



OLD OAK ACADEMY

Student Information Document

INTRODUCTION

Old Oak Academy is an Education Management Institute for Distance Education students.

The Academy combines in-person and online methods. The Academy talks about ‘work’ because our functioning is similar to an office environment where the students are treated as colleagues. The Academy in no way resembles a school, as this is not a school. The students are guided and facilitated in their learning throughout their curriculum, and the parent is informed to make strategic decisions for their student’s education.

Old Oak is reimagining education, and has embraced Distance Education and modern education to ensure that students enter the world prepared for the Technological Evolution. The Academy has almost a decade experience in Education Management, and legally and ethically follows the guidelines ensuring the safety of our students and their qualification.

The Institute is at the forefront of the education industry, adapting traditional methods into a modern context. Old Oak does not host a large number of students because the work we do is intensive, personalised, and individualised. The service is tailored to the family. However, with years of experience in the industry, Old Oak staff’s expertise as consultants entails knowing the latest in education, what is available, and how to tailor a vast array of information into student-specific methods.

The Academy offers a position to select students who the staff can work with, as our position in the student’s life becomes confidant, where they entrust us with their growth and development. We fix undesired behaviour and problem areas, and aid the parent in raising the student.



OLD OAK VISION

To develop sound-minded adults, who have the capacity to reason and think; while developing a character of kindness, honesty, loyalty, honour, and courage.

OLD OAK MISSION

FET Education Management Institute integrating 21st century workforce skills developing professionalism, a passion for truth, pupillage, and the ability to think critically.

OLD OAK VALUES

Honesty

Everything that we do has an inextricable link to the society around us. What we do also have a direct link to our physiology. Our words control what hormones are released in our brains. If you are full of deceit and lies, the anatomy of your body will eventually become that. If we lie, we affect those around us, and the butterfly effect allows for a society where evil abounds.

Loyalty

Stand by your word. The people you have in your life should be those who support you and want the best for you. However, the quality of the company far exceeds the quantity. Find out who your friends are, and stand by them.

Courage

Sometimes in life, you need to stand up for what you believe in. Find out what your values are. There is no courage in being a person who can't fight. A warrior is someone who knows how to use a sword, but the person who should be respected is the warrior who chooses not to use his sword. Be the person who people can rely on in a crisis. Courage is about standing your ground in spite of the world.

Honour

Having respect for yourself is something that is lacking in a generation where self-degradation is monetised. Honour yourself, your parents, culture, and community. Being an honourable person is difficult in times of strife, where negating values is a part of life. However, we do not have much in life besides our name.

Kindness

Kindness is not weakness. Kindness is understanding, compassion, empathy, and generosity in one. Kindness is infectious. We cannot control the world, but we can control how we treat other people. In times of doubt, choose kindness.

A Teachable Spirit

Difficult people are unpleasant, and they make life more difficult for everyone involved. A person with a teachable spirit is someone who wants to learn and better themselves. This type of person is hard to find, because people who are teachable are individuals who allow for themselves to be criticised. A teachable person is also someone who is willing to change themselves, and are willing to humble themselves and acknowledge fault. These people are flexible and mouldable, allowing themselves to understand that they are not perfect, and being content with growth.

Above all else – Seek and Speak the Truth.

When we start defining 'Truth' we realise how permeable the concept is. Pontius Pilate asked Jesus "What is truth?". We are currently living in a post-truth era, where truth is whatever the person believes it to be. This understanding is false, as there is truth, but only if one is willing to have the humility to accept truth. The world at the moment is full of false-truths and lies. The way to work around this is to test everything, and actively seek what is true. We should always speak the truth, or at least not lie. At times, we are apprehensive to claim truth. But we do not have to participate in error.



Welcome to Old Oak Academy

Thank you for choosing us as your Education Management Institute to complete your FET. We look forward to the relationship we are about to make with you and your family, and wish you the absolute best experience with us.

Old Oak is a family run organisation that prides itself on excellence. Our staff have years of experience and are highly qualified in their respective industries. As we are a family of academics, academic excellence is paramount to our success, and as such, we hope to educate you on the importance of the academic world.

Our goal in life is to develop sound-minded individuals who are capable, competent, and confident, accepting any challenge in life, and coming out of every experience as a more fulfilled person. As our company is young, and are competing in a very large and cut-throat market, we are constantly improving our service, focusing on the best interest of our clients, and the longevity of our brand.

