and especially your Centre for Educational Advancement any time which will be convenient for you from around 12 June 2000 to around 30 June 2000, that is for a period of about two weeks. Currently there is an increasing awareness for improved In-service Education and Training ( INSET ) of university lecturers in South Africa. The rapid and continuing change which is taking place as a consequence of innovations from outside our university system and the demands imposed by national interests as well as those emanating from educational research and

development have particular challenges for academic staff. As a result of these changes, university lecturers are faced with the challenge of renewing, expanding and consolidating their professional knowledge and skills.

As part of my studies for a Ph D degree with the University of Pretoria, I am investigating INSET needs of South African university lecturers. Australia is one of the developed countries which have been selected for inclusion in this study as it is hoped that the programmes that are offered there can significantly enhance the quality of my research. When in Australia, I would like to

- study the current provision and delivery systems of formal, non-formal and informal professional development for academics
- have an idea of the professional needs of academics with regard to teaching, research and community-outreach activities.
- investigate the management or supervision of professional development courses or related activities.
- know how quality of professional development programmes is assured.

The above information will enable me to make appropriate recommendations for the future design and planning of professional development courses and related activities for both academics and the personnel charged with the responsibility of managing or supervising these activities.

I have never had an opportunity to visit Australia before. Consequently, I do not have any contacts except you and a few others that our principal has mentioned to me. Being fully thoughtful of your tight schedule, I appeal to you to assist me with the following arrangements :

- organizing and coordinating a two- week programme which can assist me to attain the above objectives,
- arranging transport and accommodation facilities for me during my stay in Australia.

If it is possible, I would also like, within these two weeks to spend a day or two at Griffith University. If it fits your schedule, I would liaise with professor George E. Kearney of the School of Human sciences to make the necessary arrangements.



I have been granted a research grant of about R 25 000, 00 ( Twenty five thousand rand ) by our University Research Grant Senate Committee ).

I hope to hear from you very soon so that I can make the necessary traveling arrangements. Unfortunately, I do not have any e-mail facilities at home because I am presently on study leave and quite a distance from the university campus.

I thank you for your time and support

Sincerely yours

A handwritten signature in black ink, appearing to be 'L. Mofokeng', written over a horizontal line.

Lenka Mofokeng ( Mr )



## UNIVERSITY OF THE NORTH (QWA-QWA)

Research Office  
Private Bag X13  
9866 Phuthaditjhaba  
SOUTH AFRICA

Tel : +27-(0)58-713-0152  
Fax : +27-(0)58-713-0152  
Mobile tel : +27-(0)83-306-8419  
E-mail : luyt@uniqwa.ac.za

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18 April 2000

Mr LE Mofokeng  
School of Education Research and Methodology

Dear Mr Mofokeng

APPLICATION FOR SENATE RESEARCH GRANT

Your application for a Senate Research Grant has been approved by the Research Executive. The amount of R30 000,00 will be made available to you. The money will be transferred to your account no. (to be allocated).

Please submit (i) all claims against this award, and (ii) a six-monthly progress report to my office.

Yours sincerely

Prof AS Luyt  
Director of Research

cc.: Mr N Masulubele

TOPIC	PRESENTER(S)	FORMAT	DATE/TIME VENUE
<b>STRATEGIC PLANNING</b>			
Strategic Plan and Process: Update on implementation of Curtin's new Strategic Plan	Director: Planning Framework Project: Ms Robyn Adams	Lunch information session	October 19 12-2pm OTL meeting room
<b>RESOURCE MANAGEMENT</b>			
Financial Management in a University Environment Modules 5/6 Budgets & Monthly Reports	Ms Piek Oo, Mr John Neilson	Workshops 3 hours each module In collaboration with Curtin Leadership Program	August 17 9-12 noon Sch of Acc Bldg 407:312
Costing	Ms Jocelyn Gan	Workshop	August 31 12-1pm OTL meeting room?
Financial Management in a University Environment Module 8 Overseas Programs.	A/P Jeanette Hacker, Mr Richard Nowak Ms Piek Oo		Sept 21 9-12 noon Sch of Acc Bldg 407:312
Time Management		Workshop	November?
<b>CAREER PLANNING</b>			
Women's career development: Using career stories as a process for examining and developing career moves.	Dr Margaret Ross & Ms Barbara Groombridge	Presentation on themes from project	October
Snakes and ladders, planning your work and career	Ms Vicki Ward	Workshop Curtin Women's Program	Curtin University Club Meeting Room 1
Being taken seriously: Communication skills for women.	Ms Rachel Green	Workshop	August 10 9-4pm Curtin Club
The art of chat	Ms Rachel Green	Workshop	September 14 9-4 Curtin Club



