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Enquiries: TE Sikiti

Curriculum GET Minute: DCG 0010/2017

To: Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Coordination and Advice, Circuit Managers, Deputy Chief Education Specialists, FET Coordinators, GET Coordinators, Senior Phase Accounting Advisers and Principals of all ordinary high schools and combined schools

Subject: Notice of Basic Economics teacher professional development workshop for Grades 7 to 9 EMS teachers

1. The Western Cape Education Department (WCED) has arranged a focused training course for Economic and Management Sciences (EMS) teachers in Grades 7, 8 and 9.
2. The purpose of the training is to strengthen the teaching of the Economics component of EMS in Grades 7, 8 and 9 by providing knowledge and skills for teachers who are currently teaching the subject.
3. The training will take place as follows:

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| Monday, 03 July – Friday, 07 July 2017 | Training will take place over <u>5 days</u> Training times: <ul style="list-style-type: none">• Monday–Thursday: 08:00–15:30• Friday: 08:00–14:00 |
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4. Training will be conducted at two different venues:

| District | Venue | Language of training |
|---------------------|---|----------------------|
| All urban districts | College of Cape Town (Pinelands Campus) | English |
| All rural districts | Boland College (Paarl Campus) | Afrikaans |

Please note: Accommodation arrangements will be made for teachers from rural districts who wish to attend English sessions at the College of Cape Town.

5. Attendance of this training course will result in a certificate acknowledging that the recipient received in-depth support in the EMS subject.
6. Teachers are encouraged to bring their electronic devices along, as part of the training will include the integration of Information Communication Technology (ICT) into the curriculum.
7. **Registration**

Principals are requested to complete the attached registration form (Annexure A) and return it to the relevant district GET coordinator **on or before Friday, 19 May 2017**. It is essential that schools provide accurate registration information so that any logistical problems can be avoided at the training.

8. Travel

- 8.1 A travel allowance will be paid subject to the following conditions:
 - Full training course attendance must be confirmed.
 - The total distance travelled for the **five-day** period must **exceed 100 km**, i.e. at least a 20 km return trip each day.
 - The total distance claimed for the **five-day** period may not exceed 700 km, i.e. not more than a 140 km return trip each day. Participants who exceed this distance will not be reimbursed for more than 700 km travelled and are advised to register for accommodation instead.
- 8.2 Travel claims will be assessed according to the following criteria:

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| Use of own car | As far as possible, teachers must share transport. Only the driver or owner of the vehicle may claim for the kilometres travelled. Passengers must be listed. A standard rate of R3,00 per kilometre will be paid. Engine capacity will not apply. | |
| Use of a lift club (paid or free) in a private car | Only the driver or owner of the vehicle may claim for the kilometres travelled. Passengers must be listed. A standard rate of R3,00 per kilometre will be paid. Engine capacity will not apply. | |
| Use of the school bus | The school must submit a letter indicating that the school bus was used for this course and stating the names of the passengers and the distance travelled. A standard rate of R3,00 per kilometre will be paid. Engine capacity will not apply. | |
| Use of a registered | Step 1 | The school must obtain three quotations prior to the training. |

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| service provider <i>NB: prior approval must be obtained in writing from the district GET coordinator.</i> | Step 2 | The school must submit these quotations to the GET coordinator. The lowest quotation will be accepted. |
| | Step 3 | The GET coordinator must provide written confirmation to the principal that the service can be contracted. |
| | Step 4 | The school must arrange for the hire of the service. |
| | Step 5 | After the service the school must pay the service provider and obtain a receipt. |
| | Step 6 | For reimbursement, the school must submit a letter to the district claims manager indicating that the service provider was used and listing the names of the passengers and details of the distance travelled. The quotations, the approval of the GET coordinator and the final paid invoice must be attached. |
| | | All paperwork must be kept as evidence for the internal auditor. The WCED will ONLY reimburse the school upon receipt of signed documentation, including the prior written approval of the district GET coordinator. Teachers must arrange a group pick-up at a central point. |
| Use of public transport, e.g. a public taxi, bus or train for short distance travel | Claims must indicate the start and end point of each stage of the journey. Reimbursements will be made according to standard rates. Evidence (tickets) may be requested by the claims official so that the claim can be validated. No metered taxi fares may be claimed. | |

9. Accommodation and meals (applicable to teachers from rural districts only)

9.1 Accommodation and meals (breakfast and dinner) will be provided at the venues, **subject to the following conditions:**

- The distance to the training venue must **exceed 60 km** one way, i.e. 120 km return trip.
- Full training course attendance must be confirmed.
- Registration must be completed in advance.
- The requirements set out in 9.3 below must be fully met.
- Only one option (see 9.3 below) may be selected and teachers will not be reimbursed for any change or alternative accommodation.

9.2 Accommodation will be provided from the first to the last day of the training course, with the option of checking in from 14:00 until 17:00 on the day before the start of the workshop.