Old Oak is like no other, because we have a different approach to learning and education. We believe that there is so much more to education and that the student in today's time is getting the short-end of the stick. Our approach is based upon years of personal study and experience. Our methods are based upon long-standing and sound educational advancements that range back to the early 20th century, and encompass a vast myriad of industries such as philosophy and psychology, among others; and include 21st century skills training that is crucial to the student's development to become adept into the modern workforce of today.

We are trying to teach you to become a professional, as well as a student. These skills are empirical, as they have been skilfully designed and mastered by our respective facilitators, and our tried-and-tested approach has benefitted many students, most of which have gone on to tertiary studies, many leading the way into post-graduate status. Mr and Mrs Kempen have taught a few students who have gone on to study Honours, Masters and Doctorates.

Please read through this document carefully, and be certain about what all is expected of you as the student. Any communication and questions should be addressed to your facilitators.



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ACADEMY AREAS OF EXPERTISE

- Academics
- Education
- Psychology
- Language
- Science
- Business

ACADEMY HOURS

We are open between 07h00 – 15h30, Mondays to Thursdays

- 08h00 – 13h00 – Academic Day
- 13h30 – 15h00 – Task and PAT Sessions

We are open between 07h00 – 14h00 on Fridays

- 08h00 – 13h00 – Academic Day

We are closed on Public Holidays and Sundays

Saturdays: By appointment only

DOCUMENTATION

These are very important documentation that Old Oak presents to all students upon enrolment, and should be maintained at all times. Some of the processes are closely monitored in order for student success.

Document	Location	Purpose
	All documents found on Classroom	
Academy Pace Setter	General	
Pace setter	Individual	Convenience
Work schedule	Individual	Break down of what is expected from student and how to go about performing
Progress Recording Sheet	Individual	Keeps track of where student allocates time, for accountability
Yearly Calendar	General	Overview
Oral Schedule	General	Roster for Orals
Monthly Calendar	Individual	Breakdown
Assignment Sheet	Individual	Overview
Semesterly Coursework / Content Breakdown	General	Overview
Information Pack	General	Skills development
References and Bibliography – How to Guide		Must know how to in-text reference; how to draft a reference list or bibliography.



		Will aid in research, utilising appropriate sources, quality work
Introduction and Conclusion – How to Guide		This will enrich the quality of work produced
Assignment Format Aid		Assignments must be done according to a standard As this is academia, the students need to perform at an acceptable standard
Study Methods Document	Coming soon	To enrich the student's ability to study, giving them various methods to choose from

ONLINE PLATFORMS

The online platforms have been carefully chosen to ensure optimum success for students both within the Academy, as well as in the working world.

Platform	Location	Purpose
Gmail	Online Install on device	Formal means of communication Check daily – set alerts on phone
Google Systems		
Google Docs	Online Can install on device	Similar to Word Used for online documents within working world
Google Sheets	Online Can install on device	Similar to Excel Used for online documents within working world
Google Drive	Online Can install on device	Storage and organisation Linked to Gmail
Google Classroom	Online Install on device	All documents located on this platform Linked to Gmail
Google Hangouts	Online Install on device	Student communication tool
Google Search Engine	Online	Research
Google Scholar Search Engine	Online	Academic research
Microsoft		
Word	Install on laptop	Subscription
Excel	Install on laptop	Subscription
PowerPoint	Install on laptop	Subscription
Microsoft Office Online	Online	Free subscription
Adobe Acrobat	Install on laptop	PDF viewer Edit PDF Skills development
Firefox	Preferred – Install on laptop	One of the best search engines Easier on machine than Chrome
YouTube	Online Can install on device	Educational purposes
Linked-In	Online Can install on device	Professional networking Will be used in LO
TeamViewer	Must be installed on laptop	The facilitator can remotely access your device and assist you, mainly for assignments



