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TERTIARY EDUCATION

- ◆ 2005- 2009. Currently completing an **MA in Philosophy** on writing and identity construction at the University of Pretoria entitled *Playing with the Subject: Writing in The Pillow Book and in The Penal Colony*, Supervisor: Dr LM Mabile.
- ◆ April 1999. **Honours Degree in English Literature-** *obtained with Distinction.* University of South Africa, Pretoria.
 - ◆ April 1997. **Bachelor of Arts degree (English, Philosophy, Comparative Literature, French, Classics, Sociology, Psychology).** University of the Witwatersrand, Johannesburg.

OTHER TRAINING COURSES

- ◆ September 1998. Passed **LEARNET course in Courseware Design** and Curriculum Development for Outcomes Based Education.
- ◆ Enrolled for a six week **on-line course on distance education**, presented by Prof J Levine (Michigan State University, USA), J Chotguis (from Brazil) and S Mpofu, from Zimbabwe : 15 October-18 November 2006.

MATRIC

Completed at the first attempt in **1992** at **Capital Tutorial College**, Pretoria, with a B average.

Curriculum Vitae: J-M Viljoen

- ◆ Subjects, all on higher grade: Biology (A), Science (C), Maths (E), History (C+), English first language (B+), Afrikaans second language (B).

WORKSHOPS AND CONFERENCES (presented)

- ◆ September 2009. *The myth of the One and only : searching for the one, being absorbed by the many and the discovery of multiple selves*, by May MS and JM Viljoen **to be presented** at Conference on *Myth and Superstition: Dreams, Signs, Symbols* from 28 to 29 September 2009 in Cape Town, South Africa.
- ◆ (2007- Spent the year living and working at **Girne American University** in North Cyprus).
 - ◆ October 2005. **Presented a paper** entitled *Innovative mLearning to support rural low-tech learners in Africa: the case of using SMS to support distance learner-teachers* at the Mlearn 2005 conference in Cape Town.
 - ◆ June 2005. **Presented a paper** entitled *Transforming learning through technology : the case of using SMSs to support distance learners in South Africa*. At the CRIDALA conference in June 2005 at the Open University of Hong Kong.
 - ◆ June 2005. **Conceived and Co-ordinated a symposium** at the International Society of Theoretical Psychology (ISTP 2005) 2005 Conference in Cape Town entitled '*It says nothing. It permits saying*'. *Symposium on the 'role of reading and writing in constructing the self ...and so on'..*
 - ◆ June 2005. **Presented a paper** *Prologue: 'a catalogue of voices'* to introduce the above symposium. ISTP 2005 conference.
 - ◆ June 2005. **Co- presented a paper**, *From the mouths of babes: voicing reflections on writing*, at the symposium co-ordinated for the ISTP 2005 conference.
 - ◆ October 2004. **Presented a paper**, *Researching the academic value of SMS for distance learners*, at the post graduate research indaba of the Faculty of Education at the University of Pretoria.
 - ◆ September 2004. **Presented a paper** on *The use of SMS technology to communicate effectively with students* by TH Brown and JM Viljoen at the NADEOSA conference in Johannesburg.
 - ◆ (December 2001 and April 2004: **had two children**)

- ◆ April 2001. **Presented a workshop** on Curriculum Development and the Publishing of Paper-Based Learning Materials to the Deans of faculties at MEDUNSA (with Dr P Richards of eFACT)
- ◆ April 2000. **Presented a workshop** with Vista University Mamelodi Psychology Department at their inter Campus workshop on writing modularized learning materials for distance learners and how to facilitate learning from such materials in the classroom.
- ◆ November 1999. **Co-presented a workshop** with Dr GA Viljoen on *Writing learning materials for distance education learners* with Vista University Mamelodi Psychology Department

PUBLICATIONS

Published

- ◆ **Transforming learning through technology:** the case of using SMSs to support *distance students in South Africa* by JM Viljoen, CS du Preez and A Cook, in Special Edition of Perspectives in Education: December 2004, Vol 23 No 4.

In Press

- ◆ **The anatomy of textuality: what writing gives birth to,** by JM Viljoen and LM Mabile based on my MA dissertation and submitted to *English Academy Review*.

AWARDS

- ◆ **Certificate for Education Innovation** for the outstanding contribution made towards education innovation at the University of Pretoria, received 3 October 2006.

STUDY VISITS ABROAD

- ◆ June 2005- Indira Gandhi Open University, Delhi, India.
- ◆ June 2005- Hong Kong Open University, Hong Kong, China.

PARTICIPATION IN RELEVANT BODIES

Curriculum Vitae: J-M Viljoen

Jan 2005- Dec 2005: **Co-convenor of the *Intellectual Crossroads***, a body that organised and chaired weekly seminars and guest lectures on provocative issues of interest. This body is strongly committed to contributing to a culture of rigorous interdisciplinary debate by focussing attention on issues of a philosophically and politically controversial nature.

