



Annexure A

National Teaching Awards 2021 - Nomination submission process

1. Due to the COVID-19 pandemic the submission of National Teaching Awards nomination forms has been revised.
2. Nominees must note the following:
 - 2.1 All nomination forms must be submitted online.
 - 2.2 The prescribed nomination forms must be used.
 - 2.3 A checklist is included to guide submission of nomination forms (page 3 below).
 - 2.4 Nomination forms and supporting documents should not exceed 13 pages.
 - 2.5 All nomination forms including supporting documents **MUST** be submitted via the following email address: NTA2021@wced.info.
 - 2.5.1 Please use the following format in the subject line of the email for the specific category entered, i.e.
 - Primary School Teaching: Name & surname of nominee
 - Secondary School Teaching: Name & surname of nominee
 - Primary School Leadership: Name & surname of nominee
 - Secondary School Leadership: Name & surname of nominee
 - Grade R Teaching: Name & surname of nominee
 - Special Needs Education: Name & surname of nominee
 - Mathematics Teaching (FET): Name & surname of nominee
 - Physical Sciences Teaching (FET): Name & surname of nominee
 - Technology Enhanced Teaching and Learning Award: Name & surname of nominee
 - Lifetime Achievement Award: Name & surname of nominee
 - Best Teacher Award: Name & surname of nominee
 - He/She Hero Award: Name & surname of nominee

- Best Learner Award: Name & surname of nominee
- Kader Asmal Excellence Award: Name & surname of nominee

3. Interview Process

- 3.1 Nominated teachers will be informed by the Directorate: Cape Teaching and Leadership Institute about the date and time of the Interview.
- 3.2 The interview will be in the form of a presentation.
- 3.3 Nominees will be required to prepare a presentation that will cover both the specific criteria first, followed by the general criteria as per the category he/she has been nominated for.
- 3.4 Each candidate will be given 35 minutes to cover both the specific and general criteria.
- 3.5 The Lifetime Achievement Award nominees will be afforded 45 minutes for his/her presentation.
- 3.6 Due to the COVID-19 pandemic all interviews will be conducted via the Microsoft (MS) Teams platform.
- 3.7 Nominees are requested to download the MS Teams desktop application on their laptop or personal computer and familiarise themselves with the application prior to their interview.

Checklist for submission of nomination forms

No.	Process	Check/ Completed ✓
1	Nomination forms (including self/team portrait form and motivation form) to be completed by the nomination team.	
2	Above documents to be printed by the nomination team - writing to be neat and legibly, using black ink pen .	
3	Nomination teams to ensure that all supporting documentation is signed by: <ul style="list-style-type: none"> • School principal and governing body chairperson/designated person • Nominee • Chairperson of the nomination team and school stamp • Certified copy of SACE certificate • Certified identity document copy • Certified copies of teaching qualifications 	
4	Documents must be converted into PDF format : <ul style="list-style-type: none"> • scanned; • uploaded; • supporting documents included in ONE attachment (including nomination forms - 6 pages + 3 pages (as per paragraph 3) + supporting documents - maximum 4 = 13 pages). <p>*No extra photos as attachments should be included over and above the 13 pages submitted.</p>	
5	Submission of nomination forms: <ul style="list-style-type: none"> • Email: All documentation must be submitted via email to the following email address ONLY: NTA2021@wced.info • Please create a file name as per paragraph 2.5.2. • Heading/subject of email as per paragraph 2.5.2. 	