

**MCDE HANDBOOK**  
**For**  
**Open and Distance Education**  
**(Second Edition)**

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Malawi College of Distance Education  
Private Bag 302  
Chichiri  
Blantyre 3, Malawi.

Tel. +2651870206  
Fax 2651877452

E-mail: [mcdemalawi@gmail.com](mailto:mcdemalawi@gmail.com)  
Website: [www.mcde.mw](http://www.mcde.mw)

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## External Reviewers

Melayi B. Banda	– Ministry of Education Science and Technology
Henry E.B. Gwede	– South West Education Division
C. Tsogolani	– Shire Highlands Education Division
Evelyn Mjima	– District Education Office, Blantyre Urban
T. Masoka-Banda	- District Education Office, Mulanje
Innocent Nkhonyo	- Charles Lwangwa OSS
Catherine Chisale	- Zingwangwa Secondary School
Dr. A. Kamlongera	- African Centre of Communication for Development
Edson Chikondi	- DHRMD
Chris. F. Laymaman	- Former Principal Tutor (MCDE)
Esther. B. Maulidi	- Malawi Institute of Education

## MCDE Team

R. Samati-Kambali	- Acting Deputy Director
E. Kamanga	- Assistant Accountant
E. Kamwaza	- Regional Tutor In-Charge (Centre)
M. Mkandawire	- Regional Tutor In-Charge (South)
A. Mhango	- Regional Tutor In-Charge (North)
M. T. Nkolokosa	- Student Support Services Coordinator
C. Bonga	- Tutor
T. Khonje	- Tutor
N. Nchingula	- Acting Principal Tutor
F. Njema	- Stores Officer

G. Daudeni	- System Analyst
B. P. Mkandawire	- Tutor
H. Muleso	- Assistant Engineer
L.M. Chikafa	- HRMO
S. Chagunda	- Illustrator
C. Felani	- Producer
G. Gondwe	- Librarian
B. Chithyoka	- Secretary
F. Mphwina	- Stenographer

## **Production**

Editing:	- C. Felani - B. Mkandawire
Typesetting:	- C. Felani - D. Nachamba - L. Ngoma
Copy Typist	- J. Zingale

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*It takes a second to be infected*



**AIDS IS REAL**

**Be faithful to your partner  
Abstain from premarital sex**

**Let's stop HIV/AIDS together**

**Get informed, get tested & get involved  
Stay healthy and protect others**



*Live your life responsibly*

## 1. LIST OF ACRONYMS

DA	: District Assembly
DC	: District Council
DE	: Distance Education
DEM	: District Education Manager
DIAS	: Directorate of Inspection and Advisory Services
EDM	: Education Division Manager
JSE	: Junior Secondary Education
MCC	: Malawi Correspondence College
MCDE	: Malawi College of Distance Education
MSCE	: Malawi School Certificate of Education
ODE	: Open and Distance Education
ODL	: Open and Distance Learning
OSSs	: Open Secondary Schools
PTA	: Parents and Teachers Association
LOs	: Learning Outcomes
LOs	: Learning Objectives
SBU	: Schools Broadcasting Unit
SCs	: Study Centres
SMC	: School Management Committee

## 2. IMPORTANT ADDRESSES

All communications on academic and administrative matters should be addressed to:

The Deputy Director  
Malawi College of Distance Education  
Private Bag 302  
Chichiri  
Blantyre 3  
Tel: (265) 01 870 206,  
Fax (265) 01 877 452  
E-mail: [mcdemalawi@gmail.com](mailto:mcdemalawi@gmail.com)  
Website: [www.mcde.mw](http://www.mcde.mw)

### 3. DEFINITION OF TERMS

**Coordinator** shall mean a qualified secondary school



teacher who manages an Open Secondary School delegated by the head teacher of the host school.

**Distance student** shall mean a student who shall receive learning support through distance education mode.

**Dual mode** shall mean two systems of course delivery operating in the same premises.

**Facilitation fees** shall mean tuition fees.

**Open Secondary School (OSS)** shall mean a school providing secondary school courses housed in a government, parastatal or private institution approved to provide secondary education and training through open and distance mode.

**Single mode** shall mean one system of course delivery in a particular location.

**Study Centre** shall mean a centre established by MCDE or the community to provide education support to distance students.

**Teacher-Supervisor** shall mean a teacher appointed by the head teacher in conjunction with the coordinator to supervise and facilitate the learning process in an open secondary school.

## 4. ABOUT MCDE

MCDE is a department of the Ministry of Education,

Science and Technology with its headquarters in Blantyre, Malawi. It has three sub-offices in Mzuzu in the North, Lilongwe in the Centre and Blantyre in the South. MCDE's education and training services cover the entire country. Each of the administrative districts of Malawi has at least an open secondary school (OSS) or study centre (SC). These are institutions where enrolled students receive academic and administrative support.

MCDE was first set up as Malawi Correspondence College (MCC) in 1965. The mission of the College was to provide education and training through open and distance learning methods. The College started as Malawi Correspondence College (MCC) with a separate Schools Broadcasting Unit (SBU) to provide support to students through radio education programmes. The programmes complemented and supplement primary, secondary school and teacher education courses.

