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Inombolo yefayili: 12/16/8/R  
Imibuzo: G Matthews

INGcaciso eMfutshane ye-Cape Teaching and Leadership: 0005/2019

Iya: KuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kwiiNtloko zamaCandelo namaCandelwana (kwaNdlunkulu), kwiiNtloko zoKunika iNkxaso kwikharithyulam, kwiiNtloko zoLawulo noKuphathwa kwamaZiko, kuBaphathi beeSekethe, kuBacebisi ngeZifundo nakwiiNqununu zezikolo zikarhulumente

**Isihloko: Iikhosi zophuhliso lootitshala, iinkomfa neesemina eziya kuqhutyelwa e-Cape Teaching and Leadership Institute ngo-2020**

1. Ngo 2020 i-Cape Teaching and Leadership Institute (CTLI) iya kubonelela kwakhona ngeekhosi zophuhliso lootitshala ezivunye ngokusemthethweni yi-SACE, iinkomfa kunye neesemina kwiiinqununu, kumasekela-nqununu, kwiiintloko zezifundo nakootitshala, nokuba kungethuba leekota zezikolo okanye ngeeholide zezikolo (isiHlomelo A).
2. Zonke iikhosi eziya kuqhutywa yi-CTLI ngo-2020 ziya kufumaneka kwiziko lewebhu le-CTLI: [www.wcedctli.co.za](http://www.wcedctli.co.za) ungalulanga owe-15 Novemba 2019.
3. Ootitshala abonondla wokuya kwezi khosi mababhalise kwiziko lewebhu le-CTLI (Inkqubo yokungena nokubhalisa icacisiwe kwisiHlomelo B).
4. ISebe leMfundo leNtshona Koloni (iWCED) liya kuqesha ootitshala abaya kubambela abanye (*substitute teachers*) ngethuba lokuqhubeka kweekhosi eziya kuhanjwa ngootitshala abasezikhundleni zona ziya kuqhubeka e-CTLI ngethuba leekota zezikolo, ukuba ngaba:
  - akukho titshala ungaphezu kwemfuneko kwisikolo eso;
  - utitshala akangotitshala ohlawulwa libhunga lolawulo;
  - utitshala akakabikho kuso isikhundla sokubambela omnye utitshala.
5. Luxanduva lwesikolo ukufumana nokutyumba utitshala ofanelekileyo onokubambela omnye utitshala oya ekhosini.

6. Bayi-50 kuphela ootitshala abaya kubhaliselwa ikhosi nganye kwezi zenziwa ngethuba lekota yesikolo.
7. Ukufumana ingcaciso engaphezulu ngamaphulo ongenelelo ngoncedo e-CTLI ngo-2020, kucelwa ungathandabuzi ukuqhagamshelana nomnye waba baququzeleli beprogram be-CTLI balandelayo:
  - Gavin de Bruyn, ifoni 021 900 5062, ifeksi 021 900 5114, i-imeyili: [Gavin.DeBruyn@westerncape.gov.za](mailto:Gavin.DeBruyn@westerncape.gov.za) ngazo zonke iikhosi neesemina ze-**School Management and Leadership Development**.
  - Magdalena Benn, ifoni 021 900 5016, ifeksi 086 614 5151, i-imeyili: [Magdalena.Benn@westerncape.gov.za](mailto:Magdalena.Benn@westerncape.gov.za) ngazo zonke iikhosi ze**Sigaba seSiseko** kunye ne-**Language and Mathematics Solutions Conference**.
  - Natasha Fouché, ifoni 021 900 5018, ifeksi 086 443 6276 i-imeyili: [Natasha.Fouche@westerncape.gov.za](mailto:Natasha.Fouche@westerncape.gov.za) ngazo zonke iikhosi ze**Sigaba esiPhakathi nezeSigaba esiPhakamileyo** nenkomfa eyi-**Language and Mathematics Solutions Conference**.
  - Liesl Robinson, ifoni 021 900 5020, ifeksi 021 900 5013, i-meyili: [Liesl.Robinson@westerncape.gov.za](mailto:Liesl.Robinson@westerncape.gov.za) ngazo zonke iikhosi ze-**Inclusive Education** nenkomfa ye-**Language and Mathematics Solutions Conference**.
  - Christo Davids, ifoni 021 900 5021, ifeksi 086 731 6833, i-imeyili: [Christo.Davids2@westerncape.gov.za](mailto:Christo.Davids2@westerncape.gov.za) ngawo onke amaphulo ongenelelo ngoncedo e-**ICT Integration**.
8. Kucelwa wazise bonke ootitshala okule ngcaciso imfutshane ukuze bakuthathele ingqalelo.

**ISAYINWE:** NGU- PAD BEETS

**USEKELA MLAWULI-JIKELELE WOLAWULO LWEKHARITYHULAM NOVAVANYO**

**UMHLA:** 2019-12-04

## CAPE TEACHING AND LEADERSHIP INSTITUTE PROGRAMME FOR 2020

**PROGRAMME DELIVERY TRAINING SCHEDULE**

<b>FOUNDATION PHASE</b>				
<b>Course</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
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		
<b>INTERMEDIATE PHASE</b>				
<b>Course</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
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	
<b>ADDRESSING BARRIERS IN LEARNING</b>				
<b>Course</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
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			
<b>SENIOR PHASE</b>				
<b>Course</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
Senior Phase Technology			29 June–03 July	