June 2005- March 2008: member of **Faculty of Education research committee at the University of Pretoria.**

June 2005- March 2008: active member of Faculty of Education sub-committee of **research ethics at the University of Pretoria.**

June 2005- January 2007 and February-March 2008: co-ordinator of the Faculty research sub committee focus area on **Distance Education at the University of Pretoria.**

EMPLOYMENT HISTORY

Employer & position held	Dates of employment	Experience gained through employment

<p>self Full time freelance learning materials developer.</p>	<p>March 2008- present.</p>	<p>Current projects (Feb- Nov 2008) Amongst other things, I have been developing materials for:</p> <ul style="list-style-type: none"> • Editing various texts of books and journals for Unisa Press. • Writing of website text for the Usher-Reid Institute, a holistic living healthy lifestyle website. • Life skills programme for sports people developed for Leap projects and the Department of Sports and Culture : (NQF level 2). • Learning materials and assessment tools developer consultant for Thrive Learning Facilitation. • A course in Kaizen for WesBank and The Development Link. • A course in management development for Bell Equipment and Network Dynamics. • A course in talent management for De Beers and Avocado Vision to enable line managers to spot and nurture talent in their teams. • A course in Managing Time Assertively and Change Management for Abundant Living, accredited through Services SETA and Thrive. • A course in goals development for Metamorphosis, accredited through Services SETA and Thrive. • A course in basic business skills for HUCAD (NQF level 2). • A product training course for Edu-Loan and Avocado Vision to train Edu-Loan staff to see their products effectively.
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<p>Girne American University full time consulting as project manager</p>	<p>17 September -26 December 2007</p>	<p>Distance education advisor. I was contracted to:</p> <ul style="list-style-type: none"> ◆ Train academic staff to produce distance education materials ◆ Identify and develop new courses to offer via distance education ◆ Maintain distance education courses already on-line. ◆ Teach third year courses on <i>The Foundations of Distance Education</i> and <i>Instructional Design</i> ◆ Supervise software development projects of <i>Computers in Teaching</i> fourth year students
<p>Triologue-Cida-SAB-Partnership part time consulting</p>	<p>August-September 2007</p>	<ul style="list-style-type: none"> ◆ I researched and developed a learning process for a three day Corporate Social Responsibility Workshop that included , pre-readings, a trainer guide and an activity workbook.
<p>Cida learning trust-SAB part time consulting</p>	<p>July 2007</p>	<ul style="list-style-type: none"> ◆ I was contracted to research and re-develop the Cida -Absa meeting manager course so that it is applicable for managers
<p>Cida learning trust-Absa part time consulting</p>	<p>March-June 2007</p>	<ul style="list-style-type: none"> • I was contracted as a part time research, design and development consulting for this leading corporate training company on South Africa that develops soft skills courses for a variety of learners. • I was required to research, write and revise courses in Time Management, Problem solving, Negotiating skills, presentation skills and managing meetings for them.

Girne American University (North Cyprus), part time	March -June 2007	I lectured part time during this period. The courses I taught were English <i>Writing II</i> and <i>Mythology I</i> .
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<p>University of Pretoria- full time, chief learning materials developer.</p>	<ul style="list-style-type: none"> • 1 January 2003- March 2008 • Instructional designer 	<p>As an I was employed to manage the learning materials development function of the Unit for Distance Education at the University of Pretoria. At this time the Unit served 14 000 students. As an instructional designer, I honed my skills in structuring a variety of texts effectively and ensuring that they were appropriately written for the relevant reader profile. My expertise lies in tailoring a specific text for its particular readers, thus making it more effective at delivering its content (whatever it is) to the targeted readers (be they learners, academics or specific groups of the public). I continuously gained experience in training trainers to write distance learning materials and learning support tools at a myriad of regular workshops that I ran in the faculty. I also continuously managed and coordinate learning materials development projects to stringent deadlines (this included managing internal and external contractors who were writers, editors, graphic designers, printers, proof readers, critical readers and layout practitioners). I also continued to gain experience in editing a wide variety of study guides and exercising quality control over the work of the contributing editors and other external contractors. I was also required to write an edit in-house articles and publications, on a daily basis. I was also in charge of the research portfolio for distance education in our faculty and part of this involved remaining abreast of the legislative environment of education and training in the country.</p>
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<p>Povey Centre (UNISA) - part time</p>	<ul style="list-style-type: none"> • <i>April 2002-July 2002</i> 	<p>This was a Centre for the Study of English in Africa. I developed course brochures and web page text for them.</p>
<p>Thutong Learning centre (Unisa)- <i>English Tutor</i> part time</p>	<ul style="list-style-type: none"> • <i>1March 2002-August 2002</i> 	<p>I taught first year courses called <i>Selves and Others</i> and another called <i>English for Law students</i>. The former especially involved the specific effects created by developing narratives with certain techniques.</p>
<p>South African History on line, Prof Abebe Zegeye and UNISA press - part time</p>	<ul style="list-style-type: none"> • <i>September 2001-December 2003 part time and on an ad hoc project basis for some time thereafter.</i> 	<p>My position here was as part time research and publishing assistant. I consulted with authors of books on various editorial matters. I had to research and write articles for journals and edit and revise the writings of others for various publications. Examples of specific projects that I was consulted on include: producing a paper-based text on Poverty, producing a photographic essay on child soldiers and publishing a cookery book on Carribbean cooking. For these projects I had to write new and rearrange, edit and extensively revise existing text.</p>

