

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

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

1. Ukwenzela ukuba babhalisele iikhosi, abasebenzisi ababhalisileyo bangaklikha ku-
"Sign in" button kwikhasi i-home page apha: 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.
3. Wakuyenza iprofayili yakho ungajonga zonke iikhosi ezenziwayo e-*CTLI* ubhalise ikhosi onqwenela ukuya kuyo (iikhosi onqwenela ukuya kuzo).
4. 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 asikhange sifakwe ngempumelelo.
5. 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.
6. Kuyo yonke le nkqubo uya kufumana ii-imeyili ezikwazisa ngobume besicelo sakho. Usengangena kwakhona kwi-intanethi utshekishe ubume besicelo sakho kwi-*history page*.
7. 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.
8. Ikhosi nganye ekwisistim iya kuchaza ixesha eliqingqiweyo lokwenza izicelo zekhosi (*window period for applications*) yaye kucetyiswa ukuba ufake isicelo sekhosi leyo lingadlulanga ithuba eliqingqiweyo.