

# Newsletter

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February 2008

## Editorial

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### Changes

#### A New Name and Changes to Constitution

The members of the SSCSA voted on a number of constitutional changes at the last conference in 2007, which included a new name. The reason for the changes was to accommodate the restructuring of units due to the mergers at some institutions. The new name, the Southern African Association for Counselling and Development in Higher Education (SAACDHE) was part of the changes in the constitution aimed at making membership more inclusive. The new constitution now allows for full membership of all units within the institution whose core business includes at least 1 of the following core competencies: counselling, therapy, career development, student and academic development. Each of the Higher Education institutions applies for membership on behalf of individuals within the units. The formulation of the changes went through a lengthy process that started before the conference in 2006 and culminated in the decisions taken at the conference in 2007. The name change emphasizes the focus on counselling as well as development work being done by the members of the SAACDHE.

### New Logo

With the name change there is now an opportunity to also develop a new logo. The EMC would like to invite the members to partake in this process and to come with suggestions regarding a new logo. All the various options will be considered. The new name and logo forms part of an overall branding process that includes the Newsletter, the web site and promotional material such as a SAACDHE information pamphlet to be sent to all stakeholders, which would include Deans of Student Affairs, DVC's and VC's of institutions.

### Updates on the Web Site

Some of the new information to be found on the web site is the following:

- Annual Report for the 2006/2007 period
- Updated GMC information
- Revised Constitution and Position Paper.

With the change in name the SAACDHE Newsletter also has a new format. I would like to acknowledge the work of Leza Deyzel (Unisa, WC) for the professional layout of this edition. Enjoy the news and views and best wishes for a successful 2008.

**Abie de Villiers**  
**EDITOR**

# Message from the President

Dear Colleagues

It is that time of the year when we are all geared for the work that lies ahead in 2008. After the exciting events at the North West University at our 28th SSCSA conference some of us, with more demanding positions, have to take care of the SAACDHEs business. During 2006/7, the outgoing President, At took us on road shows. The SSCSA embarked on various transformation strategies that led us to the new name (SAACDHE) that we have embraced and we are currently in the process of creating a new logo for the organization. The new EMC office has a challenge to continue to deliberate on the initiated struggles of all the previous Executive Committees. For the EMC to be victorious, your unwavering support, passion and enthusiasm to keep upgrading your Association as well as sustaining the professionalism it has managed to build so far, rests within each one of us as members of this Association.

It is with that in mind that the EMC wishes to share its broad

expected tasks and outcomes for the year 2007/8. These are published in this newsletter and will soon be placed on the SAACDHE website. I request that you take your time and go through them and please feel free to make recommendations and suggestions. We also expect the Regional Chairpersons to submit their regional programmes with their expected outcomes to reach our offices as soon as possible. Professional growth remains our golden expected outcome. The orderly transfer from SSCSA to SAACDHE called for in our Constitution is a routine strategy for an Association whose goal is growth.

For the coming 29th year SAACDHE wishes to continue with the grassroots values of SSCSA and continue the tradition to take care of its members. That is why the EMC, at our last meeting in November, had incorporated a research coordinator's position to the EMC. In addition, the Heads Forum is being revamped, with high hopes that both strategies would help to support the EMCs efforts to accomplish its major role: that of sustaining

professionalism and upgrading the educational status of its members. More aggressive recruitment strategies of new members are in process as well as more strategic archival of our records to allow easy retrieval. Within regions outside South Africa, more strategies to strengthen our links with them are being devised.

May I request that we all cross our fingers and remain positive for a better growth in our membership this year. In turn, let us all make it "happen". Let us all plan for the mushrooming of high quality peer reviewed articles as we start to prepare our papers for the 29th SAACDHE conference in KZN in September 2008. Let us keep producing good abstracts to get approval for CPD points as we did for the 2007 conference. Congratulations! And thank you to those whose efforts awarded us the credibility to be the recipients of CPDs. The EMC wishes you a Prosperous New Year in 2008. Enjoy!

**Nomfundo Mlisa**  
**PRESIDENT**

EMC 2008

## EMC

President: Nomfundo Mlisa [mlisa@ufh.ac.za](mailto:mlisa@ufh.ac.za)  
President Elect: Harm Stavast [harm.stavast@nwu.ac.za](mailto:harm.stavast@nwu.ac.za)  
Financial coordinator: Anita Fourie [anita4@uj.ac.za](mailto:anita4@uj.ac.za)  
Administrative Co-ordinator: Zain Dolley [zdolley@nmmu.ac.za](mailto:zdolley@nmmu.ac.za)  
Public and Regional Liaison officer: Abie de Villiers [devilliersab@cput.ac.za](mailto:devilliersab@cput.ac.za)

# EMC (Executive Management Committee) News

## Information on decisions taken at the EMC meeting in November 2008

The EMC discussed implementing a roster where the various regions take turns in being responsible for hosting the annual SAACDHE conference. This will enable regions to do long-term planning. According to the roster the following regions are due for hosting conferences:

- KwaZulu Natal for the 2008 conference
- Botswana for the 2009 conference
- Western Cape for the 2010 conference

The EMC decided on the following broad theme for the SSCSA annual conference over a period of 3-5 years: Promoting Wellness in Higher Education. Conference organisers can choose a particular area to explore within the broader theme.

The EMC would like to obtain the names of honorary members. Anybody with information on names, please forward it to Abie de Villiers (devilliersab@cput.ac.za).

Unisa has kindly agreed to provide an archiving service for SAACDHE documents. In the absence of a central office, the web site and members of the EMC will act as contact points.

The EMC is happy to announce that the application for CPD points for the 2007 Conference in the North West Vaal region was approved.

Other matters include the incorporation of a Research Coordinator to assist the EMC and the revamping of the old Heads Forum (as mentioned in the president's message).