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

<b>SCHOOL MANAGEMENT AND LEADERSHIP DEVELOPMENT COURSE</b>				
<b>Course</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
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 <sup>nd</sup> Session)		23–26 June		
School Management Team 2 (A) CTLI	24–26 March			
School Management Team 2 (B) CTLI (2 <sup>nd</sup> 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		
<b>STRATEGIC PEOPLE MANAGEMENT COURSES FOR SCHOOL LEADERS</b>				
<b>Course</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
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	
<b>CONTINUING PROFESSIONAL TEACHER DEVELOPMENT (CPTD) SEMINARS</b>				
<b>Course</b>	<b>Course</b>	<b>Course</b>	<b>Course</b>	<b>Course</b>
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		



<b>NATIONAL TEACHING AWARDS (NTA) PROCESS</b>				
<b>Activity</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
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
<b>ADVANCED DIPLOMA IN EDUCATION (ADE) CONTACT SESSIONS – STELLENBOSCH UNIVERSITY (SU)</b>				
<b>Activity</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
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	
<b>TRANSFORM TO PREFORM (T2P) VALUES IN EDUCATION (VALUES CONVERSATIONS) &amp; GROWTH MINDSET TRAINING</b>				
<b>Activity</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
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	

**INKQUBO YOKUNGENA NOKUBHALISA EKHOMPYUTHENI E-CAPE TEACHING AND  
LEADERSHIP INSTITUTE (CTLI)**

1. Ukuze babhalisele iikhosi, abasebenzisi ababhalisileyo bangaklikha ku-"*Sign in*" button kwikhasi i-home page apha: [www.wcedctl.co.za](http://www.wcedctl.co.za) bangene besebenzisa i-username okanye idilesi ye-imeyili kunye ne-password.
2. Abasebenzisi abasaqalayo bangabhalisa ngolu hlobo lulandelayo:
  - 2.1 Klika ku-"*Register here*" button oya kukuthatha akuse kwikhasi u-"*Sign in*" okanye u-"*Register here*".
  - 2.2 La macandelo alandelayo makazaliswe:
    - I-Username: Zenzele i-username oya kuyisebenzisa ngalo lonke ixesha ungena (*log in*) kwiziko lewebhu lase-CTLI.
    - Idilesi ye-imeyili esemthethweni/esebenzayo:Faka i-dilesi ye-imeyili esebenzayo nesemthethweni. Ukuba akunayo idilesi ye-imeyili esebenzayo, kufuneka wenze enye phambi kokuba uqhubele phambili. Idilesi ye-imeyili iyafuneka ngenjongo yezonxibelelwano.
    - I-password: Yifake okanye uzenzele i-password yakho.
    - Ngqinisisa i-password yakho.
    - Faka inombolo yakho ye-SACE.
    - Ngqinisisa ukuba ungumntu ngenene (*human visitor*) ngokutikisha ibhokisi oku kukunqanda amalinge okungena ekhomyutheni ngobuqhetseba ukufumana iinkcukacha zabantu ngomgunyathi (*computer-generated phishing attempts*).
    - Klikha ku-"*create a new account*".
  - 2.3 Wakuba uklikhe ku-"*Create a new account*", kuvela esi skrini silandelayo:"*Let's confirm your email address*".
  - 2.4 Vula i-imeyili yakho ungqinisisa i-akhawunti ye-imeyili yakho ngokulandela imiyalelo ethunyelwe kuwe yeenkcukacha ze-akhawunti yakho yase-CTLI. Klikha kwilinki yokuqala kumyalezo oya kukusa kwikhasi u-"*Edit your profile*" page.

- 2.5 Yenza iprofayili yakho epheleleyo ngokufaka iinkcukacha zakho nomsebenzi wakho ("*Personal and Work Information*").
- 2.6 Emva koko klikha ku-"*Submit*" nekuya kuthi emva koko iprofayili yakho yenziwe ngokutsha kwisistim.
- 2.7 Wakuyenza iprofayili yakho ungajonga zonke iikhosi ezenziwayo e-*CTLI* ubhalise ikhosi onqwenela ukuya kuyo (iikhosi onqwenela ukuya kuzo).
- 2.8 Emva koko faka (*submit*) isicelo sakho. Kucelwa uqinisekise ukuba isicelo sakho sifakwa ngokuchanekileyo. Uya kufumana i-imeyili engqinisisa ukuba isicelo sakho sifunyenwe - ukuba akusifumani esi siqinisekiso, loo nto ithetha ukuba isicelo sakho asikhangela sifakwe ngempumelelo.
3. Isicelo sakho siya kuqwalaselwa kwakho ngamagosa esithili samkelwe okanye sikhatywe ngumlawuli wesithili. Isigqibo sokugqibela siya kuthathwa ngumququzeleli weprogram yase-*CTLI* kuphela emva kokusayinelwa kwesicelo eso sisithili sakho.
4. Kuyo yonke le nkqubo uya kufumana ii-imeyili ezikwazisa ngobume besicelo sakho. Usengangena kwakhona kwi-intanethi utshekishe ubume besicelo sakho kwi-*history page*.
5. Nangona le miyalelo ingakhangeleka intsonkothile, le sistim yayenzelwe ukuba isebenziseke lula ihamba nemiyalelo ecacisa inyathelo nenyathelo. Nakuba kunjalo, ukuba ufuna uncedo, kucelwa uqhagamshelane noNks Phelokazi Tutani kwifoni 021 900 5024 okanye uthumele nge-imeyili apha [Phelokazi.Tutani@westerncape.gov.za](mailto:Phelokazi.Tutani@westerncape.gov.za).
6. Ikhosi nganye ekwisistim iya kuchaza ixesha eliqingqiweyo lokwenza izicelo zekhosi (*window period for applications*) yaye kucetyiswa ukuba ufake isicelo sekhosi leyo lingadlulanga ithuba eliqingqiweyo.