



Reference: 20180327-806
12/16/8/P
Enquiries: N Fouche

Cape Teaching and Leadership Institute Minute: 0001/2018

To: Chief Directors, Directors (Head Office and district offices), Heads of subdirectorates and sections at Head Office, Heads: Curriculum Coordination and Advice, Heads: Management and Governance, Circuit Managers, Subject Advisers and Principals of public schools

Subject: Teacher development courses for Creative Arts and Physical Education from 23 July to 03 August 2018

1. The Cape Teaching and Leadership Institute (CTLI), in collaboration with the Directorate: General Education and Training (GET), will be offering two courses for Creative Arts (Intermediate Phase) and Physical Education (Intermediate and Senior Phase) teachers during the school term in July 2018.
2. District subject advisers will identify teachers to attend the courses that will be presented at the CTLI in Kuils River.
3. Teachers identified for these courses must sign up via the CTLI website at www.wcedctl.co.za (the sign-in and registration process is explained in Annexure A).
4. The Western Cape Education Department (WCED), will employ substitute teachers for the duration of the courses being attended by incumbent teachers at the CTLI during school terms, provided that:
 - there is no teacher in excess at the school;
 - the incumbent teacher is not a teacher paid by the governing body; and
 - the incumbent teacher is not already substituting for another teacher at the school.
5. It is the responsibility of the school to find and nominate a suitable substitute for a teacher attending a course.

6. Please do not hesitate to contact the following subject advisers at the various district offices for further information regarding these courses:

Creative Arts:

District	Subject Adviser	Contact number	Email address
Metro North	Malefo Makena (GET Coordinator)	021 938 3104	Malefo.Makena@westerncape.gov.za
Metro Central	Betsie Strydom	021 514 6762	Betsie.Strydom@westerncape.gov.za
Metro South	Natasha Esbach	021 370 2042	Natasha.Esbach@westerncape.gov.za
Metro East	Michelle Petersen	021 900 7048	Michelle.Petersen@westerncape.gov.za
West Coast	Deon Burger	021 860 1200	Deon.Burger2@westerncape.gov.za
Cape Winelands	Cantél Ross	023 348 4618	Cantel.Ross@westerncape.gov.za
Overberg	Margie Clarke	028 214 7372	Margie.Clarke@westerncape.gov.za
Eden and Central Karoo	Phillip Jaftha	044 279 1681	Phillip.Jaftha@westerncape.gov.za

Please contact Ms Anina Lundie, Senior Curriculum Planner for Creative Arts at Head Office for further information on tel. no. 021 467 2016 or cell. no. 083 707 2193.

Physical Education:

District	Subject adviser	Contact number
Metro North	Johrita Hanekom	082 858 5147
Metro Central	Ivan Fortuine	083 704 2572
Metro South	Fairoez Cassiem	071 528 8807
Metro East	Euria Hendrickse Michelle Petersen	083 320 8510 072 865 8888
West Coast	Colin Green Neliswa Maxam	079 953 1832 084 587 5907
Cape Winelands	Eurica Beukes Cantél Ross	082 341 3420 082 899 5239
Overberg	Edith Wynne-Trollip Margie Clarke	076 561 1971 084 800 0029
Eden and Central Karoo	Marjorie Holand Graham Fourie	076 158 0447 060 740 4465

7. Principals are kindly requested to bring the contents of this minute to the attention of all Grades 4 to 6 Creative Arts and Physical Education teachers.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2018-04-10

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 and sign in using a username/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 typing the word provided in the block. 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 Open your email and verify your email account by following the instructions sent to you about your account details. Click on 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 the Creative Arts and Physical Education courses offered at CTLI and **apply** for the course you have been identified 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 do not receive this confirmation, your application was not submitted successfully.
- 2.9 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.
3. 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.
4. 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.
5. Each course on the system will indicate a window period for applications and you are advised to only apply for a particular course within the prescribed window period.