

LISA JANAKK

NAME: Lisa Janakk

DATE OF BIRTH: 03/10/1974

NATIONALITY: South African, Indian

NATIVE SPEAKER OF ENGLISH

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1. EDUCATION AND QUALIFICATIONS

Active Learning Network. Webinar on Meeting the challenge of getting students reading!

Organized by Wendy Garnham, Tab Betts and Paolo Oprandi. Workshop facilitators Paul Stevens, Matt

Lea, Martin Hughes & Roy Hanney. 02 December 2020

Online Moodle training by Skunet. 16 August 2020 – 21 August 2020

Global Language Training, London. 150 hours Master TEFL/TESOL certificate. 03 January 2019

University of South Africa (UNISA). Master's Degree in Education Management (Specialising in RPL) (78% - Cum Laude) Sep 2012

TOPIC: A MANAGEMENT MODEL FOR THE RECOGNITION OF PRIOR LEARNING (RPL) AT THE UNIVERSITY OF SOUTH AFRICA.

McGillivrayLinnegarAssociates. A training course in Basic copy editing and proofreading 18-21 Oct 2012

PRIOR LEARNING CENTRE. Graduated as Qualified assessor Sep 2007

EDUTEL. Graduated as Qualified moderator Oct 2010

University of South Africa (UNISA). Postgraduate Diploma in Education Management. May 2004

University of Durban Westville. Baccalaureus Education (Honors) – 2 yr. degree May 2001

University of Durban Westville. Baccalaureus Paedagogie in Primary Education – 4 yr. degree May 1997

2. EMPLOYMENT

1. EDUTEL. Online marking of assessments. From 1 March 2021 to date.

2. UNIVERSITY OF WITWATERSRAND. Development of academic material and assessments, online teaching and online marking for School of Education, Literacies and Languages division. I am lecturing on the CAPS curriculum. From 1 March 2021 to 30 June 2021.

3. CallForce Direct (Pty) Ltd Company. Online TESOL Teacher and Practice Teaching Supervisor (TESOL) for the Language Training Institute | Universal Education and Training Ltd, an Australian based company that employs ESL Teachers to teach foreign students English online. 4 December 2020 – to date.

Practice Teaching Supervisor/ Assessor: I observe sessions conducted by TESOL Student Teachers and assess, evaluate and provide feedback. I complete and submit the required documentation and manage related administration.

TESOL Teacher: I teach English as a Foreign Language to students on the Indian sub-continent that are sourced through UNET. I provide a superior and professional service to student/s. I facilitate lessons to ensure the lesson content is clearly understood by the student/s. I teach groups of up to 6 (six) students per class. I manage student interactions with effective time management. I submit students' progress reports within the specified time frames.

4. EDUTEL - I have written academic material for EDUTEL, English 1st and 2nd Language Modules NQF LEVEL 5 I did the proofreading and editing of the academic materials that I developed. 5 April -November 2019.

5. DaDa, 51TALK, Eigox, Micro Language, Native Camp and TUTLO (all online English teaching institutions). I teach English online to students.

6. University of South Africa (Unisa) - e-developer and e- facilitator Oct 2016 – Dec 2020. I worked as e-developer and e-facilitator (Independent contractor) for DCCD. I conducted research and designed academic materials and online forms/brochures/posters for Unisa's Online Writing Centre and facilitate online. I did the proofreading and editing of the academic materials that I develop.

7. University of South Africa (Unisa) lecturing in HBEDTL6 –Curriculum studies module. 01 Jan 2014- 31 Dec 2015. I assisted in the teaching of this module. This entailed the setting of the tutorial letters, memoranda, assignments, and exam papers. It also involved dealing with student enquiries pertaining to the subject. I communicated with the students via email, telephonically or face to face consultations. It further involved the training of external markers. I also did the marking and moderation of the assignments and exam papers as I am a certified assessor and moderator. I did the proofreading and editing of the academic materials that I developed.

8. SOUTH AFRICAN SCHOOL OF MOTION PICTURE MEDIUM AND LIVE PERFORMANCE (AFDA)

Production core course, Academic literacies coordinator .01 Nov 2012 – 31 Oct 2013. As the Production course coordinator, I was responsible for dealing with students queries with regards to Production course, researching and developing curricula for Production course and delivering the lectures. This involved liaising with the lecturers when developing curricula

and creating PowerPoint presentations of the materials that were later loaded on the SOUTH AFRICAN SCHOOL OF MOTION PICTURE MEDIUM AND LIVE PERFORMANCE portal/website. This job also involved administrative work, such as the capturing of the project individual and group marks and dealing with the marking and moderation of the projects. I did the proofreading and editing of the academic materials that I developed.