In 1973, the MCC and the SBU merged to become the Malawi Correspondence College and Schools Broadcasting Unit (MCC & SBU). In 1987, the department was renamed to Malawi College of Distance Education (MCDE) and continued to provide education and training through open and distance learning methods. Open and distance learning was offered in Distance Education Centres (DECs)

operating on single mode basis and Night Secondary Schools (NSSs) operating on a dual mode basis in government secondary schools. The College supervised the DECAs and NSSs, and supported distance students in academic and administration matters from all its regional offices.

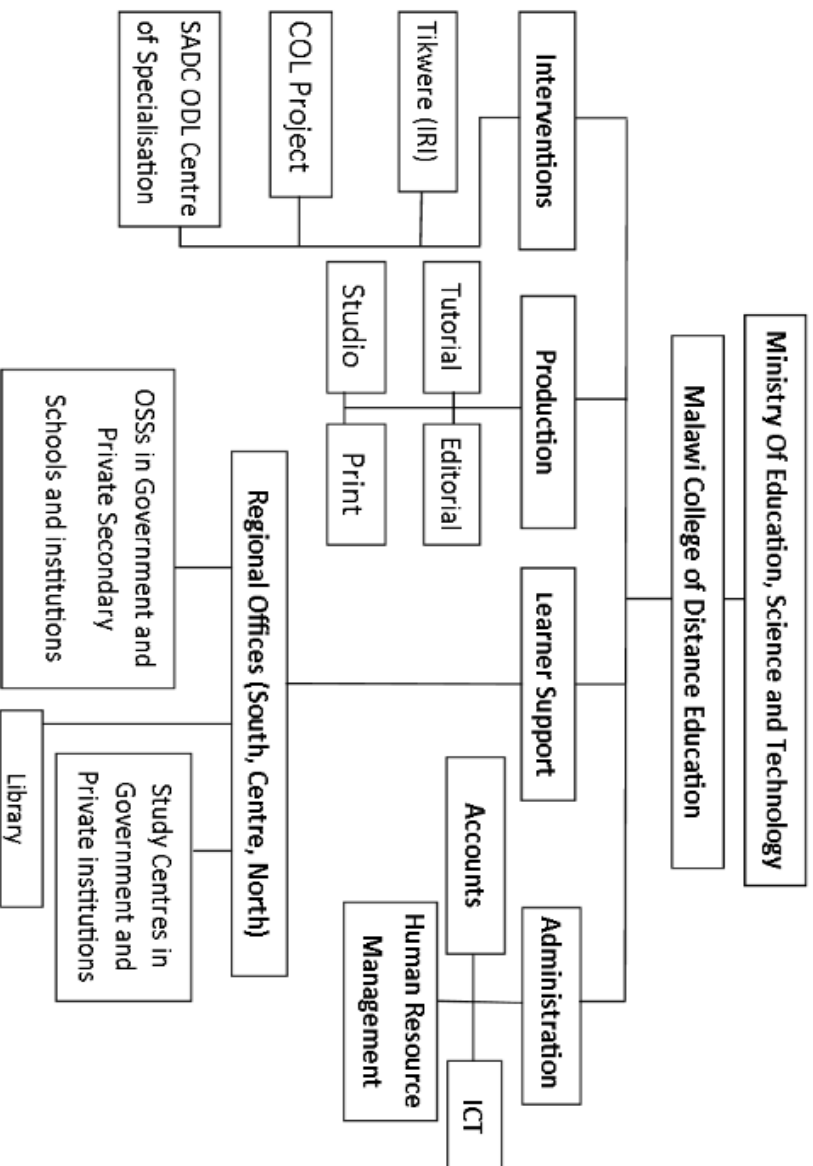
In 1998, the DECAs were repossessed by MoEST and converted to Community Day Secondary Schools (CDSSs). CDSSs report to Ministry of Education, Science and Technology, whilst NSSs remained under MCDE. In 2002, the NSSs were renamed as Open Secondary Schools (OSSs) and continued to operate in Government institutions (secondary and some primary schools).

The objectives of the College were to:

- (a) provide formal education to school-going-age children who failed to secure places in the conventional system due to limited places
- (b) provide a second chance to adults who missed formal education during their youth
- (c) upgrade primary school teachers academically from one level to the other
- (d) prevent a drain of much-needed foreign exchange to correspondence colleges in the neighbouring and distant countries.

The College reintroduced primary school radio programmes with support from United States Agency for International Development (USAID) on Malawi Broadcasting Corporation between 2007 and 2012. In 2008, MCDE became a Centre of Specialisation (CoS) in open and distance education at secondary school level in Southern African Development Community (SADC) region. From 2011 through 2014, with support from African Development Bank through SADC, MCDE conducted nine international training programmes in different skill areas in open and distance learning.

## 5. ORGANISATIONAL STRUCTURE OF MCDE



## **6. MANDATE, VISION, MISSION AND VALUES**

### **6.1 Mandate**

The mandate of MCDE is to provide education and training through open and distance learning (Education Act No. 19 of 2013, sections 18 – 20).

### **6.2 Vision**

To be a champion in Open and Distance Learning in Malawi and beyond.

### **6.3 Mission**

To provide quality, relevant, accessible and equitable education and training at all levels through open and distance learning for socio-economic development in Malawi.