## 2008 Conference News

The 29th Annual SAACDHE Conference will take place in the Sibaya Lodge and Entertainment Kingdom, KwaZulu-Natal from 1-5 September 2008 and will be hosted by the KwaZulu-Natal Region. The theme is: "Meeting Today's Challenges – Enhancing Wellness in Higher Education". The emphasis is on enhancing wellness, which can include all the sub-disciplines within the society. Further details can be obtained from the conference coordinator, Saloschini Pillay, telephone (031) 260 7681 and e-mail pillays@ukzn.ac.za or the conference webpage ([www.ukzn.ac.za/saacdhe2008](http://www.ukzn.ac.za/saacdhe2008)).

### IMPORTANT DATES

Submission of abstracts: 31 March 2008  
Review of abstracts: May 2008  
Notification of acceptance of abstracts:  
11 June 2008  
Submission of registration forms:  
27 June 2008  
Late registration forms: 18 July 2008  
Final date for submission of full paper:  
1 August 2008

GMC 2008

Botswana:  
Eastern Cape:  
Free State:  
KwaZulu Natal:  
North West:  
Swaziland:  
Western Cape:  
Witwatersrand:

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## News from the Regions

### **Saloschini Pillay: Chairperson Fazila Padayachee: Administrative Coordinator**

The KZN Region presents its activities and highlights for the period August 2007 to February 2008.

#### **REGIONAL HIGHLIGHTS**

The KZN region is pleased to announce that conference planning is progressing well. Our marketing DVD at the 2007 AGM drew much support for the conference. The venues and dates have been confirmed with Sibaya. The first announcement and call for abstracts went out in the first week of November 2007. This announcement drew some concern on the cost of accommodation from two universities. We are happy to report that we have managed to secure further discounted prices as well as shared accommodation for those delegates willing to take on this arrangement. We are in the process of negotiating further discounts and sponsors which we hope to pass onto the delegates. Thus far our sponsorship requests to the Higher Education institutions in the region have been positive.

#### **UKZN WESTVILLE/ EDGEWOOD CAMPUSES**

##### **Disability Awareness Campaign**

The Westville campus hosted a Disability Awareness Campaign on 11 October 2007. Mr Musa Zulu directed the programme and motivated students and persons with disabilities to empower themselves and strive to master independent living. South African basket ball player Justin Govender, also disabled and in a wheelchair, showed disabled people how sport can change one's life for good. Blind motivational speaker Ms Safura Khan urged disabled people to make sure they let other people know about their abilities, adding that it is time to take a stand together and not in isolation and to take up the challenge of making a difference in their own lives and those of others.

The programme for the day included Goal Ball, Blind Cricket, Wheelchair Relay, BPs,

Blood Sugar and Cholesterol Testing by Old Mutual, Assessment and back and neck massages by Biokinetics students and Display Tables by Community Organizations. An evaluation by participants, which included members of the university community, persons with disabilities from the local communities and students and staff from the University of Zululand, was positive.

It was however noted in the evaluation that disability awareness programmes should be hosted during Orientation in the first semester to sensitize first entry students to the needs of students with disabilities. The Edgewood campus program focused on Inclusive education and the challenges of physical access to the campus for those students in wheelchairs.

#### **UKZN HOWARD COLLEGE CAMPUS**

##### **A Pilot Indigenous Counselling service**

The Howard College campus has piloted an Indigenous Counselling program as a means to pave the way for meaningful cultural integration and student empowerment at UKZN.

UKZN has as its vision: "to be the premier university of African scholarship". One of our strategies is to redesign curricula to incorporate indigenous knowledge and knowledge systems and is in line with our plan to make our university an institution of choice for students. Introducing indigenous counselling, thus, appears not to be out of step with the strategic thrust of our university.

In 2006, UKZN had about 38 000 students. More than half of the enrolment comprised of African students. In the residences, about 98% of students were African. A preliminary analysis suggests that the current counselling system is doing very well to attend to the counselling needs of students. However, there is an aspect of counselling that the majority of students need, that which the university has not "mainstreamed". It would appear that the

## News from the Regions

failure of cultural integration is perhaps the most critical in the African students' life where as much as 50% of these students, make use of traditional healers. Traditional healers play a significant role in the lives of these students. To continue to ignore and marginalize these practitioners is to deny a significant aspect of these students' identity. Central to this initiative is to centralize knowledge that has been subjected to epistemological disenfranchisement by the combination of colonial and apartheid practices buttressed by the attitudes and ethos of the scientific community, as Hoopers (2002) correctly argues.

Realizing the need for this service to students, a university wide panel discussion was held at the Westville campus in August 2006. Participants at this discussion comprised of university staff members, community members with insight in indigenous counselling and healing as well as the student representative. All participants were unanimous in saying that this service should be introduced at UKZN. The outcome was the election of a task team led by Dr Bheki Ngcobo, Deputy Dean of Students for Howard College & Medical School.

After extensive consultations the following broad principles, notwithstanding the necessary administrative protocols that need to be followed, have been agreed upon by the task team:

- that a pilot on indigenous counselling needed to be introduced at Howard College
- that only those students who believe they need an indigenous healer/ counsellor, will make use of the service available to them
- that the impact of this service will be assessed not only through a satisfaction survey, but through a formal research process. This will be formalized after the service has been put in place.

### UNIVERSITY OF ZULULAND

As the University of Zululand we are grateful to be part of the bigger family of

SAACDHE in general and KZN branch in particular. We have always been empowered by the constant communication we have with our partners from other institutions. Although our progress is slow because of the internal challenges which we believe we are able to manage, we are making progress anyway. Here is a report of how we have been working and the challenges we have had, as well as the strategies we used to address our challenges.

