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12/16/5/2/1
Enquiries: GC De Bruyn/JC Titus

Cape Teaching and Leadership Minute: 0005/2017

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: Curriculum Coordination & Advice, Heads: Management and Governance, Heads: Special Needs Coordination & Advice, Circuit Managers, IMG Managers, Subject Advisers and Principals of public schools

Subject: 2018 Bursaries for Continuing Professional Development of in-service teachers

1. The Western Cape Education Department (WCED) is pleased to announce that the Education Training and Development Practices Sector Education Training Authority (ETDP SETA) has made **190 bursaries** available to teachers for the 2018 academic year to study towards obtaining the following full qualifications:

	Course	NQF Level	Institution contracted
i	Advanced Certificate in Foundation Phase Teaching (ACT FP)	6 120 Credits	University of Cape Town (UCT)
ii	Advanced Certificate in Senior Phase Teaching in Mathematics (ACT SP Mathematics)	6 120 Credits	
iii	Advanced Diploma in Education in Intermediate Phase Mathematics Teaching	7 120 Credits	University of Stellenbosch (US)
iv	Advanced Diploma in Senior Phase Mathematics Teaching	7 120 Credits	
v	Advanced Diploma in Education in Further Education and Training Mathematics Teaching	7 120 Credits	

2. Teachers fulfilling the following criteria may apply for the bursaries:

	Course	Minimum Requirements
	Advanced Certificate in Foundation Phase Teaching (ACT FP)	<ul style="list-style-type: none"> Teachers in possession of a formal teaching qualification at Relative Educational Qualification Value (REQV) 13 (M+3) or higher; Teachers currently teaching Foundation Phase without a formal qualification; Teachers currently teaching Senior Phase Mathematics without a formal qualification. Prospective students must also satisfy the entry requirements for formal studies at UCT.
ii	Advanced Certificate in Senior Phase Teaching in Mathematics (ACT SP Mathematics)	
iii	Advanced Diploma in Education in Intermediate Phase Mathematics Teaching	<ul style="list-style-type: none"> Teachers in possession of a formal teaching qualification at REQV 14 (M+4) or higher; Teachers currently teaching Mathematics in one of the three phases without a formal qualification in Mathematics. Prospective students must also satisfy the entry requirements for formal studies at US.
iv	Advanced Diploma in Senior Phase Mathematics Teaching	
v	Advanced Diploma in Education in Further Education and Training Mathematics Teaching	

3. Only teachers in the above-mentioned categories may apply.

4. Applications will be considered subject to each applicant meeting all the following requirements:

- (i) Must be permanently employed by the WCED.
- (ii) Must meet the admission requirements of the applicable university (see Annexure A).
- (iii) Must **not** be in receipt of another state bursary or any other bursary.
- (iv) May **not** be registered at any other university upon making the application or on registration.

- (v) Commitment from the principal of the school that the applicant will remain in the applicable phase and/or subject for the two years of study and the subsequent three years upon obtaining the qualification.
5. Both the Advanced Certificate in Teaching (ACT) and Advanced Diploma in Education (ADE) qualification programme will be offered on a part-time basis over a period of two years, from January 2018 to December 2019. The course work will involve network education, as well as contact sessions during school holidays. (See Annexure A.)
 6. Each bursary awarded will cover registration and tuition fees and the ETDP SETA will settle costs relating to registration and tuition fees directly with the higher education institution (HEI) concerned.
 7. Accommodation for contact sessions where applicable will be arranged by the WCED and will only be provided to teachers travelling from rural areas. Accommodation for block sessions and Saturday sessions will be at the Cape Teaching and Leadership Institute (CTLI).
 8. Where applicable, transport costs to and from the training venue will be covered by the WCED, provided that successful candidates from the same town or school share transport.
 9. Successful applicants will be responsible for the costs of their learning support material, where applicable.
 10. Teachers who wish to be considered for the different courses and bursaries are requested to complete the attached Annexure B forms and submit both, via their principals, by **19 December 2017**:

For attention: Mr GC de Bruyn
 Directorate: Cape Teaching and Leadership Institute
 Western Cape Education Department
 Private Bag X14
 Kuils River
 7579

11. Hand delivered applications will also be accepted and can be placed in the wooden box marked "Teacher Development" in the foyer of the Admin 2 Building at the Directorate: Cape Teaching and Leadership Institute, New Nooiensfontein Road, Kuils River.
12. The application forms are attached to this minute (Annexure B).

13. **Kindly note that:**
 - **incomplete or illegible applications will not be considered; and**
 - **no faxed applications will be accepted.**
14. Applications received after the closing date of 08 December 2017 will not be considered.
15. **Please note the following:**
 - The course **of your choice** must be clearly stated on the application form.
 - Certified copies of your matric certificate, academic and/or professional qualification certificate(s) and identity document must be submitted with your application.
 - The application **must be signed and endorsed** (signed application form) by the **applicant, his/her school principal and the Circuit Manager.**
 - Without the endorsement of the principal and Circuit Manager, an application will be deemed incomplete and will be disqualified.
16. Applications will be prioritised and recommendations will be forwarded to the Head of Department (HoD), via the Directorate: Cape Teaching and Leadership Institute, for approval.
17. By completing the agreement form (Annexure C), successful applicants will enter into a formal agreement with the WCED to render a year's service for each year for which the bursary is awarded, as well as to comply with the other stipulations outlined in the agreement.
18. Kindly ensure that the content of this minute is brought to the attention of all teaching staff members at your school.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM & ASSESSMENT MANAGEMENT

DATE: 2017-12-04