### **6.4 Objectives**

- (a) Increase access to education and training through Open and Distance Learning (ODL) mode at all levels (primary, secondary and tertiary).
- (b) Provide opportunity for academic and professional development in response to national needs.
- (c) Initiate policies for a conducive environment for education and training at all levels.
- (d) Provide quality and excellent academic, professional and vocational training.
- (e) Ensure an efficient and effective ODL system in Malawi.

- (f) Respond to the emerging educational and training needs of ODL students.

## **6.5 Strategies**

To achieve its vision, mission and objectives, MCDE identifies students' needs, designs, develops and produces instructional materials tailored for Open and Distance Students. The main medium of instruction delivery is print. Modules are developed based on the current curriculum by specialists.

MCDE registers Open Secondary School students, Study Centre students and home study (independent) students. It provides students with instructional materials and necessary academic support through guidance and counselling to students, teacher-supervisors and mentors; administers tutor-marked assignments; and orients teacher-supervisors in ODL methodologies. To ensure quality of course delivery and student support, MCDE supervises OSS's and SCs. It monitors and evaluates course delivery systems in OSS's and SCs. It networks with other education institutions for institutional development and enrichment.

## **7. THE PRACTICE OF ODE**

- 7.1** ODE methods are used to increase access to education opportunities where the teacher and

the student are usually separated in time and/or place. These methods use a variety of media such as print electronic, interactive instruction and other modes of communication that allow students and tutors to interact. They also provide regular or occasional face-to-face instruction.

- 7.2 Open education provides students with choices about media, place of study, pace of study, support mechanisms and entry and exit points. In ODE, course designing, development and production aim at providing student support. The student support system includes tutoring, mentoring, tutor-marked assignments, guidance and counselling, and course materials in given media. Media include print, audio, video, telephone, fax, e-mail, television, radio, computer and face-to-face instruction.
- 7.3 ODE overcomes problems such as distance, place and time, which can be barriers to learning. Students are separated from teaching institutions, teacher-supervisors and mentors, and can study on their own effectively through ODE instructional materials. ODE also overcomes problems of physical distance for students who are unable or unwilling to physically attend courses in an OSS or SC or who



are in isolated places. ODE solves the problem of timetabling. Besides, it solves the problems of shortage of teachers. People in full-time or part-time employment can access education and training through ODE systems.

#### 7.4 Distance learning and open learning

(a) **Distance learning** emphasises media use for course delivery and is usually programmed. In distance learning, the teacher and the student are separated in time or place, or both. It uses a variety of media including print and electronic. To allow students and teachers or mentors to interact, it occasionally uses face-to-face sessions to reinforce learning.

- (b) **Open learning** emphasises offering students' choices about:
- Media, through which they can learn
  - Place where to study: whether at home, study centre or OSS
  - Pace of study, that is, how long they will take to complete a course
  - Support systems such as face-to-face instructions, audio, video or in a study circle (e-group discussions).

## **8. Course materials in ODE**

### **8.1 Nature of materials**

ODE materials follow three different approaches. These are tell-and-test, tutorial and reflective action guide. These approaches make ODE materials self-instructional. ODE instructional materials guarantee quality of learning through the use of learning objectives (LOs) and outcomes of learning (OL). LOs and OL structure the learning context focus on the learning design and allow education stakeholders to assess and evaluate whether the learning has taken place and is appropriate. The term self-instruction refers to a process in which:

- Materials take students step-by-step through an instructional process.
- Self-assessment exercises with answers are a central feature.
- The materials are student- centred.
- The materials are written in small manageable chunks.
- The materials are presented in simple language.

### **8.2 Media use in ODE**

Basically, there are three types of media. These are print, electronic and face-to-face instructions. MCDE uses print as the main medium of instruction. The print takes the

form of booklets or modules. Face-to-face instruction is used to complement or supplement the print medium. MCDE shall use the print medium of instruction and supplement the materials with face-to-face medium. Where the materials are accompanied by electronic media, students shall be advised accordingly.

## **9. STUDENT SUPPORT SERVICES**

### **9.1 Enrolment of students**

There shall be two categories of students:

- (a) Students in open schools
- (b) Students in distance learning programme (mode)
  - (i) Supervising at a study centre
  - (ii) Students studying independently with instructional support direct from the College

All students shall receive support from the College as follows:

9.1.1. Students in OSSs shall access:

- (a) Modules in all subjects offered by the College
- (b) Face-to-face instruction (teaching) at the OSSs
- (c) Extra instruction on line
- (d) Electronic media: CDs, radio and television

9.1.2. Students in study centres shall access:

- (a) Modules in all subjects offered by the College
- (b) Tutorials conducted mentors at the study centre
- (c) Extra instruction online
- (d) Electronic media: CDs, radio and television

9.2.3. Distance students (home study students):

- (a) Modules in all subjects offered by the College
- (b) Assignments (tutor marked assignments)
- (c) Extra instruction online
- (d) Electronic media: CDs, radio and television
- (e) Public lectures or orientations

## 9.2 Enrolment of students

- (a) All enrolment procedures shall be followed All required information shall be captured when enrolling students.
- (b) Every OSS/SC shall declare accurate enrolment records in *quadruple* for accountability purposes.
- (c) OSS students shall enrol with MCDE through an OSS on the same form in *quadruple* and distributed as follows: one for the student, one for the school, one for the regional office and the other for MCDE Headquarters.
- (d) Distance education (DE) students shall directly enrol

with MCDE.