### Peer Counselling

In 2006 we managed to recruit new peer counsellors for our programme. In November we conducted an intense workshop and training. The process was successful and we were pleased to have a new team for the current academic year. The whole purpose of having them is so that we can be able to help as many students as possible. We use the following method to measure performance and service delivery to complement also our own service delivery. Some of the points below are new and some are old:

- Each peer counsellor must submit at least a minimum of three reports per term
- For every slot in which they are in the office they must sign in and out
- Their leaders must submit a performance report at the end of the term
- They should have their own programme of action for the academic year
- They should attend compulsory meetings every Monday
- Apologies should be submitted if a person is not going to be able to attend a meeting or office slot

We must say that on the abovementioned points, we have seen some progress and we are planning to introduce a new strategy of working for the 2008 academic year. All in all we ended up with a team of 18 Peer Counsellors, and some have been distributed to other departments since our Peer Counsellors are the most trusted students on campus.

## News from the Regions

### **Mentorship programme**

We feel the need also to say something about our mentorship programme because to us it is an achievement. We managed to revamp our Mentorship programme. After the orientation process we engaged in a process of recruiting mentors for our new students. This is so that we are able to offer assistance to our new students not only during the Orientation but into the rest of the academic year. This programme is still a pilot project since we are starting every-



**Unizul mentors**

thing from scratch. We have therefore started with the Science Foundation Programme students. By the end of this year we will have evaluated the program and identified our areas for development and be able to strategize for 2008. We intend taking this program to the other faculties, the ideal one being the Commerce, Administration and Law.

So far we are seeing progress and we have a very diligent team, each one of them having at least 8 mentees to take care of. We hope and believe that in 2008 we will improve.

### **Life Skills and Student Development**

Our life skills seminars focus more on job search. Mrs. Nozipho Mkhwanazi is a new member in this section who will focus on Student Development. In 2007 we managed to hold seminars with different groups of final year students. The main aim is to equip them for the world of work. We encourage students to organise themselves into groups of 10-15, organise time and then contact us with whatever service they need, including CV writing, interview skills and job searching. So far we have not been able to convince the institution to make these essential life skills a part of the curriculum.

From the 27th to the 30th we will be run-

ning workshops for all final year students on Job Hunting Skills. We have decided to use a bigger venue and different time slots to cover bigger groups. We have teamed up with the Centre for Cooperative Education and Learning (CEEL). This centre focuses more on organising learnerships and internships for students, which links very well with our graduate recruitment programme.

### **Graduate Recruitment Programme**

We are still working together with Magnet Communications in order to try and have them help us to communicate our interests to external

compa-  
nies. Our relationship has grown and we always receive reports and results



**Unizul students who qualified for the Standard Bank months Internship Programme**

of the surveys they conduct on campus. We have also been able to host other companies who were invited to conduct recruitment of graduates on campus and so far we have interviews and tests lined up for our students.

### **CONCLUSION**

As we reflect on the year that is almost passed we are proud that we as a region have met our strategic objects for 2007 and we look forward to the excitement of hosting the 2008 SAACDHE conference.

### **CONGRATULATIONS AND WELL-WISHES**

We would like to congratulate our regional members for all of their efforts in helping us to receive an award for the "Best Region". At the Westville Campus we welcome our new interns for 2008.

## News from the Regions

**Donna du Plooy: Chairperson**  
**Elmarie van der Walt: Administrative Co-ordinator**

### Regional Meetings

The Western Cape region had a meeting on 20 November 2007 on the campus of Northlink College to end off the year. Members made use of the opportunity to reflect on the 2007 conference and also to discuss the dates for the 2008 conference.

### EDUCOR (Previously ICG)

ICG recently underwent a merger and they are still experiencing a number of changes and adaptations which are relatively challenging. Under the recent new credit act, this institution cannot offer credit anymore and will now be partnering with banks. Student Counselling is currently in the process of looking for a new psychometric instrument for assessment and placement (they are considering PACE as one possibility).

### NORTHLINK COLLEGE

There are new developments within the FET sector – the College is in the process of being taken over by the new College Council. This has resulted in much anxiety amongst the staff, as they are not completely sure what to expect from this change. A number of changes have also been made to the programs being offered by Northlink. N2 and N3 are being phased out, and Grade 9 learners are being accepted by the College. Staff shortages are being experienced, creating additional stress for staff.

### UNIVERSITY OF STELLENBOSCH

The Centre is in the process of compiling a document for staff regarding “possible warning signals of students at risk”. Questionnaires regarding the benchmarking research being conducted by the Centre will be sent out early in 2008 (nationally & internationally).

Three posts are being advertised by the Division for Therapy and Personal Development.

The 1st Southern African Conference on the First-year Experience: Opening Conversations on First-Year Success will be held at Stellenbosch from 8-10 September 2008. Information can be accessed on [www.sun.ac.za/FYEconference2008](http://www.sun.ac.za/FYEconference2008).

The University has decided to incorporate a wellness committee into its Human Resources Division. Prof Charl Cilliers is the Centre’s representative on this committee. Psychology CPD Well 2007 was a roaring success with 577 members (nationally and internationally) to date. New brochures regarding the 2008 program will be distributed shortly.

The Centre is presently working hard to try and utilise multimedia optimally. In collaboration with the whole Academic Support environment, we have developed many online systems to be activated in the near future.

### CAPE PENINSULA UNIVERSITY OF TECHNOLOGY

The Student Counselling unit has obtained CPD points for attendance of case presentations and peer supervision sessions in the unit. A new Student counselling orientation DVD developed during 2007 was a great success at the orientation sessions for new first year students.

The extended orientation presentations on adapting to higher education was well received by the first year students. Student Counselling has started training sessions with various student groups such as the Peer Help, HIV Peer Educators and Residence Student Assistants. Counsellors are busy with the life skills programme on the various campuses where both credit-bearing and non credit-bearing sessions are being offered to students.

The meeting dates for the Western Cape region 2008 are as follows:

18 March 2008, 3 June 2008, 19 August 2008 and 28 October 2008

## News from the Regions

### BOTSWANA

#### **Keba Mophuting Chairperson**

#### **Preparations for 2009 SAACDHE conference in Gaborone**

The preparation committee is meeting for the third time on 3rd December 2007, and a progress report is expected, which will inform members about the status of the preparation for the conference.

