



Reference: 20190109-84
File no.: 12/16/5/2/1
Enquiries: GC de Bruyn/JC Titus

Cape Teaching and Leadership Minute: 0001/2019

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

Subject: 2019 Bursaries for Continuing Professional Development of in-service teachers

1. The Western Cape Education Department (WCED) is pleased to announce that **100 bursaries** will be made available to in-service teachers for the 2019 academic year to study towards obtaining the following full qualifications:

	Course	NQF Level	Institution
i	Advanced Certificate in Intermediate Phase Teaching (ACT IP)	6 120 Credits	University of Cape Town (UCT)
ii	Advanced Diploma in Education in Intermediate Phase Mathematics Teaching	7 120 Credits	Stellenbosch University (SU)

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

	Course	Minimum Requirements
i	Advanced Certificate in Intermediate Phase Teaching (ACT IP)	<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 Intermediate Phase without a formal qualification;

		<ul style="list-style-type: none"> • Prospective students must have at least three years approved teaching experience. • Prospective students must also satisfy the entry requirements for formal studies at UCT.
ii	Advanced Diploma in Education in Intermediate Phase Mathematics Teaching	<ul style="list-style-type: none"> • A B Ed degree (with specialisation in Intermediate Phase Mathematics teaching); or • a B degree plus a Post Graduate Certificate in Education (PGCE) (with specialisation in Intermediate Phase Mathematics teaching), or • a Higher Diploma in Education (HDE – NQF level 7) with specialisation in Intermediate Phase Mathematics teaching; or • an Advanced Certificate in Education (ACE) (previous NQF level 6) (with specialisation in Intermediate Phase Mathematics teaching). • Prospective students must also satisfy the entry requirements for formal studies at SU.

3. Only teachers in the abovementioned 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 2019 to December 2020. 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.
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 **31 January 2019**, to:

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 31 January 2019 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 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 that 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: 2019-01-15

Annexure A

2019 Bursaries available

i. Advanced Certificate in Teaching Intermediate Phase		50 bursaries available
Requirements and target groups	Higher education institution	Contact sessions arrangements (provisional dates)
<ul style="list-style-type: none"> • Teachers with a three-year (360 credits) teacher's qualification, rated at REQV 13 or REQV 14 and higher. • Teachers in possession of a formal teaching qualification at REQV 13 (M+3) or higher; • Teachers currently in the Intermediate Phase without a formal qualification. <p><u>Service areas:</u></p> <ul style="list-style-type: none"> ▪ All districts 	University of Cape Town (UCT)	<ul style="list-style-type: none"> • Courses will be conducted mainly on the UCT campus. • Block sessions. • There will also be Saturday sessions. • Five residential contact sessions for rural students depending on student distribution. • <u>Application & orientation</u> 09 February 2019 • <u>Registration & Lecture 1</u> 23 February 2019 • <u>Contact sessions:</u> <ul style="list-style-type: none"> (i) 25–29 March 2019 (five days) (ii) 01–05 July 2019 (five days) (iii) 25–28 September 2019 (four days) (iv) 26 October 2019 (tutorial) • <u>Saturday contact sessions:</u> <ul style="list-style-type: none"> (i) 09 March 2019 (ii) 06 April 2019 (iii) 11 May 2019 (iv) 25 May 2019 (v) 27 July 2019 (vi) 24 August 2019 (vii) 07 September 2019 (viii) 05 October 2019 • <u>Residential sessions for rural students</u> <ul style="list-style-type: none"> (i) 18 May 2019 (ii) 08 June 2019

		<ul style="list-style-type: none"> (iii) 03 August 2019 (iv) 14 September 2019 (v) 12 October 2019 ➤ Residential venues will be as per student distribution (outside of 250 km radius from UCT). <ul style="list-style-type: none"> • Examination dates: <ul style="list-style-type: none"> (i) 25 October 2019 (ii) 29 October 2019 (iii) 31 October 2019 <p>*Order in which courses will be offered may change, subject to final decision. Students will be advised.</p>
ii. Advanced Diploma in Education in Intermediate Phase Mathematics Teaching		50 bursaries available
Requirements and target groups	Higher education institution	Contact sessions arrangements (Provisional dates)
<ul style="list-style-type: none"> • Teachers in possession of a formal teaching qualification at REQV 14 (M+4) or higher. • A B Ed degree (with specialisation in Intermediate Phase Mathematics teaching); • or a B degree plus a PGCE (with specialisation in Intermediate Phase Mathematics teaching), • or a Higher Diploma in Education (HDE – NQF level 7) with specialisation in Intermediate Phase Mathematics teaching; • or an Advanced Certificate in Education (ACE) (previous 	Stellenbosch University (SU)	<ul style="list-style-type: none"> • Block sessions during school holidays. • Block sessions conducted at CTLI. • Registration & course orientation: 16 February 2019 • Contact sessions: Block sessions (school holidays) <ul style="list-style-type: none"> (i) 25–30 March 2019 (six days) (ii) 01–06 July 2019 (six days) (iii) 25–27 September 2019 (three days) • Telematics/streaming sessions: To be announced • Assessment:

<p>NQF level 6) (with specialisation in Intermediate Phase Mathematics teaching)</p> <ul style="list-style-type: none">• Prospective students must also satisfy the entry requirements for formal studies at SU. <p><u>Service areas:</u></p> <ul style="list-style-type: none">▪ All education districts		<p>Will be made available by SU.</p>
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Application for study bursary

Directorate: Cape Teaching and Leadership Institute
New Nooiensfontein Road, Kuils River
For Attention: Gavin de Bruyn, Admin Building 2
Tel: 021 900 5062/35/37

Closing date: 31 January 2019

Course Applied for: _____

VERY IMPORTANT

- (i) Incomplete applications will be rejected.
(ii) Please PRINT.
(iii) Mark appropriate boxes with an "X".
(iv) The Principal must ensure that the Circuit Manager signs the application form.