- (e) Students enrolling for Junior Secondary course shall produce evidence of having passed the Primary School Leaving Certificate (PSLC) course.

Those enrolling for senior secondary course shall produce evidence of having gone through junior secondary course unless otherwise stated.

- (f) Each student shall pay a non-refundable registration fee prescribed from time-to-time by MoEST. The list of students for an OSS and study centre shall be submitted to the College for registration and consolidation.
- (g) Students who shall have registered for a course and failed the final examinations shall be allowed to repeat once for a subsequent period of two more years and thereafter they will be deregistered. All issues of OSS students registering for national examinations shall be handled by the host institution. OSS teacher supervisors shall be incorporated in the Examinations Committee.

### **9.3 Student support**

Student support shall include:

- (a) Administrative services
- (b) Guidance and counselling

- (c) Availability of teacher-supervisors/mentors
- (d) Access to facilities: laboratory, library, tutor-marked assignments
- (e) Access to information
- (f) Maintenance of records
- (g) Orientation of supervisors
- (h) Tutoring (all learning activities shall, that is, where applicable, start the after- hours of the host institution)

## **10. EXAMINATIONS AND ASSIGNMENTS**

National examinations at secondary school level are administered by the Malawi National Examinations Board (MANEB). MANEB awards national certificates to successful candidates. The following procedures shall be followed for national examinations and assignments:

- DE students at a study centre shall register for national examinations at an approved examination centre through the coordinating mentor.
- OSS students shall register for national examinations at an approved examination centre through the coordinator of the OSS where they are studying.

- For national examinations, ODL students shall follow MANEB examination regulations.
- OSS students shall sit end of term examinations prepared by their teacher-supervisors/mentors who will record the students' performance results and submit the records to MCDE.
- OSS students shall submit assignments prepared by MCDE to the coordinator and the DE students at a study centre shall submit to the coordinating mentor.
- DE student's assignments shall be sent to MCDE for marking and those by the OSS students shall be marked by the teacher-supervisors. A copy of the results shall be submitted for record and monitoring purposes.

## **11. THE ROLE OF MCDE, EDM, DIAS AND DEMS IN OSSs AND SCs**

MCDE, EDMs and DEMs and DIAS shall carry out the following educational functions for OSSs and study centres:

- Registering OSSs and SCs
- Registering OSS and SC students

- Receiving registration fees from centre coordinators
- Receiving instructional material fees from students
- Providing face-to-face orientations to students
- Providing study materials to students
- Orienting OSS/SC teacher-supervisors and mentors in ODL methods
- Providing guidance and counselling to students and teacher-supervisors
- Providing supervisory services to OSSs and SCs
- The planner shall collect, analyse, compile and share OSS data
- The DOS shall oversee management of the OSS in terms of adherence to set out rules and financial management procedures

## **12. ESTABLISHING AN OSS**

**12.1** Public Open Secondary Schools are Government Institutions under the Ministry of Education, Science and Technology (MoEST) and they report to MCDE. These institutions are supposed to be established by the communities' request to expand access to secondary education.

### **12.2 To establish an OSS**



- a) The community is expected to determine the need for opening an OSS and should express the need through community leaders, for example, Parent-Teacher association (PTA), political, traditional and religious leaders.
- b) MCDE, DEMs and DEMs should sensitise the communities on their role to determine the need for establishing an OSS within the community.
- c) MCDE, EDM, DEM and DIAS should take lead in orienting OSS applicants on the procedures for opening an OSS/Study Centre.
- d) The host institution shall be required to meet the prerequisites before establishing an OSS.
- e) Where required on the application form, attach evidences in form of certificates of at least 3 qualified secondary school teachers (a teacher with an education degree or general degree with a UCE) and minutes of the meeting that discussed the establishment of the OSS in that location.
- f) The minutes shall be signed by all attendees and shall be attached to the application form.
- g) The administration of an institution willing to house an OSS shall ensure availability of classrooms and other facilities for the students.
- h) The host institution shall have qualified secondary school teacher supervisors

- i) The host institution shall specify the actual catchment area.
- j) The distance between the host school and the offsite campus of the OSS should be within a walkable distance for teachers.

An OSS shall be established when it has at least 20 potential students

### **12.3 Procedures for establishing an OSS**

- (a) On the basis of the identified needs, the head of the institution shall collect a registration form in triplicate from MCDE, EDM and DEMs offices and complete it accordingly.
- (b) The community, through the head of the host institution, shall apply to operate an OSS at more than one premises depending on the need. Where this is applicable, all the approved premises shall run on separate certificates issued to the host institution, which shall be in force at the time.
- (c) The head of the institution shall send the application form with the minutes to the District Education Manager (DEM) and Education Division Manager (EDM) who shall recommend the opening of the OSS by endorsing on the form.
- (d) The EDM shall forward the application form and all the attachments to MCDE.

- (e) MCDE shall verify the information on the form before approval and give feedback during the third term of the school year.
- (f) At no point should MCDE approve an institution without the endorsement of the DEM and EDM
- (g) The approved OSS shall be registered and shall receive a registration number. The OSS will be required to start its operations during the onset of an academic calendar (as schools open)
- (h) All issues of confidentiality as regards the application form and procedures shall be adhered to.
- (i) After five years of operation, MCDE, DEM, EDM and other stakeholders shall review an OSS against a set of operating guidelines.
- (j) EDMs and DEMs should conduct school mapping exercise to help communities on where an OSS can be required.
- (k) The Minister of Education, Science and Technology shall close an illegally established OSS that shall not follow operational guidelines, and revoke the certificate of an OSS that shall not follow operational guidelines.
- (l) It is illegal for an institution to operate open learning courses before registration of the centre and the students.

