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Enquiries: GC de Bruyn/JC Titus

Cape Teaching and Leadership Minute: 0002/2019

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 **30 bursaries** will be made available to in-service teachers for the 2019 academic year to study towards the following qualifications:

Course	NQF Level	Institution
Advanced Diploma in Education in Senior Phase Natural Sciences Teaching	7 120 credits	Stellenbosch University (SU)

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

Course	Minimum requirements
Advanced Diploma in Education in Senior Phase Natural Sciences Teaching	<ul style="list-style-type: none">• Teachers in possession of a BEd degree, specialising in Senior Phase teaching and currently teaching Natural Sciences at Senior Phase level; or• Teachers in possession of a B degree plus a Post Graduate Certificate in Education (PGCE), specialising in Senior Phase teaching and currently teaching Natural Sciences at Senior Phase

	<p>level; or</p> <ul style="list-style-type: none"> • Teachers in possession of a Higher Diploma in Education (HDE – NQF level 7), specialising in Senior Phase Teaching and currently teaching Natural Sciences at Senior Phase level; or • Teachers in possession of an Advanced Certificate in Education (ACE) (previous NQF level 6), specialising in Senior Phase teaching and currently teaching Natural Sciences at Senior Phase level. • Prospective students must also satisfy the entry requirements for formal studies at SU.
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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 Stellenbosch 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. The Advanced Diploma in Education (ADE) qualification programme will be offered on a part-time basis over a period of two years, from June 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 programme and bursary are requested to complete the attached Annexure B forms and submit both, via their principals, by **30 May 2019**:

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 **30 May 2019** will not be considered.
15. **Please note the following:**
 - 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 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: 2019-05-20

Annexure A

2019 Bursary available

Requirements and target groups	Higher education institution	Contact sessions arrangements (Provisional dates)
i. Advanced Diploma in Education in Senior Phase Natural Sciences Teaching		30 bursaries available
<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 Senior Phase teaching); • or a B degree plus a PGCE (with specialisation in Senior Phase teaching), • or a Higher Diploma in Education (HDE – NQF level 7) with specialisation in Senior Phase teaching; • or an Advanced Certificate in Education (ACE) (previous NQF level 6) (with specialisation in Senior Phase teaching) • 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 	Stellenbosch University (SU)	<ul style="list-style-type: none"> • Block sessions during school holidays. • Block sessions conducted at CTLI. • <u>Registration & course orientation:</u> Mid-April 2019 (TBC) • <u>Contact sessions:</u> Block sessions (school holidays) (i) 01–06 July 2019 (six days) (ii) 25–27 September 2019 (three days) • <u>Telematics/streaming sessions:</u> To be announced • <u>Assessment:</u> Will be made available by SU.



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: 30 May 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 fields: 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 2018/2019			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 ininitial 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 2019 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 <hr/> <hr/>		
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

Please initial [.....]

(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: _____

Please initial [.....]

