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Lêernommer: 12/16/8/R
Navrae: G Matthews

Kaapse Onderrig- en Leierskapsinstituutminuut: 0005/2019

Aan: Hoofdirekteure, Direkteure (Hoofkantoor en distrikskantore), Hoofde: Subdirektorate en Afdelings (Hoofkantoor), Hoofde: Kurrikulumondersteuning, Hoofde: Bestuur en Beheer, Kringbestuurders, Vakadviseurs en Prinsipale van openbare skole

Onderwerp: Kursusse vir onderwyserontwikkeling, konferensies en seminare wat in 2020 by die Kaapse Onderrig-en Leierskapinstituut (KOLI) aangebied sal word

1. Die Kaapse Onderrig- en Leierskapinstituut (KOLI) sal in 2020 óf tydens skoolkwartale óf gedurende skoolvakansies weer SARO-ondersteunde kursusse vir onderwyserontwikkeling, konferensies en seminare vir prinsipale, adjunkprinsipale, departementshoofde en onderwysers aanbied (Bylae A).
2. Alle kursusse wat in 2020 deur die KOLI aangebied sal word, sal teen 15 November 2019 op die KOLI-webwerf beskikbaar gestel word: www.wcedctli.co.za.
3. Onderwysers wat daarin belangstel om hierdie kursusse by te woon, moet via die KOLI-webwerf aanteken (die intekening- en registrasieproses word in Bylae B uiteengesit).
4. Die Wes-Kaap Onderwysdepartement (WKOD) sal afsonderwysers in diens neem vir die duur van kursusse wat gedurende skoolkwartale deur onderwysers by die KOLI bygewoon word, met dien verstande dat:
 - daar geen botallige onderwyser by die skool is nie;
 - die onderwyser nie 'n onderwyser is wat deur die beheerliggaam betaal word nie; en
 - die onderwyser nie reeds vir 'n ander onderwyser waarneem nie.
5. Dit is die skool se verantwoordelikheid om 'n geskikte afsonderwyser vir die onderwyser wat die kursus bywoon, te vind en benoem.
6. Slegs 50 onderwysers sal vir elk van die kursusse wat tydens die skoolkwartaal aangebied word, geregistreer word.

7. Moet asseblief nie huiwer om met die volgende KOLI-programkoördineerders in verbinding te tree om meer inligting oor die KOLI-intervensies in 2020 te bekom nie:
- Gavin de Bruyn, telefoonnommer 021 900 5062, faks. 021 900 5114, e-pos: Gavin.DeBruyn@westerncape.gov.za vir alle **Skoolbestuur- en Leierskapontwikkelings**kursusse en -seminare.
 - Magdalena Benn, telefoonnommer 021 900 5016, faks. 086 614 5151, e-pos: Magdalena.Benn@westerncape.gov.za vir alle **Grondslagfase**kursusse en die **Taal- en Wiskunde-oplossingskonferensie**.
 - Natasha Fouché, telefoonnommer 021 900 5018, faks. 086 443 6276, e-pos: Natasha.Fouche@westerncape.gov.za vir alle **Intermediêre- en Senior Fase**kursusse en die **Taal- en Wiskunde-oplossingskonferensie**.
 - Liesl Robinson, telefoonnommer 021 900 5020, faks. 021 900 5013, e-pos: Liesl.Robinson@westerncape.gov.za vir alle **Inklusiewe Onderwys**kursusse en die **Taal- en Wiskunde-oplossingskonferensie**.
 - Christo Davids, telefoonnommer 021 900 5021, faks. 086 731 6833, e-pos: Christo.Davids2@westerncape.gov.za vir alle **IKT-integrasie**-intervensies.
8. Bring asseblief die inhoud van hierdie minuut onder die aandag van alle onderwysers.

GETEKEN: PAD BEETS

ADJUNK-DIREKTEUR-GENERAAL: KURRIKULUM- EN ASSESSERINGSBESTUUR

DATUM: 2019-12-04

CAPE TEACHING AND LEADERSHIP INSTITUTE PROGRAMME FOR 2020

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	



KAAPSE ONDERRIG- EN LEIERSKAPINSTITUUT (KOLI) SE AANLYN INTEKENINGS- EN REGISTRASIEPROSES

1. Om vir kursusse aan te sluit, kan geregistreerde gebruikers op die "Sign in"-knoppie op die tuisblad by www.wcedctli.co.za klik en inteken deur 'n gebruikersnaam of e-posadres en wagwoord te gebruik.
2. Nuwe gebruikers kan soos volg registreer:
 - 2.1 Klik op die "Register here"-knoppie wat u dan na die "Sign in" of "Register here"-blad sal neem.
 - 2.2 Die volgende velde moet ingevul word:
 - Gebruikersnaam: Skep u gebruikersnaam wat u elke keer sal nodig hê om op die KOLI-webwerf in te teken.
 - Geldige/aktiewe e-posadres: Voer u lewendige en geldige e-posadres in. Indien u nie 'n lewendige e-posadres het nie, moet u een skep voordat u verder kan gaan. 'n E-posadres word vir kommunikasiedoeleindes benodig.
 - Wagwoord: Voer u wagwoord in of skep 'n wagwoord.
 - Bevestig u wagwoord.
 - Voer u SARO-nommer in.
 - Bevestig dat u 'n menslike besoeker is deur die boks af te merk – dit is om rekenaargegenereerde uitvissingspogings ("phishing") te voorkom.
 - Klik op "Create a new account".
 - 2.3 Sodra u op "Create a new account" geklik het, sal die volgende skerm verskyn: "Let's confirm your email address".
 - 2.4 Maak u e-pos oop en bevestig u e-posrekening deur die instruksies, wat aan u oor u KOLI-rekeningbesonderhede gestuur is, te volg. Klik die eerste skakel in die boodskap wat u na die "Edit your profile"-blad sal neem.
 - 2.5 Skep u volledige portefeulje deur u "Personal and Work Information" te voltooi.
 - 2.6 Klik dan op "Submit" en u persoonlike portefeulje sal op die stelsel bygewerk word.

- 2.7 Sodra u u portefeulje geskep het, kan u al die kursusse wat by die KOLI aangebied word, besigtig en op die kursus(se) wat u graag wil bywoon, inteken.
- 2.8 Dien dan u aansoek vir die kursus in. Maak asseblief seker dat die aansoek korrek ingedien is. U sal 'n e-pos ontvang wat bevestig dat u aansoek ontvang is – indien u nie hierdie bevestiging ontvang nie, beteken dit dat u aansoek nie suksesvol ingedien was nie.
3. U aansoek sal deur distriksamptenare hersien en deur die distriksdirekteur goedgekeur of afgekeur word. 'n Finale besluit sal deur die KOLI-programkoördineerder geneem word nadat die distrik dit afgeteken het.
4. U sal regdeur hierdie proses e-posse ontvang om u oor die status van u aansoek in te lig. U kan ook aanlyn aanteken om die status van u aansoek op die geskiedenisblad te besigtig.
5. Alhoewel hierdie instruksies ingewikkeld mag voorkom, is die stelsel ontwerp om gebruikersvriendelik te wees met stapsgewyse instruksies. Indien u egter hulp nodig het, kan u met me. Phelokazi Tutani by tel. 021 900 5024 of per e-pos by Phelokazi.Tutani@westerncape.gov.za in verbinding tree.
6. Elke kursus op die stelsel sal 'n venstertydperk vir aansoeke aandui. U word aangerai om slegs tydens die voorgeskrewe venstertydperk vir 'n spesifieke kursus aansoek te doen.