#### **Meetings**

In order to assess progress on decisions taken and necessary follow-ups, the Regional Executive Committee has agreed to meet once every month or more than that if necessary. So far meetings were held on 12/10, 7/11 and 21/11 and since some people are going on leave effective from next week Monday the December meeting

has been moved to 29/11/07.

#### **Mobilization of Membership/ Re- cruitment of Members**

In an effort to recruit more members, the Public Relations Officer has extended invitations to relevant stakeholders to join the Society. Follow-up visits are planned for in the next two weeks. These visits will be intensified from January next year for us to furnish you with a more comprehensive membership list.

#### **Bank Account**

At the regional meeting on 3rd August, members offered to contribute P50.00 to enable us to open a bank account, contributions are still being collected and you will be updated on this hopefully by early next year.

### EASTERN CAPE

#### **Darryl Smith Chairperson**

#### **NELSON MANDELA METROPOLITAN UNIVERSITY (NMMU)**

#### **News from the Research and Develop- ment Core Competence**

A capturing and reporting system for counselling statistics in higher education has been in development by the NMMU SCCDC Research and Development Core Competence for a number of years, and is now available for purchase by Student Counselling centres at other institutions. This software system has been called 'Ukubamba', which means "to catch" since it reflects that this new system enables student counsellors to easily and accurately capture the face of our client profiles. Outcomes of the use of such a system include the following: (1) to demonstrate counselling/programme reach, (2) to create profiles of students/staff members seen and thereby to generate needs assessment data, (3) to track the success of counselling/programming interventions with respect to throughput and retention, and (4) to track staff

workloads over time. Contact Dalray de la Harpe at [dalray.delaharpe@nmu.ac.za](mailto:dalray.delaharpe@nmu.ac.za) or at 041-504 3222 / 3624 for more information.

#### **Test development news**

A web-based version of the Learning Enhancement Checklist (LEC) is in development and due to be made available to SCCDC staff by the end of February 2008. This will greatly expedite the use of the LEC as a holistic needs assessment and intervention strategy for high-risk students.

#### **Career and Employability**

SCCDC based at the Missionvale Campus will so be undergoing a facelift. This is in order to better equip the centre to deal with its career outreach projects. At the helm is newly appointed Senior Student Counsellor, Zainuneesa Dolley who also taken up the portfolio of Career Development & Employability Skills Programmes and Services. Watch this space for exciting new projects!

#### **Learning to think**

Student Counselling at the NMMU have developed Fund'ucinga, Learning to Think, Thinking

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to Learn to help students become intentional about their cognitive development. Fund'ucinga is a student friendly power point-based programme developed specially for Peer-Helpers. The purpose of the programme is to:

- increase participants' thinking ability by expanding your repertoire of creative thinking skills;
- explore the links between their thinking styles and learning styles; and
- equip them to transfer these skills to their peers

The content of Fund'ucinga is based on Thinkwell, a focus area of Learnwell, a computer-based self help programme developed by the University of Stellenbosch. Fund'ucinga has had its first review by NMMU Student Counselling staff and Peer Helper trainers who participated in a pilot train-the-trainer workshop November 2007. NMMU Peer Helpers are currently participating in a series of Fund'ucinga training workshops. Their enthusiastic response is encouraging. Fundu'cinga workshops will also be offered to staff and students of the University of Gothenburg, Sweden in March, as part of the NMMU's Peer Help Partnership Project with the University of Gothenburg.

### How2@nmmu – an exciting a new dimension

An exciting new dimension was added to the Campus Tour as part of Orientation 2008 at the Nelson Mandela Metropolitan University.

To increase enthusiasm among first-year students, the Orientation team embarked on running the tour in the format of the television reality show, The Amazing Race.

Because of logistical challenges, the project was piloted in the two smallest faculties, namely, Education and Law, both on the South Campus.

The Amazing Race was offered to the Peer Helpers as one of their major projects, supervised by the Orientation Coordinators.

Careful planning of clues and logistical organisation ensured a highly successful and enjoyable event. A festival atmosphere was created with posters, balloons and music.

There was a great deal of anticipation and excitement as groups

competed against each other. Students enthused that the event was great fun!

A pre-paid air time voucher was awarded to each member of the winning team, the first team home with all the correct resource information and items obtained from student support services. The winning team was a how2 group from Education.

The initiative was an excellent example of successful partnerships, this one between Orientation and Peer Help. The Peer Helpers are to be commended for their hard work and an excellent job!

The Academic Orientation, how2@nmmu, was attended by 2000 first-year students, a good attendance by all accounts.



### Peer Helping Basic Training Workshop for Peer Helper Trainers offered by the NMMU Peer Help Project Team from 17 to 20 March 2008

The Basic Training Workshop for Peer Helper Trainers will once again be offered by the Student Counselling, Career and Development Centre of the Nelson Mandela Metropolitan University. Facilitators are all thoroughly trained and have local and international experience in the fields of peer helper training and programme implementation.

The training, which is currently in the

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### EASTERN CAPE

process of being accredited with SAQA, focuses on the facilitation of the basic training curriculum in communication and helping skills for peer helpers. The content of the training, as well as the training methodology, will be explored via the experiential learning cycle.

The purpose of the workshop is to provide participants who are, or wish to become, involved with peer helping programmes with opportunities to get acquainted with a thoroughly researched and well tested-and-tried peer help training curriculum and methodology and to improve their peer helper training skills. At the end of their training participants will have the acquired the required knowledge and skills to train peer helpers in basic communication and helping skills.

