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Enquiries: GC de Bruyn

Cape Teaching and Leadership Minute: 0002/2021

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 and Webinars to be offered at the Cape Teaching and Leadership Institute in 2021**

1. In Cape Teaching and Leadership Minute 0008/2020, dated 08 December 2020, the Cape Teaching and Leadership Institute (CTLI) announced that it 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.
2. It was also mentioned that due to the unpredictability of the impact of COVID-19 during 2021, only courses for Term 1 would be available and further communication will be forwarded to update courses available for Terms 2 and 3.
3. This minute serves to inform all schools and teachers of all CTLI teacher development courses and Webinars available for Terms 2 and 3 (Annexure A.1).
4. All courses and Webinars that will be presented by the CTLI in Terms 2 and 3 will be made available on the CTLI website: [www.wcedctl.co.za](http://www.wcedctl.co.za) by 29 March 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. Courses might be presented in different modes and might include face-to-face, blended, and online engagements. The applicable mode is indicated in Annexure A.1.
7. *Where courses will be presented in the face-to-face mode, the Western Cape Education Department will employ substitute teachers for the duration of courses that are 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/or
  - the teacher is not already substituting for another teacher.
8. It is the responsibility of the school to find and nominate a suitable substitute for a teacher attending a course.
9. Only 50 teachers will be registered for each of the courses offered during the school term.
10. For further information regarding the 2021 Terms 2 and 3 CTLI interventions, please do not hesitate to contact the following CTLI programme coordinators:

| <b>Name</b>  | <b>Tel. no.</b> | <b>Fax. no.</b> | <b>Email</b>   |
|--|-----------------|-----------------|--|
| <b>School Management and Leadership Development courses and seminars</b>               |                 |                 |  |
| Jacqueline Titus   | 021900 5035     | 021900 5114     | <a href="mailto:Jacqueline.Titus@westerncape.gov.za">Jacqueline.Titus@westerncape.gov.za</a> |
| Brandon Jantjies   | 021900 5029     | 021900 5114     | <a href="mailto:Brandon.Jantjies@westerncape.gov.za">Brandon.Jantjies@westerncape.gov.za</a> |
| <b>Foundation Phase courses and the Language and Mathematics Webinars</b>              |                 |                 |  |
| Magdalena Benn   | 021900 5016     | 086 6145151     | <a href="mailto:Magdalena.Benn@westerncape.gov.za">Magdalena.Benn@westerncape.gov.za</a>     |
| <b>Intermediate and Senior Phase courses and the Language and Mathematics Webinars</b> |                 |                 |  |
| Natasha Fouché   | 021900 5018     | 086 4436276     | <a href="mailto:Natasha.Fouche@westerncape.gov.za">Natasha.Fouche@westerncape.gov.za</a>     |
| <b>Inclusive Education courses and the Language and Mathematics Solutions Webinars</b> |                 |                 |  |
| Liesl Robinson   | 021900 5020     | 021900 5013     | <a href="mailto:Liesl.Robinson@westerncape.gov.za">Liesl.Robinson@westerncape.gov.za</a>     |
| <b>ICT Integration interventions</b>   |                 |                 |  |
| Christo Davids   | 021900 5021     | 086 7316833     | <a href="mailto:Christo.Davids2@westerncape.gov.za">Christo.Davids2@westerncape.gov.za</a>   |

11. Kindly bring the contents of this minute to the attention of all teachers.

**SIGNED:** PAD BEETS

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

**DATE:** 2021-03-23