

CAPE TEACHING AND LEADERSHIP INSTITUTE PROGRAMME

FOR 2021

Term 1 : 2021 (January TO March 2021)

ANNEXURE A

COMPONENT : PROGRAMME / CURRICULUM DELIVERY TRAINING SCHEDULE

TERM 1 COURSES		
COURSE NAME	DATE	MODE
INCLUSIVE EDUCATION		
Inclusive Education: Barriers in Languages – Climbing the Language Ladder (Reading & Writing) (FP & IP)	08 Feb - 06 March 21	Online
Inclusive Education: Barriers in Mathematics Module 1 – Number Operations & Relationships (FP & IP)	01 - 26 March 21	Online
FOUNDATION PHASE		
Foundation Phase: Number Operations & Relationships: Problem Solving	10 Feb - 12 March 21	Online
Foundation Phase: Essential Skills and Knowledge to Teach Capacity	24 Feb - 26 March 21	Online
Foundation Phase: Reading – Building Blocks	17 Feb - 19 March 21	Online
INTERMEDIATE PHASE		
Intermediate Phase: Mathematics Module 1- Mental Maths , Addition & Subtraction	02 -14 Feb 21	Online
Intermediate Phase: Mathematics Module 2 – Multiplication & Division	16 - 28 Feb 21	Online
Intermediate Phase: Mathematics Module 3 – Fractions, Decimals, percentages, rate and ratio.	02 -12 March 21	Online
Intermediate Phase: Reading – Module 1	08 Feb - 06 Mar 21	Online

COMPONENT : ICT INTEGRATION TRAINING SCHEDULE

LEVEL	COURSE NAME	DATE	MODE
Beginner	Google Essentials for Teachers (Online or Face-to-Face)	1 Feb - 7 Feb	Online
		6 Feb	Face-to-Face
Beginner	Smart Classroom_Level 1	13 Feb	Face-to-Face
Beginner	Microsoft Essentials for Teachers (Online or Face-to-Face)	8 Feb - 14 Feb	Online
		13 Feb	Face-to-Face
Beginner	Essential Digital Tools for Teachers (Online or Face-to-Face)	15 - 21 Feb	Online
		20 Feb	Face-to-Face
Intermediate	Remote Learning with WhatsApp	22 Feb - 5 Mar	Online
Intermediate	Smart Classroom_Level 2	27 Feb	Face-to-Face
Beginner	Video Essentials for Teachers (Online or Face-to-Face)	1 Mar - 7 Mar	Online
		6 March	Face-to-Face
Intermediate	Google Apps for the Classroom	22 Feb - 5 Mar	Online
Advanced	Online Learning Design	6 Mar & 13 Mar	Face-to-Face

TEACHER QUALIFICATION IMPROVEMENT

Course	Term 1	Mode
Roles and responsibilities of Departmental Heads: Level 1	15 - February - 26 March	Online: 30 hours max 55 participants
Induction programme for newly-appointed principals A	15 - February - 26 March	Online 30 hours
Course	Course	Mode
CPTD MS Seminar 1	06 March	Online Webinar



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.

3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.