- Workshop dates: Monday 17 to Thursday 20 March from 08:00 to 16:30 (Thursday's training will end at 15:00)
- Venue: NMMU South Campus

- (previously the UPE main campus)  
Fees: Registration fees: R1 950,00 per person (the fee includes two comprehensive training manuals and other training materials, teas and refreshments and lunches). Discounts can be negotiated for two and more delegates from the same institution.
- Accommodation: Participants are required to book their own accommodation. A list of guesthouses, B & B's, self-catering apartments and hotels close to the NMMU is provided along with registration materials
- Transport: Participants will be responsible for their own transport. Contact details of some transport services in Port Elizabeth will be provided will be provided along with registration materials
- Registration materials: For information on the full programme and the registration procedure, please call Sharon Graham at 041-5043854, or send an e-mail to Sharon.graham@nmmu.ac.za

## This and That

### STAFF NEWS FROM THE REGIONS AND UNITS

#### *Botswana*

Some members of the region have been very active in promoting the counseling profession. Due to Dr. J. Muchado's efforts, the Botswana Counselling Association was officially launched on 3rd November 2007. He has also been central in the development of Parliamentary Counselling Act for Botswana

*Cape Peninsula University of Technology (CPUT)*  
CPUT would like to welcome the following staff members, whom have been appointed at Student Counselling:

- Faith Sijula started on the Cape Town campus towards the end of 2007.
- Ms Delcia Liedeman Prosch is the new Counsellor on the Mowbray campus.

- Dr Melleta Louw, who was a contract appointment on the Wellington campus, has been appointed on a permanent basis.
- Ms Phumla Baca was appointed as the Student Welfare Officer on the Bellville campus and will resume her duties on 1 March 2008.
- Ms Cora Motale was appointed as the new Dean of Student Affairs at CPUT.

#### *Stellenbosch University*

Dr Handre Brand will be on study leave for the first semester of 2008.

Prof Charl Cilliers, Dr Brand & Dr Le Roux van der Westhuizen will submit their chapter on impact studies for the new SAACDHE book that will be published early next year.

# Training Forum

## CONTINUOUS PROFESSIONAL DEVELOPMENT

The training forum section aims to provide an opportunity for us to share SAACDHE training sessions arranged for Student Counselling staff in the regions and the units. Please forward summaries of workshops, papers or articles that you would like to share with the SAACDHE community.

The Professional Board for Psychology has supplied the following dates for the application of CPD points:

Meeting Dates	Submission Dates
End March	End January
End June	End April
End September	End July
End November	End September

The CPD guidelines are available on the HPCSA website: <http://www.hpcs.co.za/CPD>.

Most regions are still in the process of developing their training programmes for the year and we are expecting regions to report on training in their region in the May edition of the Newsletter. CPD points can also be obtained by scheduling case presentations and peer supervision sessions in the Units/Centres or on a regional basis.

## Next newsletter

The next edition of the SSCSA newsletter will be distributed in May 2008. The deadline for contributions is 22 May 2008.

## Website

Check the SAACDHE website regularly for information and updates. Back copies of the SSCSA/SAACDHE Newsletters are also available on the website.

<http://www.sscsa.org.za>

## EMC Tasks and Outcomes 2007/2008

<b>President: Nomfundo Mlisa</b>			
<b>Broad tasks and action plans</b>	<b>Measurable outcomes</b>	<b>D-dates for completion</b>	<b>Update on progress made with outcomes as on November 2007</b>
To chair all EMC/ GMC/AGM meetings	<ul style="list-style-type: none"> <li>To support the AC to plan the agenda for all meetings and inform membership in due time according to the constitutional demands</li> <li>To oversee the implementation and appropriate resolution of matters arising from the minutes.</li> </ul>	November 2007, March 2008; June 2008, September 2008	<ul style="list-style-type: none"> <li>Chaired EMC meeting of the 7th to 9th November 2007</li> <li>Chaired the induction programme for the EMC led by Elmarie</li> <li>Wrote a letter on Cooption of Anlia Pretorius as a co-Financial signatory to assist Anita Fourie the FC. (16 November 2007)</li> <li>Wrote a letter for cooption of Dalray De La Harpe as a research coordinator (16 November 2007).</li> </ul>
To provide assistance to other EMC / GMC members for specific tasks as required	<ul style="list-style-type: none"> <li>To oversee the operational functions of all EMC portfolios as set in the constitution.</li> <li>To oversee the strategies and functioning of all the regional constituencies through their Chairpersons.</li> <li>PRLO and FC to invite Regional plans and provide seed money as stipulated</li> </ul>	<p>Continuous</p> <p>Continuous and assessment for best region in June 2008. Final assessment Sept. 2008</p> <p>End Feb 2008</p>	<ul style="list-style-type: none"> <li>Induction program conducted by Elmarie vd Walt on the 7th Nov.2007</li> <li>All EMC members given final portfolios and priority areas of functioning.</li> </ul>
To promote the strict acknowledgement and application of the ethos, principles and requirements of the constitution of SAACDHE.	<ul style="list-style-type: none"> <li>Constitutional changes to be done</li> <li>Position paper to be finalized</li> <li>Position paper and constitution to be placed on the website by the PRLO and inform SAACDHE members.</li> <li>Create sustainable opportunities and tangible benefits for SAACDHE members</li> <li>Create continuous dialogue on reporting progress reports within EMC / GMC on regular basis.</li> <li>Oversee the strategies planned for the creation of the new logo as planned by President Elect and PRLO</li> <li>Ensure that all necessary strategic changes regarding the new name for are implemented in all necessary documents : financial statements and new letter heads are created by FC and AC.</li> </ul>	<p>End of November 2007</p> <p>End of January 2008</p> <p>Continuous</p> <p>Newsletter; meetings EMC / GMC March ; June and Sept. 2008</p> <p>End January 2008</p> <p>End January 2008</p>	