**From:** Mr L E Letsie <letsie@uniquwa.ac.za>  
**To:** Jennifer Weir <j.weir@info.curtin.edu.au>  
**Date:** Thursday, August 17, 2000 11:41 AM  
**Subject:** Re: program for Mr Mofokeng

---

Dear Jennifer

Thank you for your e mail. Unfortunately it was not possible for my computer to open the attached programme. I will see the programme on my arrival on Monday. I do not think I will have any problems with the way it has been arranged. I would however appreciate it very much if you could give me an opportunity to make a presentation on "The context of professional development of academics in South Africa."

Thank you so much for your trouble. I am looking forward to meeting you on Monday.

Lenka Mofokeng

-----Original Message-----

From: Jennifer Weir <j.weir@info.curtin.edu.au>  
To: letsie@uniquwa.ac.za <letsie@uniquwa.ac.za>  
Date: Thursday, August 17, 2000 10:49 AM  
Subject: program for Mr Mofokeng

>Dear Lenka  
>We have arranged a program for the first week of your visit. You will  
>notice that along with meetings with various staff members, it also  
>includes some seminars that we thought you may find useful. I hope the  
>program is in line with what you would like from your visit. Please let me  
>know as soon as possible if you would like to make any changes.  
>  
>I understand that Will Christensen will be collecting you from the airport.  
>I will collect you from the Windsor Lodge in Como on Monday morning at  
>about 8.20 am and bring you to the CEA. As I am often very rushed on Monday  
>mornings it would probably be a good idea to give me a call at about 8am to  
>remind me. My telephone number is  
>9368 2768.  
>  
>I look forward to meeting you on Monday. I hope you have an enjoyable  
flight.  
>  
>Regards  
>Jennifer  
>

8/17/00



Kirsty Lee,24/8/00 3:19 PM +0800,Module 4B Attendance

---

Date: Thu, 24 Aug 2000 15:19:53 +0800  
From: "Kirsty Lee" <leek@vc.curtin.edu.au>  
To: "Kirsty Lee" <LeeK.VCH.VC@vc.curtin.edu.au>  
Subject: Module 4B Attendance  
Mime-Version: 1.0

Thanks for your attendance at this morning's Module.

If you have not returned your feedback sheets, could you endeavour to get them back as soon as possible, if you do not want to send the hardcopy you can always fill them out via our website here:

<http://www.curtin.edu.au/corporate/leadership/form.html>

and of course all the modules and conversations are listed there as well if you need to look them up at any stage.

Also I would like to sincerely thank Lenka Mofokeng from University of Qwa Qwa, Africa for his attendance at the Module this morning and especially for his valuable feedback.

Kirsty

Kirsty Lee  
Program Coordinator  
Curtin Leadership and Performance Program  
Curtin University of Technology  
Box U1987, Perth, 6845  
Tel +61 8 9266 3980  
Fax +61 8 9266 3952  
Email [leek@vc.curtin.edu.au](mailto:leek@vc.curtin.edu.au)  
Web <http://www.curtin.edu.au/corporate/leadership>  
Networking is both a feminist practice  
and a multinational corporate strategy -  
weaving is for oppositional cyborgs.  
Donna Haraway 1991

## Lenka Mofokeng Visit to Curtin University



21 August - 1 September

## Time Table

Welcoming Morning Tea	Monday 21 August	10.30am	B105 Level 1 Atrium
Teaching & Learning at Curtin Seminar	Monday 21 August	12 noon to 2.00pm	B105 Level 1 CEA Seminar Room 153
Assoc Prof Alex Radloff	Monday 21 August	2.30pm to 3.30pm	B105 Level.1
Barbara Groombridge	Tuesday 22 August	11.00am to 12 noon	B100 Level 4
Bob Fox	Wednesday 23 August	2.00pm to 3.00pm	B105 Level 1
Des Thornton	Thursday 24 August	9.00am to 10.00am	B105 Level 5
Curtin Leadership Seminar	Thursday 24 August	10.00am to 3.00pm	Curtin Club, Meeting Rm 1
Leith Sly Research Seminar	Friday 25 August	12 noon	B105 Level 1 CEA Seminar Rm 153
Barney Glover, R& D	Monday 28 August	3.30pm to 4.00pm	B100, Level 1 R& D Office
Second Week to be arranged including other Universities in Perth			