**NB:** All applications that do not have the required

attachments shall not be processed.

## **13. MANAGING AN OSS AND A STUDY CENTRE**

### **13.1 Management**

In managing an OSS,

- (a) The overall authority of the OSS shall be vested in the head of the host institution.
- (b) The head of the host institution shall appoint a teacher to be the coordinator of the OSS and delegate the responsibility of managing the OSS to the coordinator. All qualifying persons shall be eligible for the position of coordinator.
- (c) The coordinator, in collaboration with the head of the host institution, shall identify and assign teacher-supervisors for each subject.

### **13.2 Responsibilities**

The following shall be the responsibilities of the head of the host institution, coordinator, teacher-supervisors and mentors.

#### **13.2.1 The head of the host institution**

The head of the host institution shall be responsible for the

academic, financial and disciplinary matters at an OSS. The head of the host institution is supposed to supervise the running of the OSS.

### **13.2.2 The Coordinator**

The Coordinator shall possess leadership qualities and skills, and with high sense of maturity; and shall be a holder of a minimum qualification of a Degree in Education with at least two (2 ) years' experience as a secondary school teacher. The coordinator may hold the office for a maximum period of three (3) years. The coordinator shall report to the head of the institution and shall be responsible for:

- (a) The management and administration of the OSS
- (b) Coordinating the activities of the OSS with MCDE on behalf of the head of the host institution on management and administrative matters
- (c) Reporting, in writing, to the head of the host institution and to MCDE, EDMs and DEMs on quarterly basis.
- (d) Managing day-to-day smooth running of the OSS.
- (e) Overseeing teacher–supervisors in their assigned duties
- (f) Remit registration fees and administration fund to MCDE
- (g) Admission of students to OSS. When admitting students to an OSS, the coordinator should keep track

of all school-going age students in addition to other students that come to upgrade.

- (h) Keeping records of OSS
- (i) Collaborating with the Head of the host institution in managing OSS funds such as supervising fees collection
- (j) Facilitating registration of students of the OSS for national examinations
- (k) The Coordinator may delegate some of these responsibilities to other teacher – supervisors

### **13.2.3 Teacher-supervisors**

The teacher-supervisor shall,

- (a) Ensure that the students have the necessary materials for learning
- (b) Plan the open learning process
- (c) Facilitate the open learning process
- (d) Assess students' performance
- (e) Provide extra, current and relevant information for example, curriculum changes) to students where necessary
- (f) Provide guidance and counselling to open secondary school students

### **13.2.4 The mentors in Study Centres**

The mentors' responsibilities shall include:

- (a) Ensuring that the students have the necessary materials for learning
- (b) Planning the open learning process
- (c) Facilitating the open learning process
- (d) Assessing the students
- (e) Providing extra information to students
- (f) Providing guidance and counselling to students
- (g) Providing information on curriculum changes

## **14. AN OSS AND THE HOST INSTITUTION**

The host institution and the OSS shall operate on a dual mode basis. The following shall be the relationship between the two education systems:

- (a) The host institution shall allow the OSS access resources such as qualified teachers, textbooks, classrooms, furniture, toilets and sporting facilities. However, OSS students should be encouraged to use modules.
  
- (b) The OSS shall contribute towards the running costs of the host school in terms of payment of utility bills,

maintenance of infrastructure, security and cost of development projects (refer to Financial Management section on page 37).

- (c) Students in the two schools shall learn separately. Where an OSS is housed in a conventional secondary school or CDSS, the OSS shall commence classes 30 minutes after the conventional school students have knocked off.
- (d) Where they agree to have school uniform, it should be different in colour from that of the conventional school.
- (e) Where possible, rules and regulations of the host school shall apply to the OSS. However, caution shall be exercised not to consider and treat the conventional school hosting an OSS as a double shift school.
- (f) Double shift secondary schools shall not run an OSS on the same premises. However, where there is a reasonable demand, management shall have the discretion to establish and manage an OSS away from the host school premises, preferably in Government premises within their catchment area.

## **15. RECORDS TO BE KEPT BY AN OSS**

The OSS shall open and maintain the following records:

- (a) Admission register



- (b) Attendance register
- (c) Students' transfer records
- (d) Enrolment returns
- (e) Accounts records
- (f) Timetable
- (g) Administration file
- (h) Minute book
- (i) Log book
- (j) Scholastic records
- (k) National examinations records
- (l) Period register
- (m) Ledger book
- (n) Schemes and records of work
- (o) Lesson plan
- (p) Mark book

NB: Copies of all these records shall be under the custody of the host institution.

## **16. A STUDY CENTRE**

### **16.1 Establishing a study centre**

A study centre shall be a place approved by MCDE where distance students shall converge for academic and

administrative support.

At such a centre, MCDE shall assist in the appointment of the coordinating mentor.

The SC shall be established at any convenient place. To establish a SC, MCDE shall consider the number of distance students (minimum of five) within a specific area.