<p>self- full M time Courseware developer and language consultant)</p> <p>t</p>	<p>March 2002- December 2002:</p>	<p>I ran my own educational consulting and English language editorial consulting business. The educational consulting part of the business, involved much the same work that I had been doing for the last year at Edu-process.</p> <ul style="list-style-type: none"> • This often involved development work (researching and writing text from scratch) that would form the basis of learning materials. • I also did instructional design of paper-based learning materials. This involved redesigning the raw text of a subject specialist into a form that is most conducive to interactive, outcomes based learning. • I assisted Training Providers in aligning their training materials to the NQF, wrote unit standards and served on SGBs. • I assisted Training Providers (for example <i>Knovation</i> and the <i>Montessori Academy</i>) in registering and or accrediting their programmes or qualifications, or themselves as providers • The English language editing part of the business involved editing any English language text. I have been exposed to a vast variety of texts that I have edited. I also still have access to a number of specialist editors to whom I outsource learning materials that I have designed. It was my job to oversee the work of these editors at both Edu-process and Learnet. For example, in June 2002 I was asked to proof read a book called, <i>Education Transformation: The South African Experience</i>-edited by Wyk and Lemmer.
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<p>Edu-process (part of the Jetline Printing Investment Holdings Group) - full time</p>	<ul style="list-style-type: none"> • <i>1 May 2000 - 31 December 2000</i> - Project Instruction Co-ordinator • <i>1 January 2001- 28 February 2002</i>- Director Educational 	<p>Edu-process is a company that publishes paper-based learning materials on behalf of its clients. It uses a management by projects system, in which each manuscript goes through a process made up of various different tasks from authoring to printing.</p> <ul style="list-style-type: none"> • My work here was similar to what I did at Lernet in that I was also involved in instructional design of paper based study manuals for a variety of post matric courses. I was also involved in training educators in how to develop curricula and write learning materials that are specifically suited to their individual learner profiles. In addition, I also managed our Pretoria office, was involved in client liaison (our client's were mainly public and private higher education institutions). I also briefed and co-ordinated our contractors and did quality control of the English language editing task of a number of contracting editors. • I was the chief editor of our in-house publications and internal documents.
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<p>Learnet- full time</p>	<ul style="list-style-type: none"> • 1 March 1999 - 31 April 2000- Instructional designer 	<p>Learnet is a company that publishes paper-based learning materials on behalf of its clients.</p> <ul style="list-style-type: none"> • Here I designed and evaluated numerous interactive paper-based study texts for distance learners • I was involved in the training of numerous authors to write and develop outcomes-based courseware written in distance education mode. • I trained other instructional designers and assisted in managing and briefing numerous and various contractors. • I also edited numerous English study manuals. • I also co-authored an in-house training manual for authors of courses called <i>Outcomes and Authors</i>. • I was in charge of the company's research data base. This involved researching both paper based and electronic texts (often via the Internet) and keeping abreast of the latest educational legislation and research.
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OTHER SKILLS

- I have **very good English writing skills**. I also have good research and observation skills. This combination means that **I can generate just about any text, anytime.**
- I have developed **good client liaison, selling** and **networking skills** especially since March 2008 whilst I have been in my own business full time.
- I am particularly **creative and flexible** and I am a **quick learner**.
- I am extremely **thorough**.
- I have **managerial skills**. Throughout my working life I have been responsible for over-seeing a number of other people's work (instructional design).

- I also have experience of working successfully in project teams. For example, I was invited to work in such **a team put together by LYCEUM College in order to develop learning materials for some of the Secondary Agricultural Sector Education and Training Authority's learnerships in the Grain sub-sector in South Africa.**
1. I am a highly **self-motivated** and organised person. I am good at organising my time and keeping to deadlines.
- I am **thoroughly computer literate** and have advanced word processing skills (MSWord and Word Perfect)
 - I have a valid **driver's licence.**
 - My **interpersonal communication** skills are very good.
 - I am also fluent in **Afrikaans.**
 - I have a website on learning materials development to be found at www.learningmaterials.co.za

REFEREES

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