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Enquiries: N Dodgen

Curriculum GET Minute: DCG 0006/2019

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors (Head Office and district offices), Heads: Curriculum Support, Circuit Managers, Chief Education Specialists, Intermediate Phase Coordinators, SEN/FET Curriculum Coordinators, Subject Advisers, and Principals of all ordinary public primary and combined schools

**Subject: Notice of Social Sciences (Geography) teacher professional development workshop for Grades 4 to 7 teachers**

1. The Western Cape Education Department (WCED) is committed to providing teacher development for all Grades 4 to 7 Social Sciences teachers.
2. This minute serves as a formal notice to inform all **Grades 4 to 7 Social Sciences** teachers that teacher professional development will take place as follows:

Subject	Period/Date	Duration
Social Sciences (Geography): Grades 4-7	Tuesday, 18 June 2019 – Thursday, 20 June 2019	Training will take place over <b>3 days</b> . The times are as follows: <ul style="list-style-type: none"><li>• Monday: Registration at 08:00</li><li>• Monday and Tuesday: 08:30–15:30</li><li>• Wednesday: 08:30–14:00</li></ul>

3. Training will take place at the following venues:

<b>Week 1: Social Sciences (Geography) Grades 4–7</b>				
<b>District</b>	<b>Training venue</b>	<b>Physical address</b>	<b>Tel. no.</b>	<b>Name of principal</b>
Metro North	Ravensmead Secondary School	C/O De La Rey Way & Ullswater Street, Ravensmead	021 558 1070	Mr J Bouman
Metro Central	Bridgeville Primary School	58 Kiewiet Street, Bridgetown	021 637 1444	Mr S Allies
Metro South	Metro South District Office	Protea Boardroom, AZ Berman Drive, Mitchells Plain	021 370 2061	Ms L Bailey
Metro East	Metro East District Office	Belhar Rd & New Nooiensfontein Drive, Kuils River	021 900 7000	Mr B Crombi
West Coast	Dirkie Uys Primary School	Reservoir Street, Moorreesburg	022 433 1082	Mr F Smit
Cape Winelands	Worcester Gymnasium	Tulbagh Street, Worcester	023 347 0426	Mr S Schoeman
Overberg	Overberg Primary School	20 Laing Street, Caledon	028 214 1590	Mr M Koekemoer
Eden & Central Karoo	PW Botha College	Unie Street, George	044 874 4166	Mr PW Myburgh

4. Teachers should register online before **18 April 2019**.

<b>District</b>	<b>Register at:</b>
Metro North	<a href="http://bit.ly/MNEDGeographer">http://bit.ly/MNEDGeographer</a>
Metro Central	<a href="https://goo.gl/SuATXn">https://goo.gl/SuATXn</a>
Metro South	<a href="https://docs.google.com/forms/d/e/1FAIpQLSdOjJzVuCCTtUq5YuTetyEPIFINRoeg7Nj7wUtnIn5HMPrAg/viewform">https://docs.google.com/forms/d/e/1FAIpQLSdOjJzVuCCTtUq5YuTetyEPIFINRoeg7Nj7wUtnIn5HMPrAg/viewform</a>
Metro East	<a href="https://bit.ly/2T1UrAB">https://bit.ly/2T1UrAB</a>
West Coast	<a href="http://bit.ly/WestCoastGEO">http://bit.ly/WestCoastGEO</a>
Cape Winelands	<a href="https://goo.gl/forms/Ch5oLrYzPBqq74G93">https://goo.gl/forms/Ch5oLrYzPBqq74G93</a>
Overberg	<a href="https://tinyurl.com/y6qc6zuf">https://tinyurl.com/y6qc6zuf</a>
Eden & Central Karoo	<a href="http://bit.ly/eckedSS">http://bit.ly/eckedSS</a>

5. **Travel**

5.1 A travel allowance will be paid, subject to the following conditions:

- Full training course attendance must be confirmed.
- The total distance travelled for the **three-day** period **must exceed 100 km.**
- The total distance claimed for the **three-day** period **may not exceed 800 km.**