Where MCDE is establishing a study centre, it shall liaise with the proprietor of the identified premises and agree on the terms of reference on the use of the study centre at the premises

## **16.2 Managing a study centre**

The coordinating mentor shall report to the Deputy Director of MCDE through MCDE regional offices. The functions of the coordinating mentor shall include:

- (a) Supervising the operations of the SC.
- (b) Managing and administering the study centre on behalf of MCDE.
- (c) Supervising fellow mentors
- (d) Admission of students
- (e) Keeping records
- (f) Collecting centre fees
- (g) In collaboration with fellow mentors controlling the expenditure of the SC funds
- (h) Administering tutor–marked assignments in the SC
- (i) Assisting students of the SC register for national

examinations

(j) Arranging the studying schedule

**NB:** The coordinating mentor may delegate some of these responsibilities to other mentors at the centre.

## **17. THE STUDY CENTRE AND THE PROPRIETOR OF PREMISES**

17.1 Study Centres operating in rented premises shall be regulated by the following terms:

- (a) The premises hosting SC shall have basic facilities for study such as well ventilated rooms, furniture, adequate space, toilets and water supply.
- (b) The Coordinating Mentor shall agree with the proprietor on the contribution to make for using the facilities.
- (c) The coordinating team shall set up rules for running the SC.

## **18: RECORDS TO BE KEPT BY STUDY CENTRE**

18.1 A study centre shall open and maintain the following records:

- (a) Admission register

- (b) Attendance register
- (c) Students' transfer records
- (d) Enrolment returns
- (e) Accounts records
- (f) Timetable
- (g) Administration file
- (h) Minute book
- (i) Log book
- (j) Scholastic records
- (k) National examinations records
- (l) Period register
- (m) Ledger book

## **19: FINANCIAL MANAGEMENT**

### **19.1 Fees**

- (a) All public accounting procedures and guidelines shall be followed when handling public funds paid to the OSS or SC through fees and donations, for example, Public Finance Act, Procurement Act, Treasury Instructions on Finance and circulars coming out from time to time.
- (b) Types of fees paid to an OSS include facilitation fees,

- registration fees, module fees administration fees, and development fees.
- (c) All fees transactions should be accompanied by a government general receipt with supporting documents at all times.
  - (d) All fees issues shall be guided by MCDE. When determining or raising fees, community representatives such as SMC, PTA need to be involved.
  - (e) Fees shall be collected by designated or appointed officers.
  - (f) Fees shall be paid promptly.
  - (g) Facilitation fees: students shall pay facilitation fees to the OSS or SC.
  - (h) Registration fees: Students who enroll in an OSS shall register with MCDE. The students shall pay registration fees of MK200 per course.

## **19.2 Registration fees**

- a) Registration fees shall be guided by MoEST through MCDE from time to time
- b) Students who enrol in an OSS shall register with MCDE.
- c) The registration fees is K 200.00 per level (Junior or Senior secondary level)
- d) The coordinator shall remit the registration fees

to MCDE from time to time.

### **19.3 Module fees**

- a) Module fees Registration fees shall be guided by MoEST through MCDE from time to time.

### **19.4 Facilitation fees**

- (a) The OSS students shall pay facilitation fees. Thirty percent (30%) of the facilitation fees shall be remitted as centre fund to the host institution and shall be used for payment of utility bills, maintenance of infrastructure and learning facilities, security and teaching and learning resources.
- (b) For an OSS operating at another institution, the OSS management shall agree with the proprietor on the contributions to make up for using the facilities. The contribution shall come from the 30% contribution remitted to the host institution.
- (c) The host institution shall liaise with the proprietor of the centre institution on the amount of money for compensation for maintenance and other regular costs incurred in hosting the OSS.
- (d) Such agreements shall be documented in an MoU signed by representatives of the two parties and shared with MCDE, DEM and EDM.
- (e) The MoU shall be revised from time to time based on

- increasing or decreasing costs of hosting the OSS.
- (f) MCDE, DEM and EDM shall receive an updated copy of the MoU.
  - (g) The remaining 70 % of the facilitation fees shall be used for paying supervision allowances, facilitation allowance, administration allowance, running of OSS examinations and other recurrent transactions.

### **19.3 Development fees**

OSS students shall only contribute to the development project taking place at the hosting institution where they are taking their studies.

### **19.5 Administration fee**

- a) Administration fees shall be a sum of money that an OSS shall contribute to MCDE towards facilitation of school registration and monitoring services.
- b) MoEST, through MCDE, shall communicate the structure of the administration fees to OSSs when all approvals are given.

### **19.6 Penalties**

- a) MoEST, through MCDE, EDM, DEM and DIAS shall effect penalties on OSSs and managers of OSSs for non-compliance to operational guidelines and financial mismanagement at all levels.
- b) Some of the noncompliant practices include

- i) operating unregistered schools,
- ii) Under-declaration of students
- iii) Non-submission of any revenue due to MCDE
- iv) Non-remittance of 30% to the host institution

### **19.7 Bank account**

- (a) An OSS and SC shall open and maintain a bank account (whose information shall be shared with MCDE) where the funds realised by them shall be deposited.
- (b) An OSS account shall have three signatories: the OSS coordinator, the head teacher of the host institution and one teacher-supervisor.
- (c) The principal signatory shall be the coordinator of the OSS.
- (d) Two signatories shall sign and draw money from the account.
- (e) Transparency shall be upheld at all times.
- (f) For the SC, the signatories shall be the coordinating mentor, one mentor and any other mentor. All three signatories shall sign to draw money from the account.