## EMC Tasks and Outcomes 2007/2008

<b>President: Nomfundo Mlisa (continued)</b>			
<b>Broad tasks and action plans</b>	<b>Measurable outcomes</b>	<b>D-dates for completion</b>	<b>Update on progress made with outcomes as on November 2007</b>
To promote the strict acknowledgement and application of the ethos, principles and requirements of the constitution of SAACDHE.	<ul style="list-style-type: none"> <li>Support President Elect in promoting professional training and registration procedures in the Southern Regions according to their specific National requirements.</li> </ul>	Continuous	
To promote the strict acknowledgement and application of the ethos, principles and requirements of the constitution of SAACDHE. (continued)	<ul style="list-style-type: none"> <li>Support President Elect in promoting professional training and registration procedures in the Southern Regions according to their specific National requirements.</li> </ul>	Continuous	
To set specific priorities for to EMC and the Society as a whole	<ul style="list-style-type: none"> <li>Main strategic objectives to be set and later on presented to the Association and HOD'S.</li> <li>Each portfolio to set its objectives based on the President's and Constitutional portfolio's set broad objectives.</li> <li>Main priority areas : writing a letter to NMMU management after consultation with Andre and Darryl</li> <li>Contact Mr Khaya Mathiso and later on with Andre and Prof. Cheryl Foxcroft to negotiate possible ways of forging linkages with SAASAP and NASDEV</li> <li>To meet with SAASAP and NASDEV Management Committee.</li> <li>To contact PsySSA re the Association's name change and Constitutional Amendments</li> <li>To oversee all priorities set by SAACDHE members at the AGM, Sept. 2007 and at the Conference 2007.</li> </ul>	<p>15 January 2008</p> <p>16 November 2007</p> <p>12 November 2007</p> <p>14 November 2003</p> <p>By 14 December 2007</p> <p>23 November 2007</p> <p>30 November 2007</p> <p>Continuous</p>	<ul style="list-style-type: none"> <li>On the 8th and 9th November each EMC was given a breakdown of objectives and tasks to implement.</li> <li>Sent the President's strategic plans to all EMC members. After completion of strategic plans by each EMC member a copy of all portfolios to be attached on the Association's website for all members to have access to. President to be informed.</li> <li>Contact made with Andre and Darryl about the letter to NMMU management.</li> <li>Letter sent to Prof. Cheryl Foxcroft as per Andre's suggestion.</li> <li>Priorities and tasks delegated to all EMC members – consult with individual EMC portfolios on the November 2007</li> </ul>

## EMC Tasks and Outcomes 2007/2008

<b>President: Nomfundo Mlisa (continued)</b>			
<b>Broad tasks and action plans</b>	<b>Measurable outcomes</b>	<b>D-dates for completion</b>	<b>Update on progress made with outcomes as on November 2007</b>
To provide dynamic leadership towards and responsibility to ensure the realization of all the functions and EMC / GMC / AGM as stipulated in the constitution.	<ul style="list-style-type: none"> <li>• To receive well defined broad tasks based on each specific EMC portfolios with deadlines and measurable outcomes.</li> <li>• To oversee all financial and budgetary plans before any budgets are implemented and financial reports through the FC.</li> </ul>	<p>End January 2008</p> <p>Continuous before each activity planned including the November 2007 budgetary plans.</p>	
To give formative and summative feedback to all members re the degree to which the Society has performed against the pre-determined outcomes set for each EMC / GMC portfolio and the set specifics.	<ul style="list-style-type: none"> <li>• To oversee an update progress report made with portfolio outcomes and main decisions taken at meetings. The report should be circulated to HOD 'S after each EMC / GMC meetings- only relevant issues to the HODs by AC and PRLO.</li> <li>• Ensure that a comprehensive report from EMC / GMC is submitted to all SAACDHE members at the AGM</li> </ul>	<p>Nov. 2007; March , June and September 2008</p> <p>Sept. 2008</p>	
To position the Society as a strong and united lobbying force	<ul style="list-style-type: none"> <li>• To keep the register for the SAACDHE Honorary members after it has been compiled by the PRLO.</li> <li>• Conduct induction workshop and proper handover together with the oncoming President for the new EMC members 2008.</li> <li>• To introduce the permanent procedure to Certificate of service for EMC members 2005 and 2006</li> <li>• To sustain the ethos and principles of sustaining the provision of CPDs for all annual SAACDHE conferences, SAACDHE activities and Regional activities.</li> <li>• To strengthen recruitment marketing campaigns for new membership with other professions such as Social Workers and FTE 's through all EMC members and Regional Chairs. Recruitment brochure to be finalized by PRLO.</li> </ul>	<p>March 2008</p> <p>November 2008</p> <p>September 2008</p> <p>Continuous : conference 2008</p> <p>Continuous</p>	

## EMC Tasks and Outcomes 2007/2008

<b>President: Nomfundo Mlisa (continued)</b>			
<b>Broad tasks and action plans</b>	<b>Measurable outcomes</b>	<b>D-dates for completion</b>	<b>Update on progress made with outcomes as on November 2007</b>
To position the Society as a strong and united lobbying force (continued)	<ul style="list-style-type: none"> <li>• To initiate creative strategies to forge research linkages with other institutions of higher learning, government and private sectors</li> <li>• To promote and oversee the use of SAACDHE Quality Assurance instrument. President elect to circulate the document for peer review and update amongst all the SAACDHE HODs and Regional Chairs.</li> <li>• To be involved in forging linkages with SAASAP and NAS-DEV base for SAACDHE</li> <li>• To formalize the SAACDHE archives into a viable and easily retrievable data base (President Elect student project).</li> <li>• To promote viable and sustainable research plans, strategies; publications and mentoring system for young researchers.</li> <li>• Conference proceedings to be sent to SAACDHE members (President- Elect )</li> </ul>	<p>By end January 2008</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Conference proceeding September 2007 on CD to all SAACDHE members by end January 2008.</p>	<p>A letter has been written to Dalray De LA Harpe to co-opt her to the EMC as a research coordinator. Full TOR are provided in the letter (17 November 2007).</p>
To ensure continuous communication / dialogue with and accessibility to all members	<ul style="list-style-type: none"> <li>• To provide regular communication and feedback within EMC / GMC, HOD'S and SAACDHE membership at large via email, SAACDHE Newsletter and website. (PRLO).</li> </ul>	CONTINUOUS; 4 issues of the Newsletter : Nov. 2007; April, June and September 2008.	
<b>Public and Regional Liaison Officer: Abie de Villiers</b>			
<b>Broad tasks and action plans</b>	<b>Measurable outcomes</b>	<b>D-dates for completion</b>	<b>Update on progress made with outcomes as on November 2007</b>
Publish and distribute 4 re-designed newsletters	<ul style="list-style-type: none"> <li>Develop new lay-out and design for newsletter with Leza Deyzel</li> <li>Obtain articles from regional chairpersons and EMC</li> <li>Distribute newsletters via e-mail address list</li> </ul>	Nov 07, Feb, May, Aug 08	Completed Feb 08