5.2 Travel claims will be assessed according to the following criteria:

Use of own car	As far as possible, teachers must share transport. Only the driver or owner of the vehicle may claim for the kilometres travelled. Passengers must be listed. A standard rate of R3,00 per kilometre will be paid. Engine capacity will not apply.	
Use of a lift club (paid or free) in a private car	Only the driver or owner of the vehicle may claim for the kilometres travelled. Passengers must be listed. A standard rate of R3,00 per kilometre will be paid. Engine capacity will not apply.	
Use of the school bus	The school must submit a letter indicating that the school bus was used for this course, and stating the names of the passengers and the distance travelled. A standard rate of R3,00 per kilometre will be paid. Engine capacity will not apply.	
Use of a registered service provider  <i>NB: Prior approval must be obtained in writing from the district's GET coordinator.</i>	Step 1	The school must obtain three quotations prior to the training.
	Step 2	The school must submit these quotations to the GET coordinator. The lowest quotation will be accepted.
	Step 3	The GET coordinator must provide written confirmation to the principal that the service can be contracted.
	Step 4	The school must arrange for the hire of the service.
	Step 5	After the service, the <b>school</b> must pay the service provider and obtain a receipt.
	Step 6	For reimbursement, the school must submit a letter to the district claims manager indicating that the service provider was used, listing the names of the passengers and details of the distance travelled. The quotations, the approval of the GET coordinator and the final paid invoice must be attached.
All paperwork must be kept as evidence for the internal auditor. The WCED will <b>only</b> reimburse the school upon receipt of signed documentation, including the <b>prior</b> written approval of the district's GET coordinator. Teachers must arrange a <u>group pick-up</u> at a central point.		
Use of public transport, e.g. a public taxi, bus or train for short distance travel	Claims must indicate the start and end point of each stage of the journey. Reimbursements will be made according to standard rates. Evidence (tickets) may be requested by the claims official so that the claim can be validated. No metered taxi fares may be claimed.	

6. **Accommodation and meals (applicable to rural districts only)**

- 6.1 Accommodation and meals (breakfast and dinner) will be provided at the venues, **subject to the following conditions:**
- The distance to the training venue must **exceed 60 km** one way, i.e. 120 km return trip.
  - Full training course attendance must be confirmed.
  - Registration must be completed in advance.
  - The requirements set out in 6.3 below must be fully met.
  - Only one option (see 6.3 below) may be selected and teachers will not be reimbursed for any change or alternative accommodation.
- 6.2 Accommodation will be provided from the first to the last day of the training course, with the option of checking in from 14:00 until 17:00 on the day before the start of the workshop.
- 6.3 Teachers who are eligible for accommodation may register for ONE of the options below:

Hostel accommodation	<p>Hostel accommodation will be provided <u>at no charge to teachers</u>. The following conditions apply:</p> <ul style="list-style-type: none"> <li>• Teachers must share rooms.</li> <li>• Teachers must bring their own bedding, towels and toiletries.</li> <li>• The arrival time on Monday (17 June 2019) is from 15:00 to 17:00 only.</li> </ul>	
Registered hospitality establishments, e.g. a bed and breakfast, guest house or hotel	<p>The following conditions will apply:</p> <ul style="list-style-type: none"> <li>• Up to R400 per day may be claimed for dinner, bed and breakfast.</li> <li>• An original invoice from the establishment must be countersigned by the claimant and submitted at the training course.</li> <li>• The payment of incomplete or late claims is not guaranteed.</li> </ul>	
Family/friends accommodation	<p>The following conditions will apply:</p> <ul style="list-style-type: none"> <li>• Up to R260 per day may be claimed for dinner, bed and breakfast.</li> <li>• This claim must be accompanied by a sworn affidavit from the relative/friend concerned, countersigned by the claimant and submitted at the training course.</li> </ul>	
Private short-term rental/lease agreements	<p>The following conditions will apply:</p> <ul style="list-style-type: none"> <li>• The school will be responsible for accommodation arrangements and the payment (all the costs for dinner, bed and breakfast) thereof.</li> <li>• Due process must be followed:</li> </ul>	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 15%;">Step 1</td> <td>The school must submit a letter to the GET coordinator in advance, requesting the use of a</td> </tr> </table>	Step 1
Step 1	The school must submit a letter to the GET coordinator in advance, requesting the use of a	

		rented facility to accommodate a group of teachers. Details of the accommodation, including the lease agreement and the names of teachers must be provided.
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	Step 2	The GET coordinator must approve the arrangement in writing. <b>No arrangements</b> can be concluded without this.
	Step 3	The school must pay and submit the receipt and supporting documentation (the lease and the approval of the GET coordinator) at the training course.
		<ul style="list-style-type: none"> <li>• The claim will be treated as one bill, payable to the school.</li> <li>• A maximum amount of R250 per day per teacher will be paid — this includes all accommodation, dinner, bed and breakfast costs. The actual amount reimbursed will, however, depend on the actual costs, up to a maximum of R250 per person per day. Any costs above this amount will not be paid by the WCED.</li> <li>• All original meal receipts, till receipts, etc. must be signed off and submitted with a summary.</li> <li>• The whole claim must be submitted <b>as one bill</b> with a covering letter from the school and must be supported by all the original documentation.</li> </ul>