9. University of South Africa (Unisa) – Cape Town, Academic Language Facilitator

01 Aug 2010 – 29 Feb 2012. I researched and developed my own Reading and Writing material for the student workshops. I also had face to face consultations with students, as well as email and telephonic contact. I held workshops for undergraduate and postgraduate students. I did the proofreading and editing of the academic materials that I developed.

10. University of South Africa (Unisa) - RECOGNITION OF PRIOR LEARNING, Academic coordinator Jan 2007 – July 2010

My job as a RECOGNITION OF PRIOR LEARNING academic coordinator involved training Unisa staff on the RECOGNITION OF PRIOR LEARNING process. Apart from this, I had to pre-assess students and then help them compile a portfolio of evidence. Once the academic staff gave their approval or not for the student to gain credit or access, I then had to do a post-assessment with the student. We also had a database where all this information was captured.

11. University of South Africa (Unisa) Unisa Florida Regional Centre– Academic Language Facilitator DEC 2006 – JAN 2007

I researched and developed my own Reading and Writing material for the student workshops. I also had face to face consultations with students, as well as email and telephonic contact. I ran workshops for undergraduate and postgraduate students. I worked in close collaboration with the College of Agriculture and Environmental Studies (CAES). I planned, designed, and facilitated an academic literacy intervention in close collaboration with Senior Lecturer Mr. H Samuels (CAES), to develop student academic reading and writing practices within the discipline of Horticulture. I did the proofreading and editing of the academic materials that I developed.

12. University of South Africa (Unisa) Unisa Johannesburg/ Carlton Center – Academic Language Facilitator MAR 2005 – DEC 2006

I was responsible for the Unisa Johannesburg/ Carlton reading and writing center. I researched and developed my own Reading and Writing material for the student workshops. I also had face to face consultations with students, as well as email and telephonic contact. I ran academic development workshops for undergraduate and postgraduate students. I did the proofreading and editing of the academic materials that I developed.

13. University of South Africa (Unisa) – (Technikon RSA) - part-time. I was responsible for the assessment and marking of assignment papers and examination scripts for English Practical Policing. Jan 2005 – Feb 2006

14. Ferndale Secondary School, Randburg, April 2004 - Dec 2004

Subjects taught included: English to Grades 10 and 11. I had to research and develop the curriculum taught to students. I also set the assignments, exam papers and did the marking of it all. I also compiled termly reports. I did the proofreading and editing of the academic materials that I developed.

15. Hillgrove Secondary School, Durban June 2003 – Jan 2004

Subjects taught included: Arts & Culture and Life Orientation to Grade 8, 9 and 10. I had to research and develop the curriculum taught to students. I also set the assignments, exam papers and did the marking of it all. I also compiled termly reports. I did the proofreading and editing of the academic materials that I developed.

16. Orange Grove Primary School, Johannesburg April 2002 – April 2003

Subjects taught included: English, Afrikaans, Science and Technology, Arts and Culture and Life Orientation to Grade 5 students. I had to research and develop the curriculum taught to students. I also set the assignments, exam papers and did the marking of it all. I also compiled termly reports. I did the proofreading and editing of the academic materials that I developed.

17. Sacred Heart Roman Catholic School Oxford – Henley on Thames - UK March 2001 - Feb 2002

I taught Key Stage 2, 3 and 4 and all subjects. I had to research and develop the curriculum taught to students. I also set the assignments, exam papers and did the marking of it all. I also compiled termly reports. I did the proofreading and editing of the academic materials that I developed.

18. Trenance Park Secondary School, Durban Jan 2000 - Jan 2001

Subjects taught included: English to Grades 7 and 8. I had to research and develop the curriculum taught to students. I also set the assignments, exam papers and did the marking of it all. I also compiled termly reports. I did the proofreading and editing of the academic materials that I developed.

17. Trenance Park Primary School, Durban Jan 1997- Dec1999

Subjects taught included: Afrikaans, Art, History and Health Education to Grades 3, 4, 5 and 6. I had to research and develop the curriculum taught to students. I also set the assignments, exam papers and did the marking of it all. I also compiled termly reports. I did the proofreading and editing of the academic materials that I developed.

3. REFEREES

1. Dr. Ilse Fouche

Senior Lecturer: Division of Languages, Literacies and

Literatures

Wits School of Education

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2. Prof. Elsie Cloete:

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3. Dr. Marici Snyman

EDUTEL

MODULE COORDINATOR

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