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Enquiries: G de Bruyn

Cape Teaching and Leadership Minute: 0008/2020

To: Chief Directors, Directors (Head Office and district offices), Heads: Subdirectorates and Sections (Head Office), Heads: Curriculum Support, Heads: Management and Governance, Circuit Managers, Subject Advisers and Principals of public schools

Subject: Teacher development courses, conferences and seminars to be offered at the Cape Teaching and Leadership Institute in 2021

1. In 2021 the Cape Teaching and Leadership Institute (CTLI) will again be offering SACE-endorsed teacher development courses, conferences and seminars to principals, deputy principals, departmental heads and teachers, either during school terms or school holidays (Annexure A).
2. All courses that will be presented by the CTLI in 2021 will be made available on the CTLI website: www.wcedctli.co.za by 15 December 2020.
3. Courses will be presented in different modes and will include face-to-face, blended and online engagements. The applicable mode is indicated in Annexure A.
4. Due to the unpredictability of the impact of COVID-19 during 2021, only courses for Term 1 have been communicated. A further update of available courses for the remainder of 2021 will be distributed during the first term of 2021.
5. Teachers interested in attending these courses must sign up via the CTLI website (the sign-in and registration process is explained in Annexure B).
6. Where courses will be presented in face-to-face mode, the Western Cape Education Department (WCED) will employ substitute teachers for the duration of courses being attended by teachers at the CTLI during school terms, provided that:
 - there is no teacher in excess at the school;
 - the teacher is not a teacher paid by the governing body; and
 - the teacher is not already substituting for another teacher.

7. It is the responsibility of the school to find and nominate a suitable substitute for a teacher attending a course.
8. Only 50 teachers will be registered for each of the courses offered during the school term.
9. For further information regarding CTLI interventions in 2021, please do not hesitate to contact the following CTLI programme coordinators:
 - Gavin de Bruyn, telephone number 021 900 5062, fax 021 900 5114, email: Gavin.DeBruyn@westerncape.gov.za for all **School Management and Leadership Development** courses and seminars.
 - Magdalena Benn, telephone number 021 900 5016, fax 086 614 5151, email: Magdalena.Benn@westerncape.gov.za for all **Foundation Phase** courses and the **Language and Mathematics Solutions Conference**.
 - Natasha Fouché, telephone number 021 900 5018, fax 086 443 6276 email: Natasha.Fouche@westerncape.gov.za for all **Intermediate and Senior Phase** courses and the **Language and Mathematics Solutions Conference**.
 - Liesl Robinson, telephone number 021 900 5020, fax 021 900 5013, email: Liesl.Robinson@westerncape.gov.za for all **Inclusive Education** courses and the **Language and Mathematics Solutions Conference**.
 - Christo Davids, telephone number 021 900 5021, fax 086 731 6833, email: Christo.Davids2@westerncape.gov.za for all **ICT Integration** interventions.
10. Kindly bring the contents of this minute to the attention of all teachers.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-12-08