## 7. How to claim

- 7.1 All teachers who wish to lodge a claim must complete the attached Bank Details Form and submit it to the claims desk at the training venue on the first day of training. The Bank Details Form must be stamped by the bank and only an **original** form may be submitted. No faxes or photocopies will be accepted. Teachers must complete this form **before** the training starts (i.e., they must arrive at the venue with this form already completed).
- 7.2 All claims must be supported by original documentation. No faxes or photocopies will be accepted.
- 7.3 Claimants will be reimbursed only after completion of the training course and therefore will have to pay their own expenses up front. Where necessary, schools are kindly requested to assist their teachers in this regard. Proof of payments must be kept.
- 7.4 Reimbursements will be made only after careful scrutiny of claims, and the WCED reserves the right to make the final decision where there is any discrepancy or non-compliance.

7.5 All claims must be submitted at the training venue where officials will be on hand to assist claimants.

7.6 No late or incomplete claims will be accepted, unless there are exceptional extenuating circumstances and reimbursement cannot be guaranteed.

## 8. **Queries**

Should teachers have any further queries, please contact the relevant district GET coordinator:

<b>District</b>	<b>GET coordinator</b>	<b>Tel. no.</b>	<b>Email</b>	<b>Fax no.</b>
Metro North	Malefo Makena	021 938 3104	<a href="mailto:Malefo.Makena@westerncape.gov.za">Malefo.Makena@westerncape.gov.za</a>	021 938 3183
Metro Central	Karenza Harrison	021 514 6770	<a href="mailto:Karenza.Harrison@westerncape.gov.za">Karenza.Harrison@westerncape.gov.za</a>	086 236 1892
Metro South	Lorraine Bailey	021 370 2041	<a href="mailto:Lorraine.Bailey@westerncape.gov.za">Lorraine.Bailey@westerncape.gov.za</a>	021 372 1856
Metro East	Benjamin Crombie	021 900 7051	<a href="mailto:Benjamin.Crombi@westerncape.gov.za">Benjamin.Crombi@westerncape.gov.za</a>	086 664 2631
West Coast	Ulande Europa	021 860 1569	<a href="mailto:Ulande.Europa@westerncape.gov.za">Ulande.Europa@westerncape.gov.za</a>	086 590 0730
Cape Winelands	Edgar Johannes	023 348 0605	<a href="mailto:Edgar.Johannes@westerncape.gov.za">Edgar.Johannes@westerncape.gov.za</a>	086 555 0261
Overberg	James Daniels	028 214 7363	<a href="mailto:James.Daniels@westerncape.gov.za">James.Daniels@westerncape.gov.za</a>	028 214 7400
Eden and Central Karoo	Marietjie Beukes	044 803 8400	<a href="mailto:Marietjie.Beukes@westerncape.gov.za">Marietjie.Beukes@westerncape.gov.za</a>	086 603 7615

9. Principals are kindly requested to bring the contents of this minute to the attention of all Grades 4–7 Social Sciences teachers.

**SIGNED:** PAD BEETS

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2019-04-09



**PROVINCIAL GOVERNMENT WESTERN CAPE**

PGWC 006

**BAS ENTITY MAINTENANCE  
BANK DETAILS**

DEPARTMENT

OFFICE

**System User Only**

BAS Ref No. \_\_\_\_\_

Captured By: \_\_\_\_\_

Date Captured: \_\_\_\_\_

Authorised By: \_\_\_\_\_

Date Authorised: \_\_\_\_\_

**Bank Details**

**DETAILS OF FIRM / INSTITUTION:**

Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail address \_\_\_\_\_

Contact Person \_\_\_\_\_ Tel. No. \_\_\_\_\_

I/We ..... hereby request and authorise you to pay any amounts which any accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorised will be processed by computer through a system know as the "ACB ELECTRONIC BANK TRANSFER SERVICE", and I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.(This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that a payment advice will be supplied by the Department in the normal way, and that it will indicate the date on which funds will be available in my/our account.This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

**Initials and Surname**

**Authorised Signature**

**Date dd/mm/ccyy**

Name of Bank \_\_\_\_\_

Name of Branch \_\_\_\_\_

Branch Code \_\_\_\_\_

Account Number \_\_\_\_\_

Type of Account  Current Account  Other (specify ) .....

Savings Account

Transmission Account

**DATE STAMP OF BANK  
BANK ACCOUNT PARTICULARS  
CERTIFIED AS CORRECT**

**FOR OFFICE USE ONLY**

**APPROVED BY HEAD OF OFFICE**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_