

**ICT INTEGRATION**

Course	Term 1	Term 2	Term 3	Term 4
ICT Leadership for Education Managers (LEM)	29 - 31 Jan			
Smart Classroom Training	2 - 3, 16 - 17 Feb, 2 - 3, 16 - 17 Mar	4 - 5, 18 - 19 May	3 - 4, 17 - 18 Aug	31 Aug - 1 Sept, 14 - 15 Sept
ICT Strategic Management	23 - 24 Feb, 5 - 6 Apr	4 - 5 May	9 - 10 Jul	
ICT Integration Maths (GET & FET) for SA's / SCP's	26 - 28 Feb			
ICT Integration Languages (InterSen & FET) for SA's/ SCP's	5 - 7 Mar			
ICT Integration Foundation Phase for SA's / SCP's	15 - 17 Jan			
Train the Trainer	2 - 3, 23 - 24 Mar			
ICT Integration (Generic) for SA's and SCP's				
ICT Integration Foundation Phase		3 - 4, 20 - 21 Apr		
ICT Integration Intersen (Languages)		5 - 6 Apr, 4 - 5 May		
ICT Integration Intersen (Maths)		25 - 26 Jun	27 - 28 Jul	
ICT Integration FET (Languages)		27 - 28 Jun	3 - 4 Aug	
ICT Integration FET (Maths)			2 - 3 Jul, 17 - 18 Aug	
ICT Seminar (Principals)		14 Apr		
ICT Workshop (Principals)		26 May, 9 Jun		

## PROGRAMME DELIVERY COURSES

Course	Term 1	Term 2	Term 3	Term 4
Grade R Languages	8 - 12 Jan	25 - 29 Jun		
Foundation Phase Mathematics	12 - 23 Feb	7 - 18 May	13 - 24 Aug	
Foundation Phase English FAL	26 Feb - 9 Mar			
Foundation Phase Afrikaans HL		14 - 25 May		
Foundation Phase IsiXhosa HL			27 Aug - 7 Sept	
Foundation Phase Life Skills		21 May - 1 Jun		
Intermediate Phase Mathematics	12 - 23 Feb	21 May - 1 Jun		
Intermediate Phase English FAL	26 Feb - 9 Mar		13 - 24 Aug	
Intermediate Phase IsiXhosa HL		7 - 18 May	27 Aug - 7 Sept	
Intermediate Phase Natural Sciences and Technology		14 - 25 May		
Addressing Barrires in learning FP Mathematics	12 - 23 Feb	21 May - 1 Jun	27 Aug - 7 Sept	
Addressing Barriers in learning IP Mathematics	26 Feb - 9 Mar	14 - 25 May		
Addressing Barriers in learning FP Languages	5 - 16 Feb	7 - 18 May		
Addressing Barrires in learning IP Languages	19 Feb - 2 Mar		13 - 24 Aug	
FP Departmental Heads in Grade R curriculum	29 Jan - 9 Feb			
Writing Project		4 - 6 Apr, 25 - 29 Jun		

## SCHOOL MANAGEMENT AND LEADERSHIP DEVELOPMENT COURSES

Course	Term 1	Term 2	Term 3	Term 4
Woolworths Leadership Seminar	10 Feb			
Roles and Responsibilities of Departmental Heads 100 School Project Group 1	19 Feb - 3 Mar			
Roles and Responsibilities of Departmental Heads 100 School Project Group 2			23 Jul - 3 Aug	
Roles and Responsibilities of Departmental Heads Level 1		7 - 18 May		
Roles and Responsibilities of Departmental Heads Level 2			9 - 13 Jul	
Roles and Responsibilities of Deputy Principals Level 1			23 Jul - 3 Aug	
Induction Programme for Newly Appointed Principals A	5 - 8 Mar			
Induction Programme for Newly Appointed Principals B		21 - 24 May		
Induction Programme for Newly Appointed Principals C			3 - 6 Sept	
Aspiring School Leaders		4 - 6 Apr		
Aspiring School Principals			2 - 4 Jul	
School Management Team 1 (A) George		3 - 5 Apr		
School Management Team 1 (B) George		25 - 28 Jun		
School Management Team 2 (A) CTLI			2 - 4 Jul	
School Management Team 2 (B) CTLI				1 - 4 Oct
Women In and Into Leadership and Management Positions			2 - 6 Jul	
Principal as Leader of the Curriculum		25 - 28 Jun		

