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Enquiries: G Matthews

Cape Teaching and Leadership Minute: 0005/2019

To: Chief Directors, Directors (Head Office and district offices), Heads: Subdirectorates and Sections (Head Office), Heads: Curriculum Support, Heads: Management and Governance, Circuit Managers, Subject Advisers and Principals of public schools

Subject: Teacher development courses, conferences and seminars to be offered at the Cape Teaching and Leadership Institute in 2020

1. In 2020 the Cape Teaching and Leadership Institute (CTLI) will again be offering SACE-endorsed teacher development courses, conferences and seminars to principals, deputy principals, departmental heads and teachers, either during school terms or school holidays (Annexure A).
2. All courses that will be presented by the CTLI in 2020 will be made available on the CTLI website: www.wcedctl.co.za by 15 November 2019.
3. Teachers interested in attending these courses must sign up via the CTLI website (the sign-in and registration process is explained in Annexure B).
4. The Western Cape Education Department (WCED) will employ substitute teachers for the duration of courses being attended by teachers at the CTLI during school terms, provided that:
 - there is no teacher in excess at the school;
 - the teacher is not a teacher paid by the governing body; and
 - the teacher is not already substituting for another teacher.
5. It is the responsibility of the school to find and nominate a suitable substitute for a teacher attending a course.
6. Only 50 teachers will be registered for each of the courses offered during the school term.

7. For further information regarding CTLI interventions in 2020, please do not hesitate to contact the following CTLI programme coordinators:
- Gavin de Bruyn, telephone number 021 900 5062, fax 021 900 5114, email: Gavin.DeBruyn@westerncape.gov.za for all **School Management and Leadership Development** courses and seminars.
 - Magdalena Benn, telephone number 021 900 5016, fax 086 614 5151, email: Magdalena.Benn@westerncape.gov.za for all **Foundation Phase** courses and the **Language and Mathematics Solutions Conference**.
 - Natasha Fouché, telephone number 021 900 5018, fax 086 443 6276 email: Natasha.Fouche@westerncape.gov.za for all **Intermediate and Senior Phase** courses and the **Language and Mathematics Solutions Conference**.
 - Liesl Robinson, telephone number 021 900 5020, fax 021 900 5013, email: Liesl.Robinson@westerncape.gov.za for all **Inclusive Education** courses and the **Language and Mathematics Solutions Conference**.
 - Christo Davids, telephone number 021 900 5021, fax 086 731 6833, email: Christo.Davids2@westerncape.gov.za for all **ICT Integration** interventions.
8. Kindly bring the contents of this minute to the attention of all teachers.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2019-12-04

CAPE TEACHING AND LEADERSHIP INSTITUTE PROGRAMME FOR 2020
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PROGRAMME DELIVERY TRAINING SCHEDULE

FOUNDATION PHASE				
Course	Term 1	Term 2	Term 3	Term 4
Mathematics	10–21 February	18–29 May	17–28 August	
How to teach reading	24 February– 06 March	04–15 May	24 August–04 September	
Creative Arts and Physical Education		18–29 May		
INTERMEDIATE PHASE				
Course	Term 1	Term 2	Term 3	Term 4
Mathematics	24 February– 06 March	04–15 May	24 August–04 September	
How to teach reading	10–21 February	18–29 May	17–28 August	
Grade 7 Natural Sciences			27 July–07 August	
ADDRESSING BARRIERS IN LEARNING				
Course	Term 1	Term 2	Term 3	Term 4
Addressing barriers in learning language: Foundation Phase			17–28 August	
Addressing barriers in learning language: Intermediate Phase	10–21 February			
Addressing barriers in learning Mathematics: Foundation Phase		18–29 May		
Addressing barriers in learning Mathematics: Intermediate Phase	24 February– 06 March			
SENIOR PHASE				
Course	Term 1	Term 2	Term 3	Term 4
Senior Phase Technology			29 June–03 July	