STAFF

Mr Kempen	Subjects	Duties
Email: head@oldoakacademy.co.za	Life Science	Manages disciplinary concerns
Primary qualification: Master's Degree Physiologist	Physical Science	Chairperson and Head of Academy
	Agricultural Science	Science
	Geography	Student Success Coach
	History	
	Computer Applications Technology	
	Engineering Graphics and Design	
Mrs Kempen	Subjects	Duties
Email: admin@oldoakacademy.co.za	Business Studies	Senior Administrator
Primary qualification: Business Analyst	Tourism	Primary Liaison with Curriculum Providers and Examination Boards
	Afrikaans	Primary Liaison with Parents and Account Holders
	Mathematical Literacy	Administers all Tests and Examinations
		Student Success Manager
		Primary Invigilator
Mrs Botes	Subjects	Duties
Email: academics@oldoakacademy.co.za	English	Academic Coordinator
Primary qualification: Trauma Counsellor	Life Orientation	Controls Student Administrative Process
	Mathematics	Primary Liaison with students
	Consumer Studies	Student Success Coach
		Counsellor and Life Coach
		Career Counsellor

SUBJECT BREAKDOWN

Subject Code	Subject Name	Broad Area of Study	Specialisation	Lecturer
ENG	English	Humanities	Languages	C Botes
AFR	Afrikaans	Humanities	Languages	C Kempen
LO	Life Orientation	Humanities	Social Sciences	C Botes
HIST	History	Humanities	Social Sciences	P Kempen
GEO	Geography	Humanities	Social Sciences	P Kempen
BST	Business Studies	Commerce	Commerce	C Kempen
TOU	Tourism	Commerce	Services	C Kempen
CST	Consumer Studies	Commerce	Services	C Botes
MLIT	Mathematical Literacy	Commerce	Mathematics	C Kempen
MATH	Mathematics	STEM	Mathematics	C Botes
ASC	Agricultural Science	STEM	Agriculture	P Kempen
LSC	Life Science	STEM	Science	P Kempen
PSC	Physical Science	STEM	Science	P Kempen
EGD	Engineering Graphics and Design	STEM	Civil Technology	P Kempen
CAT	Computer Applications Technology	STEM	Information Technology	P Kempen



STUDENT

Student Role

- Ensure that all Assignments are submitted on or before the due date
- Maintain Pace Setter and adhere to work schedule
- Go above and beyond the minimum requirement
- Perform additional research wherever necessary
- Conduct Assignments based upon the various documents that have been provided. Adhere to the structure of Assignment format, in-text referencing, reference lists and bibliographies, and introductions and conclusions
- Speak to a facilitator when confusion sets in – it is the responsibility of the student to be informed and seek guidance
- Submit quality work on-time
- Behave oneself in a respectable manner – your actions are a direct reflection on your family
- Refrain from profanity and conversations that are unacceptable
- Conduct yourself with professionalism, kindness, and modesty
- Figure out what study methods work
- Attend when it is required
- Work when at home (study breaks and during Exam Series)
- Attend training
- Be informed on the processes



PROCESS

Daily Timing and Process

As this is Distance Education, the timing is flexible. The student and facilitator book sessions, but for most of the day the student is self-studying and working at their own pace. The Academy has a Pace Setter which is aimed at getting the student to work at a fast pace, which leaves ample time for the student to study and revise, well before the Test or Examination Series.

The daily timing is advised to run from 08:00 to 16:00 / 17:00 with a one-hour break. This reflects the normal working week at most companies. However, a minimum of 27hrs30 per week needs to be maintained, according to the CAPS Curriculum.

Rosters, timetables, and individualised Pace Setters can be discussed with the Mrs Botes, and together the student and Success Coach will liaise together in order to personalise and individualise the process for the students specific needs.

Weekly Timing and Process

It is essential that students adhere to the protocol of the Academy. It is not the staff's jobs to run around after the student.

- Progress Recording Sheet needs to be kept up to date on a weekly basis. This document is used in the Performance Appraisal. This document is also used when parents query.
- Students are to check their Pace Setters each week and ensure that the content for each subject is complete and understood.
- The Learner Management System (LMS) needs to be maintained at all times.

Yearly Timing and Process

The year is divided up into segments which offers flexibility. The Academy works in terms of Semester's. Terms are based on the curriculum provider. The Academy makes their own times, loosely based on the timing from the government calendar.