## EMC Tasks and Outcomes 2007/2008

<b>Public and Regional Liaison Officer: Abie de Villiers (continued)</b>			
<b>Broad tasks and action plans</b>	<b>Measurable outcomes</b>	<b>D-dates for completion</b>	<b>Update on progress made with outcomes as on November 2007</b>
Manage implications of name change: New name for newsletter New title and name for web site	<ul style="list-style-type: none"> <li>• Adapt name of newsletter to include name change</li> <li>• Inform regional chairs to change names of accounts</li> <li>• Change image and title of web site to include name change</li> </ul>	<p>Nov 2007</p> <p>Nov 2007</p> <p>Feb 2008</p>	<ul style="list-style-type: none"> <li>• Meeting with webmaster to discuss changes 30 Oct 07</li> <li>• E-mail to inform regional chairpersons to change names of accounts Nov 07</li> </ul>
Coordinate change of logo to fit with new name	<ul style="list-style-type: none"> <li>• Obtain 3 options for design of new logo</li> <li>• Keep members informed of process via newsletter</li> <li>• GMC to make choice of new logo</li> </ul>	<p>Ongoing</p> <p>June 2008</p>	
Keep information on web site up to date	<ul style="list-style-type: none"> <li>• Place revised and edited Constitution and Position Paper on web site</li> <li>• Place new newsletters on web-site</li> <li>• Monitor updated information on web site once a month</li> <li>• Coordinate development of interest group chat areas with Leza Deyzel</li> </ul>	<p>Nov 2007</p> <p>Ongoing</p>	<ul style="list-style-type: none"> <li>• Completed Nov 07</li> </ul>
Coordinate and provide support for training in the regions	<ul style="list-style-type: none"> <li>• Regular contact with regional chairpersons (e-mail, meetings)</li> <li>• Obtain regional training plans from chairpersons</li> <li>• Develop and distribute an evaluation of criteria to establish best region and upcoming region by EMC</li> <li>• Report on training in newsletter</li> <li>• Provide information on applying for CPD points</li> </ul>	<p>Ongoing</p> <p>Feb 2008</p> <p>Feb 2008</p> <p>Ongoing</p>	<p>Completed Feb 08</p>
Raise public and institutional awareness	<ul style="list-style-type: none"> <li>• Develop &amp; distribute information and recruitment brochure with new name</li> <li>• Place institution links on web site</li> <li>• Monitor use of web site</li> <li>• Distribute newsletter to relevant parties</li> </ul>	<p>April 2008</p> <p>Sept 2008</p> <p>Ongoing</p>	

## EMC Tasks and Outcomes 2007/2008

<b>Public and Regional Liaison Officer: Abie de Villiers (continued)</b>			
<b>Broad tasks and action plans</b>	<b>Measurable outcomes</b>	<b>D-dates for completion</b>	<b>Update on progress made with outcomes as on November 2007</b>
Compile annual report	<ul style="list-style-type: none"> <li>• Compile 2006/2007 reports of EMC and regions in annual report and place on website</li> <li>• Compile 2007/2008 annual report in publication</li> <li>• Provide regions with template for reports</li> </ul>	<p>Nov 2007</p> <p>Aug 2008</p>	<ul style="list-style-type: none"> <li>• Completed Nov 07</li> </ul>
Survey member satisfaction and needs regarding web site and newsletter	<ul style="list-style-type: none"> <li>• Develop questionnaire with Leza Deyzel</li> <li>• Send questionnaire to members</li> <li>• Compile results and report</li> </ul>	June 2008	
<b>Administrative Coordinator: Zain Dolley</b>			
<b>Broad tasks and action plans</b>	<b>Measurable outcomes</b>	<b>D-dates for completion</b>	<b>Update on progress made with outcomes as on November 2007</b>
Provide general and strategic support to the President			
Provide Assistance to EMC			
Minutes of EMC and GMC meetings	Attend meetings and write minutes ASAP with relevant people responsible for actions	After every meeting	
Attend to conference related matters	<ul style="list-style-type: none"> <li>• Receive abstracts for conference papers/posters/workshops.</li> <li>• Guide EMC members re-abstract reviews and approval.</li> <li>• Guide EMC/ GMC to draw up a provisional conference program.</li> <li>• Conference Organising Committee to notify presenters of papers accepted</li> <li>• Finalise the conference program with COC.</li> <li>• Assist COC with application to the CPD Office for approval of conference activity.</li> <li>• Forward names of attending delegates for CPD to CPD office.</li> <li>• Ensure completion of award certificates and delivery thereof to winners.</li> <li>• Arrange for Conference proceedings for 2008.</li> </ul>	<ul style="list-style-type: none"> <li>• By end of March 2008 for 2009 conference</li> <li>• by June 2008</li> <li>• June 2008</li> <li>• June/July 2008</li> <li>• June/ July 2008</li> <li>• When necessary</li> <li>• When time is due</li> <li>• By end of August 2008</li> <li>• By end of December 2008</li> </ul>	