### **19.8 Accounts records**

- (a) Deposit slips
- (b) Withdrawal slips
- (c) Cash-books



- (d) Expenditure ledgers
- (e) Receipts files
- (f) Receipt books
- (g) Allowance payment vouchers
- (h) Cheque books
- (i) Bank reconciliations
- (j) Bank statements

## **19.8 Plant and equipment**

- a) All plant and equipment procured by the OSS or received through donations belongs to the MoET (host school).
- b) A copy of all records of such plant and equipment shall be kept by the host school
- c) Procurement of all plants, equipment, goods, works and services shall follow all procurement and financial regulations at all times.
- d) In the event that the OSS closes down, all finances, goods, equipment, plants and any other resources under custody of the OSS shall be handed over to the host institution.
- e) Inventory records for all finances, goods, equipment, plants and any other resources under custody of the OSS shall be well documented and audited.

## Appendix 1

### Procedural guidelines for establishing ODL centres

**Definition of ODL centre:** ODL is a generic term referring to institutions set up within existing Government education institutions to provide education through open and distance education methods. Such centres include:

1. open secondary schools operating in government conventional secondary schools, community secondary schools, community day secondary schools
2. distance learning centres operating in approved government primary schools, Teacher Development Centres, Teacher Training Colleges or any other college or institution having appropriate facilities and atmosphere for the provision of educational services

All such centres shall fall under the jurisdiction of the manager of the accommodating institution. The manager shall appoint a coordinator to run the day to-day transactions of the centre. The role of the manager shall be to liaise with the distance teaching

institutions on academic, management and administrative issues of the centre. In principle, the institutions running ODL centres shall be considered as operating on a dual mode basis, that is, one institution having two systems of course delivery.

### *Establishing an ODL centre*

Detailed procedures and regulations are available in a handbook which stakeholders shall access on request on how to establish such centres. However, to establish any such centres stakeholders including the community, District Assemblies (DA), Education Division managers, the manager of the institution where the centre is to be set up shall express interest of the local community in the establishment of such a centre. The applicant shall be the community through the manager of the institution, who would seek the endorsement of the EDM (for open secondary schools) or DA (for all institution falling under the jurisdiction of the DA) before the application is submitted to Malawi College of Distance Education.

## **Opening and establishing an ODL centre**

- (a) For open secondary schools, Educational Divisional Manager shall endorse the application.

- (b) For centres in TDC and primary schools, Teacher Training Colleges and other, the DA shall endorse the application.

Prospective applicant shall obtain an application form from MCDE. Managers and local authorities shall be obliged to provide recommendation on the magnitude of need and suitability of the premises for the requested centre. The manager of the institution shall send the application form and any other relevant documents supporting the application to MCDE for processing.

MCDE shall give an approval within a period of 60 days, in the event that all requirements have been fulfilled and are satisfactory.

## Appendix 2

### Regulation on Registration of ODL centres

#### *Open secondary school*

1. The head of the secondary school should accept to manage the OSS through a coordinator.
2. The head of the secondary school should allow teachers of the secondary school to participate in the supervision of ODL students and should control them on the operation of the OSS based on the ethics of the profession and the regulations of the Ministry of Education and MPSR.
3. The head of the institution through the coordinator should accept to participate in the management of the OSS resources including revenue
4. The head of the institution should monitor the administration of the OSS.
5. The head of the institution should ensure that all OSS students are enrolled with MCDE and tuition fees are paid to the OSS.
6. The head shall ensure that OSS students are adequately supported following the principles and practice of ODL.

7. The head shall ensure that students in the OSS follow the by-rules set for the management and administration of OSS and those students in the OSS shall be free to participate in the educational activities of the school.
8. The head of the school shall cause the books of the accounts to be audited by internal and external auditors

### **ODL centres in TDCs, TTCs and primary schools and other institutions.**

The centres shall be established on the following conditions:

1. If the introduction of the ODL does not disrupt the main activities of institution.
2. The management of the institution agrees to promote the centre's educational activities and encourage the use of student support systems for open and distance learning.
3. The management agrees to ensure that all the students are enrolled with MCDE and pay stipulated fees to the college and to the institution.
4. The management agrees to control the management and administration of the centres such that its introduction is not open to abuse of any kind (personal gains, immoral acts, etc).
5. The centre has adequate facilities resources to support the students

6. The centre facilitates the procurement of study materials from MCDE.
7. That the centre shall ensure safe custody of appropriate and quality scholastic records.
8. The centre shall use ODL principles in course delivery.

The centre shall be responsible for the formative assessment and evaluation of the students

### **Appendix 3**

#### **Regulations on Evaluation of ODL centre students**

For OSS students: The teacher-supervisors shall be responsible for formative evaluation and students shall sit MANEB examination for summative evaluation.