9.3 Teachers who are eligible for accommodation may register for ONE of the options below:

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| Hostel accommodation | Hostel accommodation will be provided at the CTLI <u>at no charge to teachers</u> . The following conditions apply: <ul style="list-style-type: none"> • Teachers must share rooms. • Teachers must bring their own bedding, towels and toiletries. • The arrival time on Sunday (02 July 2017) is from 14:00 to 17:00 only. | |
| Registered hospitality establishments e.g. a bed and breakfast, guest house or hotel | The following conditions will apply: <ul style="list-style-type: none"> • Up to R400 per day may be claimed for dinner, bed and breakfast. • An original invoice from the establishment must be countersigned by the claimant and submitted at the training course. • The payment of incomplete or late claims is not guaranteed. | |
| Family/friends accommodation | The following conditions will apply: <ul style="list-style-type: none"> • Up to R260 per day may be claimed for dinner, bed and breakfast. • This claim must be accompanied by a sworn affidavit from the relative/friend concerned, countersigned by the claimant and submitted at the training course. | |
| Private short-term rental/lease agreements | The following conditions will apply: <ul style="list-style-type: none"> • The school will be responsible for accommodation arrangements and the payment (all the costs for dinner, bed and breakfast) thereof. • Due process must be followed: | |
| | Step 1 | The school must submit a letter to the GET coordinator, in advance, requesting the use of a rented facility to accommodate a group of teachers. Details of the accommodation, including the lease agreement and the names of teachers must be provided. |
| | Step 2 | The GET coordinator must approve the arrangement in writing. No arrangements can be concluded without this. |
| | Step 3 | The school must pay and submit the receipt and supporting documentation (the lease and the approval of the GET coordinator) at the training course. |

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| | <ul style="list-style-type: none"> • The claim will be treated as one bill, payable to the school. • A maximum amount of R250 per day per teacher will be paid — this includes all accommodation, dinner, bed and breakfast costs. The actual amount reimbursed will, however, depend on the actual costs, up to a maximum of R250 per person per day. Any costs above this amount will not be paid by the WCED. • All original meal receipts, till receipts, etc., must be signed off and submitted with a summary. • The whole claim must be submitted as one bill with a covering letter from the school supported by all the original documentation. |
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10. How to claim

- 10.1 All teachers who wish to lodge a claim must complete the attached Bank Details Form and submit it to the claims desk at the training venue on the first day of training. The Bank Details Form must be stamped by the bank and only an original form may be submitted. Teachers must complete this form BEFORE the training starts (that is, they must arrive at the venue with this form already completed).
- 10.2 All claims must be supported by original documentation. No faxes or photocopies will be accepted.
- 10.3 Claimants will be reimbursed only after completion of the training course and will therefore have to pay their own expenses up front. Where necessary, schools are kindly requested to assist their teachers in this regard. Proof of payments must be kept.
- 10.4 Reimbursements will be made only after careful scrutiny of claims and the WCED reserves the right to make the final decision where there is any discrepancy or non-compliance.
- 10.5 All claims must be submitted at the training venue where officials will be on hand to assist claimants.
- 10.6 No late or incomplete claims will be accepted unless there are exceptional extenuating circumstances, and reimbursement cannot be guaranteed.

11. Queries

Should you have any further queries, please do not hesitate to contact the relevant district GET coordinator:

| District | Coordinator | Tel. no. | Email | Fax. no. |
|------------------------|-------------------|--------------|--|--------------|
| Metro Central | Avrille Morgendal | 021 514 6770 | Anna.Morgendal@westerncape.gov.za | 086 236 1892 |
| Metro East | Benjamin Crombie | 021 900 7051 | Benjamin.Crombi@westerncape.gov.za | 086 562 3907 |
| Metro North | Malefo Makena | 021 938 3104 | Malefo.Makena@westerncape.gov.za | 021 938 3183 |
| Metro South | Lorraine Bailey | 021 370 2061 | Lorraine.Bailey@westerncape.gov.za | 086 764 1912 |
| Cape Winelands | Edgar Johannes | 023 348 0605 | Edgar.Johannes@westerncape.gov.za | 086 531 0476 |
| Eden and Central Karoo | Marietjie Beukes | 044 803 8320 | Marietjie.Beukes@westerncape.gov.za | 086 673 8499 |
| Overberg | James Daniels | 028 214 7363 | James.Daniels@westerncape.gov.za | 028 214 7400 |
| West Coast | Ursula Esau | 021 860 1569 | Ursula.Esau@westerncape.gov.za | 086 562 3907 |

12. All participants must bring their CAPS documents for EMS to the workshop.
13. Principals are kindly requested to bring the contents of this minute to the attention of all subject heads for EMS. Please note that registration will be allowed until **Friday, 19 May 2017**.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2017-04-26