FURTHER EDUCATION AND TRAINING INCLUSIVE EDUCATION				
Course	Term 1	Term 2	Term 3	Term 4
Course 1	24–25 March			
Course 2		18–19 June		
LANGUAGE AND MATHEMATICS SEMINARS				
Course	Term 1	Term 2	Term 3	Term 4
Seminar 1		04 April		
Seminar 2		06 June		
Seminar 3			12 September	
TRAINING OF TRAINERS				
Course	Term 1	Term 2	Term 3	Term 4
Course 1	25 January			
Course 2	31 January			
Course 3	23 March			
Course 4		03 April		
Course 5		29 June		
Course 6			11 July	
WRITING PROJECT				
Course	Term 1	Term 2	Term 3	Term 4
Course		22–26 June (Starts)	21 September (Ends)	
TEACHER MENTOR COURSE				
Course		April–June	July–Sept	

ICT INTEGRATION INTERVENTIONS			
Course	Term 1	Term 2	Term 3
Smart Classroom Level 1	31 January & 01 February	03 & 04 April	10 & 11 July
Smart Classroom Level 2	28 & 29 February	08 & 09 May	31 July & 01 August
Google Essentials Level 1	25 January		11 July
Google Essentials Level 2	15 February		01 August
Google Essentials Level 3	29 February		22 August
Microsoft Essentials Level 1	25 January		
Microsoft Essentials Level 2	15 February		
ICT Integration for high school teachers: Mathematics & Science	23–25 March		
ICT Integration for high school teachers: Language	23–25 March		
ICT Integration for high school teachers: Generic (any subject)	23–25 March		
ICT Integration for primary school teachers: Foundation Phase		17–19 June	
ICT Integration for primary school teachers: InterSen Phase		17–19 June	
Digital storytelling for the classroom using eBooks: primary school		04 April	
Principals' workshop		04 April	

ICT Literacy tools for inclusive classrooms		18 April	
Video in the classroom: Level 1		18 April	
Video in the classroom: Level 2		09 May	
Video in the classroom: Level 3		25–26 June	
Strategic ICT management for school leaders		15,16 May, 13 June, 25 & 26 June	
Digital assessment tools for the classroom		23 May	
Interactive presentation tools for the classroom			11 July
ICT Conference for inclusive classrooms			25 July
Concept mapping tools for the classroom			22 August
Creative learning design with G Suite			21–22 August
ICT Seminar for principals			05 September
Twitter as a personal learning network tool for teachers			21 September

TEACHER QUALIFICATION IMPROVEMENT

SCHOOL MANAGEMENT AND LEADERSHIP DEVELOPMENT COURSE				
Course	Term 1	Term 2	Term 3	Term 4
Roles and responsibilities of departmental heads: Foundation Phase	03–14 February		20–31 July	
Roles and responsibilities of departmental heads: Intermediate Phase	10–21 February		27 July–07 August	

Roles and responsibilities of departmental heads: Level 1 (SP & FET)	24 February–06 March	04–15 May		
Roles and responsibilities of departmental heads: Level 2		22–26 June		
Roles and responsibilities of deputy principals: Level 1		04–15 May		
Roles and responsibilities of deputy principals: Level 1		11–22 May		
Roles and responsibilities of deputy principals: Level 2		22–26 June		
Induction programme for newly-appointed principals A	27–30 January			
Induction programme for newly-appointed principals B	27–30 January			
Induction programme for newly-appointed principals C		20–23 April		
Induction programme for newly-appointed principals D				05–08 October
Aspiring school leaders	24–26 March	29 June–01 July		
Aspiring principals	25–27 March	17–19 June		
Lead teachers: Capacity building for PLCs		17–19 June	21–23 September	
School Management Team 1 (A) George	23–25 March			
School Management Team 1 (B) George (2 nd Session)		23–26 June		
School Management Team 2 (A) CTLI	24–26 March			
School Management Team 2 (B) CTLI (2 nd Session)		23–26 June		
Women in and into leadership and management positions		22–26 June		
Principal as manager of the curriculum		29 June–02 July		
STRATEGIC PEOPLE MANAGEMENT COURSES FOR SCHOOL LEADERS				
Course	Term 1	Term 2	Term 3	Term 4
Management of performance and incapacity in the workplace	24 March	30 June	01 July	