Form with 12 numbered sections: 1. Identity no., 2. Persal no., 3. Surname, 4. Race (For EE/Skills development), 5. First names, 6. Title (Mr, Mrs, Ms), 7. Residential and postal address (if different), 8. Language, 9. Date of birth, 10. Tel. no. (home), 11. Mobile, 12. Email.

13. School where you are employed							
14. Work address							
15. Tel. no. (work)				Dialling code			
16. Fax no.				Dialling code			
17. Education district							
18. Appointment status		Permanent				On probation	
						Temporary	
19. Current Relative Educational Qualification Value (REQV)							
20. Date of first appointment				21. Current rank			
22. Date of appointment into current rank						23. No. of years' service in current rank	
24. State current subjects and grades that you are teaching		(i) 2018					
		(ii) 2019					
25. State number of years teaching current subject and phase							
26. (i) Are / were you in receipt of another bursary in 2017/2018/				YES		NO	
(ii) If "YES", please furnish below.							
(a) Name of institution							
(b) Nature of obligations							
(c) Obligations already fulfilled?		YES				NO	
27. University and other post school-school qualifications							
(i) State Degrees, professional diplomas and certificates already obtained							
(ii) Subject/phase of specialisation for initial teaching qualification							

28. Application 2019

(i) Name of university where course will be followed.

Only complete sections (ii–vi) if currently busy with studies in 2018 and provide the following information:

(ii) Current year of study

(iii) Minimum remaining duration of course

(iv) Student registration number

(v) Have you failed any year of study (for current studies)?

YES

NO

(vi) If "Yes", which year of study and when?

29. Indication of physical disability

YES

NO

(i) Do you have a physical disability?

(ii) If "Yes", state nature of disability

30. Declaration

I declare that the above information is complete and correct.

Applicant's signature_____
Print name_____
Date**31. Declaration by School Principal**

I declare that the above information is complete and correct.

School Principal's signature_____
Print name_____
Date**32. Endorsement by Circuit Manager**

I hereby endorse and recommend the application of this applicant.

Circuit Manager's signature_____
Print name_____
Date



AGREEMENT FOR COMPLETION OF COURSE: PART-TIME BURSARY SCHEME: TEACHERS

NAME OF COURSE: _____

UNDERTAKING:

1. (a) Whereas I, the undersigned, _____, (full name) Persal No. _____, ID No. _____,

a teacher in the employ of the Western Cape Education Department (WCED) and providing my services at a school called

_____.

am desirous of taking this part-time programme over the prescribed two-year period; and

- (b) whereas I must, for the aforementioned purpose, complete all the assignments and tasks required by the programme and attend contact sessions over weekends and/or school holidays, as arranged by the training institution; and
- (c) whereas the WCED will, from state funds, pay on my behalf such tuition fees, which the training institution may charge for the course for the prescribed duration.

2. I therefore undertake to:

- (a) commence the course on the prescribed date;
- (b) take the course part-time while I am in the service of the WCED;
- (c) complete the course successfully within the prescribed period;
- (d) furnish the Head of Education (HoD) at the commencement of the course with satisfactory proof of my enrolment for the course;
- (e) after I have complied with all the requirements of the course, immediately continue to serve the WCED for a continuous period of at least two years; and

(f) continue to teach the phase or subject of which I have through this qualification programme for a period of three years.

3. I understand and accept that I shall be obliged to repeat and complete successfully at my own expense any modules of the course which I may have outstanding at the end of the prescribed two-year period and that, if I do not immediately continue my studies, except where the WCED has granted me a postponement in writing, I shall be deemed to have abandoned the course.

4. Should I fail to comply with the conditions contained in this agreement, I agree to repay to the WCED, immediately at the time of my non-compliance with such conditions, the total amount of the tuition fees paid on my behalf by the WCED, plus the interest as calculated by the WCED's Directorate: Financial Accounting.

5. I elect as my domicilium citandi (permanent address) and for the purposes of any notice, the following address in South Africa:

Signed at _____ this day _____ of _____ 201_

(Place) (Day) (Month)

APPLICANT:

(Signature) (Print name) DATE: _____

PRINCIPAL:

(Signature) (Print name) DATE: _____

FOR OFFICIAL USE ONLY:

ON BEHALF OF THE WESTERN CAPE EDUCATION DEPARTMENT:

(Signature)

(Print name)

DATE: _____

WITNESS:

(Signature)

(Print name)

DATE: _____

Please initial [.....]