

PROGRAMME ADVISING

DIPLOMA IN HEALTH & FAMILY LIFE EDUCATION INSTRUCTION (HFLEI) ACADEMIC YEAR 2018/2019

PROGRAMME DELIVERY DEPARTMENT (PDD)

ADVICE: For the working adult we recommend a maximum of 3 courses for the semester

IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION

New Students: Students who enrolled as of Academic Year 2018/2019 must follow the course sequence given for their programme.

Advice For Managing Course Load: Most students carry between 1 – 3 courses per semester. **Plan wisely to suit your particular situation** so you may perform at your full potential. Do not jeopardize your long-term goals by being unrealistic about what you can handle.

The Diploma in Health & Family Life Education Instruction (HFLEI) is designed primarily for in-service teachers involved in HFLEI programmes as well as for those who will become involved in the future, or even those with an interest in HFLE. Other professionals such as guidance counselors, social workers and others may also participate. The Diploma in Health & Family Life Education Instruction (HFLEI) programme is online.

The Diploma is designed as a one-year professional development programme consisting of six (6) courses. Each course will yield 3-credit courses and eighteen (18) credits will be amassed over one year.

Disclaimer: *The Programme Delivery Department (PDD), UWI Open Campus reserves the right to revise this document during the Academic Year 2018/2019. Kindly check before the start of registration and during the semester for any updates or additional information. Please be guided accordingly.*

Assessment Methods: The work of students will be assessed and evaluated on a continuous basis through assignments, class-work, tests and an end-of-semester examination in each subject. Assessment requirements are noted in the course outline of each course with clear guidelines, due dates and the weighting for each assessment task.

Technical requirement: Students should be comfortable using a personal computer and email. Students will need to have access to a computer with Internet access.

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TIPS:

1. For the working adult, we recommend that you do not attempt ***more than 2 courses*** per semester. **Plan wisely to suit your particular situation** so you may perform at your full potential.
2. Continuing students are required to complete all their level one courses before undertaking courses from level two.
3. Read your course guide carefully prior to the start of teaching and take note of the pertinent information to assist with the planning of your time schedule for the semester. Note your course guide will provide the course assessment method(s), assignments and grading rubrics, timelines for submission of assignments, date and time for the live web sessions, recommended text and additional reading resources, as well as a brief summary of each unit and objectives.
4. Check the programme advising document before the start of registration and during the semester for any updates or additional information.

Additionally, please note:

Leave of Absence (LOA): If you are unable to take a course, you should apply for LOA in writing, by submitting a written request on the Leave of Absence form to the Academic Board, through the Registry of Student Services, detailing the reasons for the application. Students must submit to the Registry through their Site office. Granting of leave is subject to the regulations. Also, send a note to your tutors and course coordinators.

Plagiarism: A form of cheating. **Not allowed**, please refer to note in student's handbook.

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COURSE CODE	COURSE NAME	SEMESTER		PRE-REQUISITE	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION	
EDHF4000	Introduction to Health and Family Life Instruction	1		None	<i>Continuous Assessment Coursework – 100%</i>	
EDHF4001	Life Skills Education	1		None	<i>Continuous Assessment Coursework – 100%</i>	
EDHF4002	Self and Interpersonal Relationships		2	None	<i>Continuous Assessment Coursework – 100%</i>	
EDHF4003	Sexuality and Sexual Health		2	None	<i>Continuous Assessment Coursework – 100%</i>	
EDHF4004	Appropriate Eating and Fitness			Summer	None	<i>Continuous Assessment Coursework – 100%</i>
EDHF4005	Managing the Environment			Summer	None	<i>Continuous Assessment Coursework – 100%</i>

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