## Continuing Professional Teacher Development Seminars

CPTD MS Seminars (Post Level 1 Secondary School Teachers)		21 Apr		
CPTD MS Seminars (Post Level 1 Secondary School Teachers)			28 Jul	
CPTD MS Seminars (Post Level 1 Primary School Teachers)				13 Oct

## National Teaching Awards Process

Activity	Term 1	Term 2	Term 3	Term 4
NTA Closing Date			27 Jul	
Cluster Adjudication			1 - 3 Aug, 6 - 8 Aug, 13 - 15 Aug	
Cluster Functions			20 -25 Aug	
NTA Provincial Adjudication			27 - 28 Aug, 6 - 7 Sept, 10 - 14 Sept, 17 - 19 Sept, 20 -21 Sept	
NTA Steering Committee Meeting	13 Mar	12 Jun	31 Aug	11 Oct
NTA Provincial Function				2 Nov
NTA Mentoring Workshop				9 - 10 Nov
NTA Reflection Workshop				20 Nov

CONFERENCES				
EDTECH Summit Africa			11 - 14 Jul	
# LITNUM in the 21st century				2 - 4 Oct
CELEBRATING TEACHERS				
	17 Feb	May		5 Oct

**CTLI ONLINE SIGN-IN AND REGISTRATION PROCESS**

1. **Registered users** can click on the "**Sign in**" link on the home page at [www.wcedctli.co.za](http://www.wcedctli.co.za) and sign in using a username or email address and password, in order to sign up for courses.
2. **First time users** can register as follows:
  - 2.1 Click on the "**Register here**" link which will take you to the "Sign in" or "Register here" page.
  - 2.2 The following fields must be completed:
    - Username: create your username which you will need every time you log in to the CTLI website.
    - Valid/active email address: enter your active and valid email address. If you do not have an active email address, you need to create one before proceeding further. An email address is needed for communication purposes.
    - Password: enter or create your password.
    - Confirm your password.
    - Confirm that you are a human visitor by dragging the correct shape at the bottom of the page to the grey "drop area" (this is to prevent computer-generated phishing attempts).
    - Click on "**create a new account**".
  - 2.3 Once you have clicked on "create a new account", the following screen appears: "**Let's confirm your email address**".
  - 2.4 Then open your email and verify your email account by following the instructions sent to you about your account details at CTLI. Click the first link in the message which will take you to the "**Edit your profile**" page.
  - 2.5 Create your full profile by completing your "**Personal and Work Information**".
  - 2.6 Then click "**Submit**" and your personal profile will be updated on the system.
  - 2.7 Once you have created your profile you can view all the courses offered at CTLI and sign up for the course(s) you wish to attend.
  - 2.8 Then "**submit**" your application. Please ensure that it has been submitted correctly. You will receive an email confirming that your application was received – if you don't receive this confirmation, your application was not submitted successfully.

3. Your application will be reviewed by district officials and approved or declined by the district director. A final decision will be taken by the CTLI programme coordinator only after district sign-off.
4. Throughout this process you will receive emails informing you of the status of your application. You can also log in online to check the status of your application from the history page.
5. Although these instructions may seem complicated, the system was designed to be user friendly with step-by-step instructions. However, should you need assistance please contact Ms Phelokazi Tutani at tel. no. 021 900 5024 or email [phelokazi.tutani@westerncape.gov.za](mailto:phelokazi.tutani@westerncape.gov.za)
6. Each course on the system will indicate a window period for applications and you are advised to only apply within the prescribed window period for a particular course.