

**THE NATIONAL TEACHERS' DIPLOMA**  
(Exam every 3 years or when necessary)

**1. PRE-REQUISITES FOR EXAMINATION**

- The National Design Diploma (NDD).
- **Three GOLDS/AWARDS** obtained at Advanced level in the three years preceding the exam, awarded by **three** accredited SAFU Judges at Shows or Club meetings or awards (1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup>) in a national/international virtual show.
- OR
- **Four GOLDS** obtained at an Advanced level in the three years preceding the exam, awarded by **two** accredited SAFU Judges at Shows or Club meetings.

**Golds** in 'Petite', 'Miniature' and 'Craft' classes are allowed, but only one gold obtained in the aforementioned will be taken into account.

Only gold/award obtained in individual competition will be recognised.

An application form must be signed by the candidate and approved by the provincial Teachers' Panel head and President.

**2. STUDY MATERIAL**

- SAFU Guide to Teaching Floral Art/Manual (revised edition 2023)
- SAFU National Design Diploma Modules
- SAFU Handbook for Judges and Flower Arrangers

**SUGGESTED ADDITIONAL READING/RESEARCH FOR ENRICHMENT PURPOSES**

- SAFU Booklets on Techniques and Plant manipulation
- 'Creative Flower Arranging': Jean Taylor
- 'The Floral Art Encyclopaedia': Judith Blacklock
- Online research/reading on teaching methods, trends and other related topics eg. modern art and architecture.

**3. EXAMINATION FORMAT —Two Sections**

- Portfolio (2 months prior to practical examination). Portfolio will be marked by the National Teachers' Panel head and the Exam Co-Ordinator.
- Workshop including an introductory teaching demonstration (3 hours). The workshop will be assessed by 3 Provincial Teachers/Judges and National Panel head as moderator.

**3.1 Portfolio** on how to plan a series of lessons for beginners or intermediate level. Portfolio must include:

- General layout (front page, index, introduction)
- Details of venue, plus map
- Cost and payment details
- Health and Safety requirements
- Advertising, social media, flyer
- Classroom layout for each lesson
- The portfolio must consist of 4 lessons, **all** of which must be worked out in detail including the following information: format of lesson, teaching methodology, requirement lists, realistic budget for each lesson, toolbox, visual aids, hand-outs to students and to examining team, sketches, bibliography, assessment questionnaire.

NB. PORTFOLIO MUST BE SUBMITTED ELECTRONICALLY

- 3.2 Workshop:** The candidate must organise a 3 hour workshop that includes an introductory teaching demonstration.  
The National Teachers' Panel Head and exam Co-ordinator will select a lesson from the portfolio. Assessment of the workshop will be done by 3 provincial teachers/judges and the National Teachers' Panel head as moderator.

The candidate teacher will be expected to:

- Organise a venue
- Advertise the workshop
- Find 6 participants for the workshop
- Supply requirement list
- Prepare visual aids, hand-outs to students
- Set up the venue in readiness for the workshop.

The following will be assessed:

- Introduction: Layout and set up of classroom, explanation of the subject of lesson, link to the portfolio, explanation of mechanics, techniques, containers, conditioning and plant material.
- Dress, personality and communication skills
- Standard of design demonstrated by the teacher.
- Presentation, timing, use of terminology, instructions, teaching aids, use of turntable, suitable vocabulary, interaction between teacher and participants.
- Assessment of participants' work/summing up of the lesson.
- Conclusion of lesson.
- The Examination Panel may ask the candidates oral questions to test their teaching abilities, if necessary.

#### 4. **PASS MARK**

- **Portfolio:** 75% is the required pass mark to qualify for the practical examination. **Supplementary examinations** will be allowed in cases where the candidate obtains 70-74% for the portfolio. The revised portfolio must be submitted 1 month after the results have been released.
- **Practical Examination:** 75% is the required pass mark for the practical workshop examination. **A supplementary examination** will be allowed in cases where the candidate obtains 70-74% in the practical workshop examination. Supplementary exams will take place 1 month after the results of the initial exam.

MARKSHEET FOR TEACHERS' PORTFOLIO

Portfolio layout 20  
Front page (5)  
Index (5)  
Introduction (10)

Layout of course 40  
Map & venue details (5)  
Health& Safety (5)  
Toolbox (5)  
Cost of course / Payment details. (5)  
Advertising Plan (how, where, when etc) (5)  
Flyer/ poster/ social media post (5)  
Classroom layouts per lesson (10)

Course structure 100  
Lesson 1 (25)  
Lesson 2 (25)  
Lesson 3 (25)  
Lesson 4 (25)

Assessment Questionnaire 10

Budget 15

Bibliography 5

Extras 10

Total: 200

GENERAL COMMENT:

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TEACHERS PANEL HEAD: .....

EXAM CO-ORDINATOR: .....

MARKSHEET FOR TEACHERS' PRACTICAL EXAM

Teaching Demonstration and workshop 3 Hours  
Set up of Workshop

10

Layout of venue and class setup: Space, refreshments, health& safety.  
Set up, requirement list and toolbox as per advertisement.

Introduction to Lesson and workshop

10

Link to lessons in portfolio  
Explanation on mechanics, techniques, containers,  
Plant material and the conditioning thereof

Presentation of teaching Demonstration and Workshop

60

Dress, personality and communication skills of teacher. (10)  
Standard of design demonstrated by teacher. (10)  
Use of terminology and Plant Knowledge (10)  
Presentation of instructions, techniques and manipulations and design (10)  
Teaching aids: turn table, handouts, white board, photos (5)  
Timing and chronologic presentation (5)  
Interaction between Teacher and participants (10)

Assessment of participants work by teacher.

10

Conclusion of lesson

5

Oral Questionnaire by examiners

5

Total:100

GENERAL COMMENT:

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EXAMINERS: .....

MODERATOR: .....

(UPDATED MARCH 2023)