## EMC Tasks and Outcomes 2007/2008

<b>Financial Coordinator: Anita Fourie</b>			
<b>Broad tasks and action plans</b>	<b>Measurable outcomes</b>	<b>D-dates for completion</b>	<b>Update on progress made with outcomes as on November 2007</b>
Provide general and strategic support to EMC pertaining finances	<ul style="list-style-type: none"> <li>Ensure that EMC doesn't over-spend on budget</li> </ul>	Continuous	
Attend to financial enquiries from general & prospective members	<ul style="list-style-type: none"> <li>Update income statement according to bank statements.</li> <li>Follow up on fees received or paid.</li> <li>Assist conference organisers with budgeting should there be a need</li> </ul>	Monthly	
Attend to travel & accommodation requirements of EMC/GMC	<ul style="list-style-type: none"> <li>EMC and GMC meetings</li> <li>EMC March 2008</li> <li>GMC/EMC June 2008</li> <li>EMC/GMC Sept. 2008</li> </ul>	As need arises	
Attend to all matters relating to membership fees (reminders etc)	<ul style="list-style-type: none"> <li>Update the gliding scale according the EMC decision Sept.06</li> <li>Ensure invoice changes are reflected on SAACDHE website.</li> <li>Inform SAACDHE members of new fees and send out invoices</li> </ul>	Bi-annually	
Update EMC about paid-up & outstanding membership fees	<ul style="list-style-type: none"> <li>update membership list as fees are coming in</li> <li>send an update list to EMC</li> <li>follow up on outstanding fees</li> </ul>		
Complete the voter's roll for AGM	<ul style="list-style-type: none"> <li>Prepare it for voting at AGM Sept</li> </ul>	End Aug. 2008	
Prepare ballot papers for election of new members into the EMC	<ul style="list-style-type: none"> <li>Ensure ballot papers are ready for AGM</li> </ul>	End Aug. 2008	
Manage all monies & claims in accordance to the regulations of the SAACDHE	<ul style="list-style-type: none"> <li>Pay deposits into the SAACDHE bank account</li> <li>Repay claims within 2 weeks after receiving them</li> <li>Ensure co-signature with relevant persons</li> </ul>	As needed	





***Southern African Association for Counselling and  
Development in Higher Education***

**INVOICE**

Date:

From: Financial Coordinator, SAACDHE

Postal Address: Dr Anita Fourie, Student Counselling, PO Box 28669, Kensington, 2101

Contact Details: Tel: (011) 559 1318  
Fax: (011) 559 1320  
E-mail: anitaf@uj.ac.za

To: - 2008 SAACDHE Membership Fees

Amount: R

(breakdown: R1000-00 Institutional Fee + R0-00 Membership fees for 0 full members + R0-00 for 0 student membership)

Please fax or post a copy of the names of the members with a copy of your deposit slip to Dr Anita Fourie.

Members can either pay by cheque or by direct deposit into the association's account. Please make cheques payable to the SSCSA and preferably deposit your payment directly into our account.

STANDARD BANK : CURRENT ACCOUNT  
HATFIELD BRANCH : 011545  
ACCOUNT NUMBER : 011948167  
REFERENCE : Insert name of Institution

Please note that when direct deposits are made into the Society's account, on the deposit slip at the bank, under reference – you must indicate the institution that is making the payment. Failure to do this would result in “unknown” payer. Please fax through a copy of your deposit slip:

For Attention: Dr Anita Fourie Fax Number: 011- 559 1320.

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Dr Anita Fourie

## MEMBERSHIP FEE SCALE

Number of Individual Members	Individual rate (Not an option)	Total Fee for Institution	Title	Surname & Name of Individual members	Job Title / Specialization Field	E-mail address / Phone nr
1	420	1420				
2	415	1835				
3	410	2245				
4	405	2650				
5	400	3050				
6	395	3445				
7	390	3835				
8	385	4220				
9	380	4600				
10	375	4975				
11	370	5345				
12	365	5710				
13	360	6070				
14	355	6425				
15	350	6775				
16	345	7120				
17	340	7460				
18	335	7795				
19	330	8125				
20	325	8450				

- R 1000 standard fee for each institution
- Decreases with R 5 for each individual member
- Associate member: 75% of applicable scale
- Affiliated member: 75% of Individual Rate 1
- Interest group: 75% of Individual Rate 1
- Student member: Individual Rate 1 less R100



## Southern African Association for Counselling and Development in Higher Education

# MEMBERSHIP APPLICATION FORM

**Vision** The SAACDHE strives to be a dynamic and proactive network of counselling and development service providers within higher and further education in Southern Africa.

**Mission** Our mission is to promote and protect the interests of counselling and development service providers, and develop and monitor the delivery of counselling and development services, at institutions for higher and further education in Southern Africa.

**Membership**

**Full Membership:** All institutions of higher or further education in Southern Africa may apply for full membership of the Association on behalf of individuals employed within their Centre(s) and Units as stipulated in the constitution. Individuals employed within such centres will be deemed full members of the Association if the application for membership by their institution has been approved by the Association and the required fees paid.

**Associate Membership:** All educational institution which are not institutions of higher or further education in Southern Africa may apply for associate membership of the Association on behalf of individuals employed within their Centre(s) and Units. Individuals employed within such centres will be deemed associate members of the Association if the application for membership by their institution has been approved by the Association and the required fees paid.

**Affiliated Membership:** Individuals not employed at an educational institution in Southern Africa but whose work is directly related to the academic, career, personal and/or social well-being and development of prospective and registered students pursuing higher or further education in Southern Africa, may apply for affiliate membership of the Association. Such individuals will be deemed affiliated members of the Association if their application for membership has been approved by the Association and the required fees paid.

**PLEASE COMPLETE AND FORWARD TO:**  
Anita Fourie  
[anitaf@uj.ac.za](mailto:anitaf@uj.ac.za) · Phone: 011 559 1318 · Fax: 011 559 1320  
Student Counselling University of Johannesburg, P.O.Box 28669, Kensington, 2101

Institution	
Unit / Department	
Name of Head/ Director	
Postal Address	
Postal Code	
Telephone number	
Facsimile number	
E-mail address	
Preferred means of correspondence	Post o   E-mail o   Other o _____
Main services rendered by your unit or department	
Number of staff members you would like to register	