Grade 10 and 11 students work according to the below:

Timeframe	Title	Explanation
Week 1	Introduction Week	Getting students started; mainly focusing on Matrics; training and preparation
Week 2 – 8	Coursework	Engage with coursework; makes study notes; collect information; research; lecturing
Week 8	Assignments Due	Monday, 1 March
Week 9	Study Series	Study time; all prep work should be done; crunch time; past paper prep
Week 10 – 11	Test Series	Tests are to be written at campus; Students can study from campus or home
Week 12 – 13	Autumn-Break	Students are off
Week 14 – 16	Coursework / Revision	Engage with coursework; makes study notes; collect information; research; lecturing
Week 16	Assignments Due	Wednesday, 28 April
Week 17	Study Series	Study time; all prep work should be done; crunch time; past paper prep
Week 18	Test Series	Tests are to be written at campus; Students can study from campus or home
Week 19	Study Series	Study time; all prep work should be done; crunch time; past paper prep
Week 20 – 24	June Exam Series	Examinations are to be written at campus. Missed Examinations have consequences. Exams are to be written at the exact date and time as on the roster. No exceptions.



		Students can study from campus or home Students go on holiday as soon as they are done with their exams.
Week 1 – 8	Winter-Break	Students are off
	Coursework	Engage with coursework; makes study notes; collect information; research; lecturing
Week 8	Assignments Due	Monday, 30 August
Week 9	Study Series	study time; all prep work should be done; crunch time; past paper prep
Week 10 – 11	Test Series	Tests are to be written at campus; students can study from campus or home
Week 12	Spring-Break	Students are off
Week 13 – 15	Revision	The first week is First Semester Revision. The second week is Second Semester Revision. The layout is subject to the lecturer.
Week 15	Assignments Due	Monday, 18 October
Week 16	Study Series	study time; all prep work should be done; crunch time; past paper prep
Week 17 – 21	November Exam Series	Examinations are to be written at campus. Missed Examinations have consequences. Exams are to be written at the exact date and time as on the roster. No exceptions. Students can study from campus or home. Students go on holiday as soon as they are done with their exams.
	Administration; Moderation; Validation; and Progression	Students may be called in if their marks are not satisfactory The Academy closes on 15 December

Grade 12 students work according to the following:

Timeframe	Title	Explanation
Week 1	Introduction Week	Getting students started; mainly focusing on Matrics; training and preparation
Week 2 – 8	Coursework	Engage with coursework; makes study notes; collect information; research; lecturing
Week 8	Assignments Due	Monday, 1 March
Week 9	Study Series	study time; all prep work should be done; crunch time; past paper prep
Week 10 – 11	Test Series	Tests are to be written at campus; Students can study from campus or home
Week 12 – 13	Autumn-Break	This is not a holiday. Students are advised to work on assignments and administrative duties.
Week 14 – 16	Coursework / Revision	Engage with coursework; makes study notes; collect information; research; lecturing
Week 16	Assignments Due	Wednesday, 28 April
Week 17	Study Series	Study time; all prep work should be done; crunch time; past paper prep
Week 18	Test Series	Tests are to be written at campus; Students can study from campus or home
Week 19	Study Series	Study time; all prep work should be done; crunch time; past paper prep
Week 20 – 24	June Exam Series	Examinations are to be written at campus. Missed Examinations have consequences. Exams are to be written at the exact date and time as on the roster. No exceptions. Students can study from campus or home Students go on holiday as soon as they are done with their exams.
	Winter-Break	Students are advised to take one-week off to rest. The remainder two weeks of the break are reserved for assignments. All assignments are due on the first day of the Second Semester.



All students will receive an Oral Schedule. On this roster, the student will receive a date and time within which they will be able to conduct orals for both languages with the Oral Coach and receive feedback. They will be given sufficient time to prepare beforehand.

The student is to read the rubric and adhere to the expectations from the rubric.

All orals are to be done with an External Assessor (the Academy has an Assessor that we make use of). A certain day is arranged, and all orals are done at the Academy. Grade 10 and 11 is hosted on a separate day to Grade 12.

Test Series Process

The Tests are to be written at campus under the supervision of the Old Oak invigilator. If the student does not attend the session, they will forfeit the mark.

Students have the option to study from campus or home.

Examination Series Process

The Examinations are to be written at campus under the supervision of the Old Oak invigilator. If the student does not attend the session, they will have to produce a valid reason (doctors note or death certificate) and the parent will be tasked with paperwork. The paperwork will then be sent up to the Board who will deliberate the validity of the absenteeism. Thereafter, the student will be resulted. This decision is out of the hands of the Academy. Should there not be a valid reason, the student will forfeit the mark.

Examinations are a serious matter. Students have the option to study from campus or home.