(Target: principals, deputy principals and departmental heads) (6 hours)				
People Management Systems (PMS) training: Attendance register, contract administration system, eRecruitment (Target: principals and deputy principals) (5 hours)	27 March		02 July	
Management of absenteeism (Target: principals, deputy principals and departmental heads) (4 hours)		29 June	22 September	
Capacitating recruitment and selection panels (Target: circuit managers and principals) (4 hours)	26 March		03 July	
Know your rights (Target: principals, deputy principals, departmental heads and teachers) (4 hours)		30 June	03 July	
Progressive discipline (Target: office-based educators, principals, deputy principals and departmental heads) (4 hours)			21–22 September	
CONTINUING PROFESSIONAL TEACHER DEVELOPMENT (CPTD) SEMINARS				
Course	Course	Course	Course	Course
CPTD MS Seminar 1: Mossel Bay (all teachers, including SMT members)	14 March			
CPTD MS Seminar 2: CTLI (all teachers)		07 May		
CPTD MS Seminar 3: CTLI (SMT members)			18 July	
CPTD MS Seminar 4: George (all teachers)			15 August	
CPTD MS: PD Point uploading computer lab sessions @ CTLI (14:45–16:00)	30 January 13 February 12 March	16 April 14 May 27 May		

NATIONAL TEACHING AWARDS (NTA) PROCESS				
Activity	Term 1	Term 2	Term 3	Term 4
NTA 2019 reflection workshop	23 January 2020			
NTA closing date			22 July	
Provincial adjudication workshop for adjudicators		28 May		
Cluster adjudication			27 July 30–31 July 03–07 August	
District adjudication training (West Coast)			14 July	
District adjudication training (Cape Winelands)			15 July	
District adjudication training (Eden and Central Karoo)			16 July	
District adjudication training (Overberg)			20 July	
District adjudication training (Metro districts)			21 July	
Provincial adjudicator training			06 August	
Cluster functions			11–28 August	
NTA provincial adjudication			31 August 04–16 September	
NTA steering committee meeting			08 July	08 October
NTA provincial function				06 November
NTA mentoring workshop				13–14 November
ADVANCED DIPLOMA IN EDUCATION (ADE) CONTACT SESSIONS – STELLENBOSCH UNIVERSITY (SU)				
Activity	Term 1	Term 2	Term 3	Term 4
ADE (SU) holiday block sessions	06–11 January, 23–28 March		29 June–04 July	

ACT (UCT) holiday block sessions	23–27 March		21–23 September	
TRANSFORM TO PREFORM (T2P) VALUES IN EDUCATION (VALUES CONVERSATIONS) & GROWTH MINDSET TRAINING				
Activity	Term 1	Term 2	Term 3	Term 4
T2P Operational planning for schools (Policy and operational plan development)	01 February	18 April	06 June, 21 September	
Values in Education (ViE) Let's talk values	01 February	18 April	06 June, 21 September	
Growth Mindset Training 1 (CTLI)	24 March			
Growth Mindset Training 2 (George)	26 March			
Growth Mindset Training 3 (CTLI)		18 June		
Growth Mindset Training 4 (CTLI)		19 June		
Growth Mindset Training 5 (George)		25 June		
Growth Mindset Training 6 (CTLI)			22 September	
Growth Mindset Training 6 (CTLI)			23 September	



CAPE TEACHING AND LEADERSHIP INSTITUTE (CTLI) ONLINE SIGN-IN AND REGISTRATION PROCESS

1. In order to sign up for courses, registered users can click on the "Sign in" button on the home page at www.wcedctl.co.za and sign in using a username or email address and password.
2. First time users can register as follows:
 - 2.1 Click on the "Register here" button 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.
 - Enter your SACE number.
 - Confirm that you are a human visitor by ticking the box – 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 CTLI account details. Click 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 all the courses offered at CTLI and sign up for the course(s) you wish to attend.
- 2.8 Then submit your course 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.
3. 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 after district signoff.
4. 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.
5. 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.
6. Each course on the system will indicate a window period for applications and you are advised to only apply within the prescribed window period for a particular course.