Centres in TDCs, TTCs and primary schools and other:

1. The centre shall be responsible for formative evaluation.
2. Students shall be required to submit at least three tutor-marked or teacher-supervisor marked assignments per year to MCDE.
3. Students sit MANEB examination for summative evaluation and certification

## **Appendix 4**

### **Recruitment of Study Centre mentors.**

1. The centre shall advertise the existence of such posts in the centre in the local community and qualified persons shall be recruited following Government procedures.
2. Successful applicants shall be offered the post on merit.
3. The centre shall arrange to have the recruited persons inducted by MCDE in the principles and practice of ODL.
4. The terms of reference shall be drawn by the centre, which shall be responsible for the remuneration of the mentors.

## **Appendix 5**

### **MCDE Guidelines on ODL Principles and Practice**

All course materials developed by MCDE follow the principles of



open and distance learning. Stakeholders shall liaise with MCDE on the standards and quality required in course delivery using such instructional materials. MCDE shall regularly run orientation programmes and certificate courses for ODL practitioners. However, stakeholders shall contribute towards the running costs of such programmes except where it shall be explicitly stated otherwise.

MCDE shall from time to time publish revised handbooks, audio and video materials for teachers on the Principles and Practice of ODL.

## **Appendix 6**

### **Regulations on Remuneration and welfare of ODL centres**

All ODL centres shall charge three types of fees.

- (1) Students registration fees
- (2) Course materials fees
- (3) Tuition fees

Registration and course materials fees shall be remitted to MCDE. The centres shall keep tuition fees for management and administration of the centre. Tuition fees shall therefore cover the centre expenses such as teacher-supervisor or mentors'

remuneration, replenishing used up resources, maintenance of infrastructures, teaching and learning facilities, utilities and staff allowances, transport claims and any other expenses related to school management and administration.

## **Appendix 7**

### **Regulations on Resources for ODL Centre mentors**

The centre shall hire the mentors. The centre shall provide the resources the mentor requires to carry out the supervisory work. The centre shall ensure that part of the tuition fees shall be used for such resources.

In the event that MCDE has resources for free distribution, the resources shall directly be given to the centre and not the mentor. It will be the discretion of the centre to decide how best it shall use the resources. All resources obtained for ODL shall remain the property of the centre and if the centre becomes

defunct, the property shall remain the property of the institution operated. Consequently the property will remain the property of the local stakeholders.

## **Appendix 8**

### **MCDE Guide on ODL methods**

ODL course delivery methods are dynamic. They depend on the technology selected and used. However, this shall be treated under guideline in appendix 12. Initially MCDE will be responsible for inducting and training practitioners. Where adequate personnel have been trained, this will be decentralised and MCDE shall take a supervisory role and ensure quality of teaching through open and distance learning methods.

## **Appendix 9**

### **Guidelines on Supervision, Inspection and Evaluation of ODL programmes**

To ensure quality course delivery in open and distance learning programmes, MCDE shall have two systems of supervision, inspection and Evaluation.

- (1) Internal system
- (2) External system

### *Internal*

The District Assembly education supervisors and inspectors shall be oriented in the principles of course delivery in open and distance centre. As these go out to conventional teaching institutions, they shall include in their programme the ODL centres. The education supervisors and inspectors shall make a copy of their report to MCDE for study and observations.

### *External*

MCDE shall visit open and distance centres to supervise, inspect and advise. MCDE shall make a general report on the status and quality of open and distance learning programmes and shall remedy the errors during orientation programmes and other meetings that shall be convened for purposes of improving the system.

Where possible and necessary MCDE may request the services of a consultant every five years to evaluate its open and distance learning programme.

## **Appendix 10**

### **Guidelines for ODL centre information management**

MCDE shall advise the centres on the type and nature of information to be kept and the expected efficiency in the

retrieval system. The centre shall be expected to keep quality records on:

- (1) Student bio-data
- (2) Student scholastic record
- (3) Centre enrolment by age, sex and year (form)
- (4) Candidates for each examination
- (5) Examination results
- (6) Number of modules students received
- (7) Courses offered and their subjects
- (8) Records of the teacher supervisors
- (9) Discipline issues

## **Appendix 11**

### **MCDE Regulation on tuition, legislation and study material fees**

A student in an ODL centre shall be a student of MCDE on condition that, that student pays all the three types of fees as stipulated by MCDE. The following conditions do not qualify a student to be a student of MCDE or the centre.

- (1) Paying tuition fees only
- (2) Paying tuition fees and registration fees only
- (3) Paying tuition fees and course fees only

A student at the centres shall pay all fees in full and shall be recognised as MCDE students only when all fees are paid and issued with appropriate receipts.

Registration shall be paid by the students in requesting MCDE to consider that student as a legal student of the College. Students who have not paid registration fees shall not be considered as students of the College.

Course fees shall entitle the student to receive study materials from the College. Unless stated otherwise, students shall be obliged to use MCDE's modules in the courses that the College offers. Where the College substitutes its course materials it will advise the centre in writing.

Tuition fees shall entitle the student to attend face-to-face instructions and other education services carried out by the centre.

All fees shall be paid to the centre. The manager of the centre shall remit registration and course fees to MCDE on enrolling the students. MCDE shall enrol students with the backing of details on the enrolment form that specifies the information needed to enrol someone.

*It takes a second to be infected*



**AIDS IS REAL**

**Be faithful to your partner  
Abstain from premarital sex**

**Let's stop HIV/AIDS together**

**Get informed, get tested & get involved  
Stay healthy and protect others**

*Live your life responsibly*

